

**AGENDA  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, APRIL 4, 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 21, 2023.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of March 28, 2023.
3. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of March 28, 2023.

**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 adopting Resolution No. 23-04-27 declaring the City will act as a legal sponsor for the application for the fiscal year 2023/2024 funding to the State of Minnesota Department of Natural Resources for the trail maintenance of snowmobile trails managed by the Red River Snowmobile Club.
5. Consider approving the Special Event Application for Sacred Heart School authorizing the closure of a portion of 3<sup>rd</sup> Street NW for their annual School Carnival on May 17, 2023 from 12pm to 9pm.

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.

6. Consider approving the Sidewalk Café Application from the Spud Jr authorizing the use of the sidewalk space under their overhead awning as an extension of the restaurant and premises.

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

7. City Financial Statements as of February 28, 2023.

**COMMUNICATIONS:**

8. Situation Update – The current flood outlook predicts a 50% chance flood waters will reach 44.4 feet. Reminder to residents that the levee and flood wall system is certified to flood waters reaching 60 feet. Flood preparations have continued by staff getting equipment ready and items on standby. Staff will also be in contact with other agencies such as the City of Grand Forks and Polk County about flood preparations and the action plan. Updates will be available on the city’s newsflash and on the flood page - [www.eastgrandforks.us/320/Flood-Information](http://www.eastgrandforks.us/320/Flood-Information).

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

9. Consider approving the Lease Addendum between the City of East Grand Forks and Valley Golf Association which states the City would be responsible for any damages caused by the City on the leased property and all other maintenance would be responsible of Valley Golf Association contingent upon approval from Valley Golf Association Board.
10. Consider adopting Resolution No. 23-04-28 approving the plans and specifications and ordering advertisement for bids for the 2023 Assessment Job No. 1 and 2023 City Project No. 4 for street and ADA Improvements for the federal subtarget project.
11. Consider adopting Resolution No. 23-04-29 adopting Assessment Roll 343 for 2022 Assessment Job No. 2 for Utilities and Street Reconstruction for a total assessment of \$523,205.08.

**CLAIMS:**

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

**COUNCIL/STAFF REPORTS:**

**ADJOURN:**

**Upcoming Meeting**

- Work Session – Tuesday, April 11, 2023 – Training Room – 5:00 PM
- Council Meeting – Tuesday, April 18, 2023 – Council Chambers – 5:00 PM
- Work Session – Tuesday, April 25, 2023 – Training Room – 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 21, 2023 – 5:00 PM**

**CALL TO ORDER:**

*The Council Meeting of the East Grand Forks City Council for Tuesday, March 21, 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.*

*Staff Present: Karla Anderson, Finance Director; Jeff Boushee, Fire Chief; Nancy Ellis, City Planner; Steve Emery, City Engineer; 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; and Jason Stordahl, Public Works Director.*

**DETERMINATION OF QUORUM:**

*The Council President Determined a Quorum was present.*

**PLEDGE OF ALLEGIANCE:**

**OPEN FORUM:**

Mr. Gorte stated Gate City Bank had contacted him about expanding a home improvement program into East Grand Forks that would offer loans for home improvements at 3% or 3.5% interest for either 10 or 15 years and up to \$100,000. He read a list of improvements that could be completed utilizing the program and to make sure to check with the building department to determine if a building permit was needed.

Becky Mindeman introduced herself as a Senior Vice-President of Retail Banking with Gate City Bank. She also introduced Brittney Clinton and Katie Graham, stated Vicky Geller was unable to attend, and they were the three individuals who would assist community members that wanted to apply for the program. She explained a cornerstone of their bank's mission was to serve their customers and communities by providing a better way of life. She said this program does just that, the partnership in working with the City will allow for improvement in neighborhoods by improving the quality of life with investment to existing neighborhoods. She told the Council this program had started in 2005 in North Dakota and in Central Minnesota and now they are very excited to be able to offer this program in East Grand Forks. She reviewed why the program was started and they were thankful to be able to partner with the City of East Grand Forks. She asked if there were any questions and handed out flyers with information about the program.

**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.

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

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

*Voting Nay: None.*

**SCHEDULED BID LETTINGS: NONE**

**SCHEDULED PUBLIC HEARINGS:**

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

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LARSON, TO OPEN THE PUBLIC HEARING.**

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

*Voting Nay: None.*

Mr. Emery stated this was the final hearing for the utilities and street reconstruction on 4<sup>th</sup> Street NE. He reminded the property owners that no one could formally object to or appeal an assessment unless a written objection was filed with the Council at this meeting. He said if that was done, within 30 days of the adoption of the assessment roll, a property owner who filed an objection could file an appeal of the special assessment with the district court. He reminded everyone that the project had not been awarded but the Council would consider awarding the project during this meeting or wait 30 days if any objections were received at the meeting.

Mr. Emery reviewed the scope of the project that included street reconstruction, replacement of storm sewer leads and catch basins, a new aggregate base with geogrid fabric and drain tile, new curb and gutter, and the replacement of driveway aprons. He stated bids were opened on February 14<sup>th</sup>, three bids were received, and Opp Construction had the lowest bid at \$483,309.70. He commented it was about 8% higher than the engineer’s estimate but in the current climate would be considered a favorable bid. He told the Council this project would be paid for by assessments and the stormwater enterprise funds. He reviewed the costs that would be assessed, the costs that would be paid for by the stormwater funds, showed the map of the project area, and the front and end benefit rates. He stated the assessments would be filed with the County and would be paid with property taxes, the proposed project would be assessed over 20 years at 6%, assessments could be prepaid without a penalty, and the first payment would be included on the 2024 property tax statement. He asked for questions.

**A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER RIOPELLE, TO CLOSE THE PUBLIC HEARING.**

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

*Voting Nay: None.*

**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.

**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](http://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 4<sup>th</sup> Street NE to Opp Construction for the total amount of \$483,309.70.

**A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 23-03-25 AWARDED THE BID FOR THE 2022 ASSESSMENT JOB NO. 2 FOR UTILITIES AND STREET RECONSTRUCTION ON 4<sup>TH</sup> STREET NE TO OPP CONSTRUCTION FOR THE TOTAL AMOUNT OF \$483,309.70.**

Council member Vetter asked if the 30 days had passed so they were not able to raise an objection to the special assessments. Mr. Emery stated that because they did not file a written objection with the Council they waived their right to appeal.

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

*Voting Nay: None.*

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.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LARSON, TO ADOPT 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.**

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

*Voting Nay: None.*

8. Consider approving the purchase of a GMC 2500 from North County GM for a total \$48,037.40.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE PURCHASE OF A GMC 2500 FROM NORTH COUNTY GM FOR A TOTAL \$48,037.40.**

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

*Voting Nay: None.*

**CLAIMS:**

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

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

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

*Voting Nay: None.*

**COUNCIL/STAFF REPORTS:**

Mayor Gander stated he worked at the fish fry last Friday during blizzard like weather but there were still two more weeks of the fish fry taking place and encouraged people attend. He reminded everyone the hours were from 5pm to 7pm. He thanked the Parks and Recreation Department and Public Works Department for snow removal. He asked that people help their neighbors to keep their driveways clear. He said there was going to be a lot of water going through the channel and he was 100% confident in the system.

Council Vice-President Riopelle said about 50% of the water meters had been replaced, reminded people to make sure they call in to set up an appointment to get it done, and the phone number could be found with the information sent out with the Water and Light bill. He also wished Representative Deb Kiel a speedy recovery.

Council President Olstad also wished Representative Deb Kiel a speedy recovery. He added that there might need to be a special meeting next week to declare a local state of emergency to prepare for flooding and it would also depend on the updated outlook that was coming out on Thursday.

Mr. Galstad offered condolences to Punky Beauchamp and his family on the loss of his son.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE MARCH 21, 2023 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:21 P.M.**

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

*Voting Nay: None.*

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David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES  
OF THE WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, MARCH 28, 2023 – 5:00 PM**

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for Tuesday, March 28, 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, Brian Larson, and Karen Peterson.*

*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; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.*

**DETERMINATION OF A QUORUM:**

*The Council President Determined a Quorum was present.*

**1. Review of Valley Golf Lease Agreement Addendum – Karla Anderson**

Ms. Anderson told the Council FEMA had denied the claim for the repair costs for the cart path, insurance had covered part of the costs, and the reason for the denial was because it stated in the lease agreement that the Lessee was responsible for any and all improvements and maintenance without any costs coming from the Lessor. She explained staff discussed the situation and had an addendum drafted to add to the lease and would show the City would be responsible for any damages caused by the City during a flood event. She asked for questions. Mr. Galstad said they needed to contact Valley Golf about the addendum and he did not believe the reason for FEMA denying the claim was valid. He agreed if the addendum would help it should be done and said he would help in the appeals process if needed. Ms. Anderson told the Council she and Chief Boushee had discussed things, reviewed items with an insurance agent, and came to the conclusion that it was not worth continuing to appeal this issue to FEMA. Chief Boushee said nothing changed in the appeals process so instead of wasting more time, they decided to end the appeals process.

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

**2. Discussion on Interim City Administrator Position – David Murphy**

Mr. Murphy stated it was suggested to see if there were internal candidates, the request was made to staff to let him know by March 21<sup>st</sup>, and Reid Huttunen, Megan Nelson, and Karla Anderson all submitted their names. He explained there were some ramifications for the placement regarding placement of each and

he would answer any questions. Council President said he had talked with Ms. Knudson about what the out of rank would be. Mr. Murphy said two of the people were in a union, their contract was silent on working out of rank, so it would follow what was included in the personnel policy. He read through the section of the personnel policy explaining when an employee would receive out of rank pay and how that pay was determined. Council President Olstad said the question came up about if a department head could serve as an interim city administrator and the guidance said no. Mr. Galstad explained he was asked if a union member could serve as the interim and the PELRA and the National Labors Relations Act indicated that the city administrator position was not allowed in unions with one of the reasons being the confidential information that positions holds. He said it was not illegal, but it was not advisable to have a union department head be named as interim.

Mayor Gander suggested having some of the functions of the full-time administrator be handled by others and not all duties be done by interim. Council member Larson stated taking into account the information from Mr. Galstad that Ms. Nelson could make this a smooth transition and would be in favor of her for the position. Discussion followed about who have served previously as interim, the question was asked to keep the position internal instead of hiring someone from a distance, and the question came up after the suggestion was made to see if there was an internal candidate. Mayor Gander said this was a step by step process, the interim would need to continue their job duties, and that was why some of the duties may need to be picked up by others. Council Vice-President Riopelle said other communities he had talked to said they would not allow a union member to take over the city administrator position without first resigning from the union but otherwise the answer was no.

Council member Vetter said they would need to define the roles they would want the interim administrator would do, a lot of duties will sit on the wayside, and very few duties would be done instead the interim would be more addressing issues as they came up. Mayor Gander suggested saying the position would not complete job evaluations, keep things moving, and bring the new administrator up to speed. Ms. Anderson commented that both her and Mr. Huttunen would also be qualified to fill the position and was surprised about the union issue.

#### **ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO ADJOURN THE MARCH 28, 2023 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:22 P.M.**

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

*Voting Nay: None.*

*Absent: Helms.*

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David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES  
OF THE SPECIAL MEETING  
CITY OF EAST GRAND FORKS  
TUESDAY, MARCH 28, 2023 – FOLLOWING THE WORK SESSION**

**CALL TO ORDER:**

*The Special Meeting of the East Grand Forks City Council for Tuesday, March 28, 2023 was called to order by Council President Olstad at 5:22 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, Brian Larson, and Karen Peterson.*

*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; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.*

**DETERMINATION OF QUORUM:**

*The Council President Determined a Quorum was present.*

**1. Consider appointing an Interim City Administrator**

**A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPOINT MS. NELSON AS THE INTERIM CITY ADMINSTRATOR.**

Council President Olstad said he asked about pay for this position. Mr. Murphy said this position would be considered working out of classification and the pay would be the first step in the higher classification or 5% more than their current salary, whichever was higher so this would go to Step 1 on Grade 25. Council President Olstad asked when this would start. Mr. Murphy said it would start once he left. Mayor Gander stated anyone that was interested could apply for the city administrator and no one was excluded to apply for the position. Council member Larson stated he was strongly in favor of internal candidates and encouraged both Ms. Anderson and Mr. Huttunen to apply for the full time position. Council member Vetter asked for clarification on the salary and if this position was on a scale. Mr. Murphy said it was included on the pay scale. Council member Peterson asked what qualifications this was based on. Council President Olstad said it could be a retired city administrator but for someone to step in and take care of things while going through the process of finding the next city administrator. He added that Ms. Nelson had worked closely with Mr. Murphy, knows what has been going on, and is an integral part of the administrative side of things so she would be very capable. Mayor Gander said she could make it a good transition for the next administrator. Ms. Anderson handed out her resume so the Council was able to see her qualifications.

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

*Voting Nay: None.*

*Absent: Helms.*

Mayor Gander said Carla Tice and others at the LISTEN Center had made him aware of World Down Syndrome Awareness Day. He said everyone needed each other because of everyone's unique gifts, he made some comments about a good friend, and read the proclamation for World Down Syndrome Awareness Day.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADJOURN THE MARCH 28, 2023 SPECIAL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:33 P.M.**

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

*Voting Nay: None.*

*Absent: Helms.*

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David Murphy, City Administrator/Clerk-Treasurer

# Request for Council Action

Date: 3/29/23

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: Administration Office

RE: Resolution to Act as Sponsor for the Red River Snowmobile Club

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The Red River Snowmobile Club receives funding from the Minnesota Department of Natural Resources for trail maintenance throughout the winter season. The City acts as a sponsor for the Club as required by the State to accept the funding which passes through the City and is submitted to the Snowmobile Club. Each year a resolution is required to be submitted with their trail application by May 15<sup>th</sup> for the next winter season.

**RESOLUTION NO. 23 – 04 - 27**

**A RESOLUTION DECLARING THAT THE CITY OF EAST GRAND FORKS ACT AS THE LEGAL SPONSOR FOR AN APPLICATION FOR THE FY 2023/2024 FUNDING TO THE STATE OF MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR THE TRAIL MAINTENANCE OF SNOWMOBILE TRAILS MANAGED BY THE RED RIVER SNOWMOBILE CLUB.**

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

BE IT RESOLVED, that City of East Grand Forks will act as the legal sponsor for an application for funding to the State of Minnesota Department of Natural Resources for maintenance of snowmobile/ski trails managed by the Red River Snowmobile Club.

BE IT FURTHER RESOLVED, that upon approval of its application by the state, the City of East Grand Forks may enter into an agreement with the State of Minnesota for the above referenced project and that it will comply with all applicable laws and regulations as stated in the agreement.

BE IT FURTHER RESOLVED, that City Administrator/Clerk-Treasurer, is hereby authorized to serve as the fiscal agent for the above referenced project.

*Voting Aye:*

*Voting Nay:*

*Absent:*

The President declared the resolution passed.

Passed: April 4, 2023

Attest:

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

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

I hereby approve the foregoing resolution this 4<sup>th</sup> of April, 2023.

\_\_\_\_\_  
Mayor

# Request for Council Action

Date: 3/28/23

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: Administration Office

RE: Annual Special Event Application for Sacred Heart School Carnival

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Sacred Heart School has submitted a special event application requesting a closure for a portion of 3<sup>rd</sup> Street NW for their end of year carnival. This has become an annual event which has come before the Council for the last few years. There have been no issues related to this event. A part of the application and map of the requested area to be closed has been included in the packet. An invoice has been prepared and sent to the applicant so they are aware of what the charges would be for their request.

## Megan Nelson

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**From:** noreply@civicplus.com  
**Sent:** Monday, February 27, 2023 12:18 PM  
**To:** Megan Nelson; City Administration  
**Subject:** [EXTERNAL]Online Form Submittal: Special Event Application

**WARNING** - this email is originated from outside the City of East Grand Forks email system. Do not click any link and do not open attachments unless you can confirm the sender.

### Special Event Application

Please Submit 60 Days Prior to Event

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

|                               |                              |
|-------------------------------|------------------------------|
| Organization Name             | Sacred Heart School          |
| Phone Number                  | 218-773-0230                 |
| Address1                      | 200 Third Street NW          |
| Email Address                 | tbrooke@sacredheartegf.net   |
| City                          | East Grand Forks             |
| State                         | MN                           |
| Zip                           | 56721                        |
| Applicant Name/Contact Person | Timothy Brooke               |
| Email Address                 | tbrooke@sacredheartegf.net   |
| Phone Number                  | 218-773-0230                 |
| Second Contact Person         | Nevin Lubarski               |
| Email Address                 | nlubarski@sacredheartegf.net |
| Phone Number                  | 218-773-0230                 |

2023-02-27 12:18 PM

## 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                        | End of Year School Carnival  |
| Type of Event                      | Street Fair  |
| Date(s) and Time of Event          | 5/17/2023 12:00 PM - 5/17/2023 9:00 PM   |
| Description/Narrative of the Event | <p>Every year Sacred Heart School puts on a end of the year school carnival. the end of the year carnival takes place on 3rd street in front of the school. The carnival will provide games and entertainment for the Sacred Heart community. The carnival will also provide small concession items.</p> <p>Location: 3rd Street in front of the school<br/>Expected number in attendance: 300<br/>Street closure: 3rd street from the sacred Heart gym entrance to the Sacred Heart church will need to be barricaded</p> |
| Event Site Plan/Map                | <a href="#">End of the Year Carnival Map.pdf</a>   |

## 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](mailto:alldsc@egf.mn) for further instructions.

|                           |   |
|---------------------------|---|
| River Access              | No  |
| If yes, complete the form | <a href="#">The Polk County Boat &amp; Water Event Permit Application</a> |



# Request for Council Action

Date: 3/29/23

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

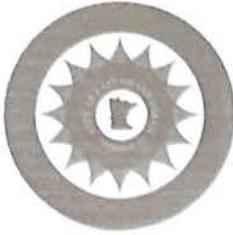
From: Administration Office

RE: Sidewalk Café App from The Spud Jr

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The Spud Jr has submitted a renewal application for a sidewalk café permit. The layout will be the same as last year, the insurance was received showing coverage over the space, and the business has been notified that the sidewalk project along 3<sup>rd</sup> Street NW should be completed by June 15<sup>th</sup>.

Without any changes being made, staff recommends approval of the renewal application so it is in place once the sidewalk area is available for the sidewalk café.



# 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.egf.mn

## APPLICATION FOR SIDEWALK CAFE

License Fee: \_\_\_\_\_

Operating Year: \_\_\_\_\_

### Applicant Information

|  |                        |   |
|--|------------------------|---|
| <u>THE SPUD JR</u><br>Applicant Name   | <u>JUSTIN LAROCQUE</u> | <u>hosperj@comcast.net</u><br>Applicant Email Address |
| <u>302 DEMERS</u><br>Applicant Address | <u>EGF</u><br>City     | <u>MN 56721</u><br>State Zip                          |

### Business Information

|                                       |  |                    |                     |
|---------------------------------------|--|--------------------|---------------------|
| <u>THE SPUD JR</u><br>Business Name   | <u>218-399-0121</u><br>Business Phone Number |                    |                     |
| <u>302 DEMERS</u><br>Business Address | <u>EGF</u><br>City                           | <u>MN</u><br>State | <u>56721</u><br>Zip |
| <u>84-2464872</u><br>Federal Tax ID # | _____<br>MN Tax ID #                         |                    |                     |

### Additional Information & Required Documentation

Dates Requested for Encroachment: 4-15 / 10-15      **\*\*Copy of Insurance covering entire premises\*\***

Property Owner Name: GFK RENTALS      **\*\*Copy of Diagram of Sidewalk Café\*\***

Address: GF ND 58801      **\*\*Written description of Sidewalk Café\*\***

City                      State                      Zip

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

|  |                        |
|--|------------------------|
| <u>[Signature]</u><br>Signature of Applicant | <u>3-21-23</u><br>Date |
| <u>JUSTIN LAROCQUE</u><br>Print Name         | <u>OWNER</u><br>Title  |

### Internal Use Only

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

\*  Application fee paid in full: Payment Type:  cash  check # \_\_\_\_\_ Receipt # \_\_\_\_\_

\*  Application completed in full and signed:

\*  Approved License Number \_\_\_\_\_



The patio will be confined within the footprint of the overhead awning, measuring 40' parallel to the building and 7' out adjacent to the building. Leaving 11' 6" of usable sidewalk from the barricade to the street.

# General Ledger

## As of FEBRUARY 28, 2023

### Council Monthly Exp Budget Report

User: kanderson  
 Printed: 03/31/23 11:36:45  
 Period 01 - 02  
 Fiscal Year 2023

| <b>Fund Description</b>                    | <b>2023<br/>Budget</b> | <b>Amt Spent<br/>as of Feb 28</b> | <b>Remaining<br/>Balance</b> | <b>% left to spend</b> |
|--|------------------------|-----------------------------------|------------------------------|------------------------|
| <b>101 General</b>                         |                        |                                   |                              |                        |
| 41 General Government                      | \$ 1,546,919.21        | \$ 217,634.56                     | \$ 1,329,284.65              | 85.93%                 |
| 42 Public Safety                           | \$ 5,162,320.02        | \$ 760,309.92                     | \$ 4,402,010.10              | 85.27%                 |
| 43 Public Works                            | \$ 1,969,854.98        | \$ 285,144.79                     | \$ 1,684,710.19              | 85.52%                 |
| 45 Culture and Recreation                  | \$ 3,038,100.06        | \$ 451,778.95                     | \$ 2,586,321.11              | 85.00%                 |
| 46 Community Development                   | \$ 65,000.00           | \$ -                              | \$ 65,000.00                 | 100.00%                |
| 49 Unallocated                             | \$ 970,740.26          | \$ 262,128.57                     | \$ 708,611.69                | 73.00%                 |
| Expense                                    | \$ 12,752,934.53       | \$ 1,976,996.79                   | \$ 10,775,937.74             | 84.47%                 |
| <b>204 Community &amp; Economic Growth</b> |                        |                                   |                              |                        |
| 46 Community Development                   | \$ 10,000.00           | \$ -                              | \$ 10,000.00                 | 100.00%                |
| Expense                                    | \$ 10,000.00           | \$ -                              | \$ 10,000.00                 | 100.00%                |
| <b>209 State Aid Street</b>                |                        |                                   |                              |                        |
| 49 Unallocated                             | \$ 518,481.00          | \$ -                              | \$ 518,481.00                | 100.00%                |
| Expense                                    | \$ 518,481.00          | \$ -                              | \$ 518,481.00                | 100.00%                |
| <b>210 Transit</b>                         |                        |                                   |                              |                        |
| 49 Transit                                 | \$ 813,602.30          | \$ 5,712.24                       | \$ 807,890.06                | 99.30%                 |
| Expense                                    | \$ 813,602.30          | \$ 5,712.24                       | \$ 807,890.06                | 99.30%                 |
| <b>214 Resurrection Cemetery</b>           |                        |                                   |                              |                        |
| 49 Unallocated                             | \$ 82,051.54           | \$ 12,045.76                      | \$ 70,005.78                 | 85.32%                 |
| Expense                                    | \$ 82,051.54           | \$ 12,045.76                      | \$ 70,005.78                 | 85.32%                 |
| <b>215 Insect</b>                          |                        |                                   |                              |                        |
| 43 Public Works                            | \$ 50,071.00           | \$ -                              | \$ 50,071.00                 | 100.00%                |
| Expense                                    | \$ 50,071.00           | \$ -                              | \$ 50,071.00                 | 100.00%                |
| <b>217 Greenway Maint</b>                  |                        |                                   |                              |                        |
| 43 Public Works                            | \$ 10,000.00           | \$ -                              | \$ 10,000.00                 | 100.00%                |
| Expense                                    | \$ 10,000.00           | \$ -                              | \$ 10,000.00                 | 100.00%                |
| <b>280 Housing/Lot Sale</b>                |                        |                                   |                              |                        |
| 47 Other L-T Debt                          | \$ 343,800.00          | \$ 30,985.91                      | \$ 312,814.09                | 90.99%                 |
| 49 Unallocated                             | \$ 65,000.00           | \$ -                              | \$ 65,000.00                 | 100.00%                |
| Expense                                    | \$ 408,800.00          | \$ 30,985.91                      | \$ 377,814.09                | 92.42%                 |
| <b>400 Grants</b>                          |                        |                                   |                              |                        |
| 42 Public Safety                           | \$ -                   | \$ 3,810.66                       | \$ (3,810.66)                | 0.00%                  |
| 45 Culture and Recreation                  | \$ -                   | \$ 600.00                         | \$ (600.00)                  | 0.00%                  |
| Expense                                    | \$ -                   | \$ 4,410.66                       | \$ (4,410.66)                | 0.00%                  |
| <b>414 City AJ Projects</b>                |                        |                                   |                              |                        |
| 43 Public Works                            | \$ -                   | \$ 63,746.26                      | \$ (63,746.26)               | 0.00%                  |
| Expense                                    | \$ -                   | \$ 63,746.26                      | \$ (63,746.26)               | 0.00%                  |
| <b>415 City Capital Projects</b>           |                        |                                   |                              |                        |
| 43 Public Works                            | \$ -                   | \$ 3,887.50                       | \$ (3,887.50)                | 0.00%                  |
| 45 Culture and Recreation                  | \$ -                   | \$ 11,400.00                      | \$ (11,400.00)               | 0.00%                  |
| Expense                                    | \$ -                   | \$ 15,287.50                      | \$ (15,287.50)               | 0.00%                  |

|   |                  |                 |                  |         |  |
|---|------------------|-----------------|------------------|---------|--|
| <b>419 CP's 23rd St NW Construction</b> |                  |                 |                  |         |  |
| 43 Public Works                         | \$ 87,187.06     | \$ 43,539.53    | \$ 43,647.53     | 50.06%  |  |
| 47 Other L-T Debt                       | \$ 113,000.00    | \$ -            | \$ 113,000.00    | 100.00% |  |
| Expense                                 | \$ 200,187.06    | \$ 43,539.53    | \$ 156,647.53    | 78.25%  |  |
| <b>425 Building Improvements</b>        |                  |                 |                  |         |  |
| 41 General Government                   | \$ 65,775.00     | \$ -            | \$ 65,775.00     | 100.00% |  |
| 43 Public Works                         | \$ 64,000.00     | \$ -            | \$ 64,000.00     | 100.00% |  |
| 45 Culture and Recreation               | \$ 210,000.00    | \$ -            | \$ 210,000.00    | 100.00% |  |
| Expense                                 | \$ 339,775.00    | \$ -            | \$ 339,775.00    | 100.00% |  |
| <b>434 Dwntwn CDBG Close 493/496</b>    |                  |                 |                  |         |  |
| 43 Public Works                         | \$ -             | \$ 1,202.50     | \$ (1,202.50)    | 0.00%   |  |
| Expense                                 | \$ -             | \$ 1,202.50     | \$ (1,202.50)    | 0.00%   |  |
| <b>533 12-01-04 Improvement Bond</b>    |                  |                 |                  |         |  |
| 47 2004 Improvement Bond                | \$ -             | \$ 184,575.00   | \$ (184,575.00)  | 0.00%   |  |
| Expense                                 | \$ -             | \$ 184,575.00   | \$ (184,575.00)  | 0.00%   |  |
| <b>534 03-01-06 Improvement Bond</b>    |                  |                 |                  |         |  |
| 47 2006 Improvement Bond                | \$ -             | \$ 43,687.50    | \$ (43,687.50)   | 0.00%   |  |
| Expense                                 | \$ -             | \$ 43,687.50    | \$ (43,687.50)   | 0.00%   |  |
| <b>535 12-1-07 Improvement Bond</b>     |                  |                 |                  |         |  |
| 47 2007 Improvement Bond                | \$ -             | \$ 201,052.50   | \$ (201,052.50)  | 0.00%   |  |
| Expense                                 | \$ -             | \$ 201,052.50   | \$ (201,052.50)  | 0.00%   |  |
| <b>537 2012 Imp Bond</b>                |                  |                 |                  |         |  |
| 47 Other L-T Debt                       | \$ -             | \$ 35,293.75    | \$ (35,293.75)   | 0.00%   |  |
| Expense                                 | \$ -             | \$ 35,293.75    | \$ (35,293.75)   | 0.00%   |  |
| <b>538 2015 Improvement Bond</b>        |                  |                 |                  |         |  |
| 47 Dept                                 | \$ -             | \$ 150,550.00   | \$ (150,550.00)  | 0.00%   |  |
| Expense                                 | \$ -             | \$ 150,550.00   | \$ (150,550.00)  | 0.00%   |  |
| <b>539 2017 Improvement Bond</b>        |                  |                 |                  |         |  |
| 47 2017 Improvement Bond                | \$ -             | \$ 355,440.00   | \$ (355,440.00)  | 0.00%   |  |
| Expense                                 | \$ -             | \$ 355,440.00   | \$ (355,440.00)  | 0.00%   |  |
| <b>601 Electric</b>                     |                  |                 |                  |         |  |
| 16 Construction Projects                | \$ -             | \$ 4,740.37     | \$ (4,740.37)    | 0.00%   |  |
| 49 Electric Utilities                   | \$ 16,301,601.71 | \$ 2,349,925.04 | \$ 13,951,676.67 | 85.58%  |  |
| Expense                                 | \$ 16,301,601.71 | \$ 2,354,665.41 | \$ 13,946,936.30 | 85.56%  |  |
| <b>602 Water</b>                        |                  |                 |                  |         |  |
| 16 Construction Projects                | \$ -             | \$ 13,812.55    | \$ (13,812.55)   | 0.00%   |  |
| 49 Water Utilities                      | \$ 2,977,213.75  | \$ 195,287.14   | \$ 2,781,926.61  | 93.44%  |  |
| Expense                                 | \$ 2,977,213.75  | \$ 209,099.69   | \$ 2,768,114.06  | 92.98%  |  |
| <b>603 Refuse</b>                       |                  |                 |                  |         |  |
| 49 Unallocated                          | \$ 1,125,400.12  | \$ 133,302.48   | \$ 992,097.64    | 88.16%  |  |
| Expense                                 | \$ 1,125,400.12  | \$ 133,302.48   | \$ 992,097.64    | 88.16%  |  |
| <b>605 Sewage</b>                       |                  |                 |                  |         |  |
| 49 Unallocated                          | \$ 2,177,190.48  | \$ 171,991.61   | \$ 2,005,198.87  | 92.10%  |  |
| Expense                                 | \$ 2,177,190.48  | \$ 171,991.61   | \$ 2,005,198.87  | 92.10%  |  |
| <b>609 Storm Water</b>                  |                  |                 |                  |         |  |
| 43 Public Works                         | \$ 1,030,409.67  | \$ 50,519.82    | \$ 979,889.85    | 95.10%  |  |
| Expense                                 | \$ 1,030,409.67  | \$ 50,519.82    | \$ 979,889.85    | 95.10%  |  |
| <b>620 EDA General</b>                  |                  |                 |                  |         |  |
| 49 Unallocated                          | \$ 229,306.22    | \$ 29,513.62    | \$ 199,792.60    | 87.13%  |  |
| Expense                                 | \$ 229,306.22    | \$ 29,513.62    | \$ 199,792.60    | 87.13%  |  |
| <b>627 MN DEED MIF</b>                  |                  |                 |                  |         |  |
| 47 Dept                                 | \$ -             | \$ 1,576.88     | \$ (1,576.88)    | 0.00%   |  |

|            |                                |    |            |    |           |    |             |         |
|------------|--------------------------------|----|------------|----|-----------|----|-------------|---------|
|            | Expense                        | \$ | -          | \$ | 1,576.88  | \$ | (1,576.88)  | 0.00%   |
| <b>630</b> | <b>Sunshine Terrace</b>        |    |            |    |           |    |             |         |
| 46         | Community Development          | \$ | 569,216.79 | \$ | 84,191.19 | \$ | 485,025.60  | 85.21%  |
|            | Expense                        | \$ | 569,216.79 | \$ | 84,191.19 | \$ | 485,025.60  | 85.21%  |
| <b>682</b> | <b>Infill Building</b>         |    |            |    |           |    |             |         |
| 46         | Community Development          | \$ | 90,273.96  | \$ | 9,001.58  | \$ | 81,272.38   | 90.03%  |
|            | Expense                        | \$ | 90,273.96  | \$ | 9,001.58  | \$ | 81,272.38   | 90.03%  |
| <b>703</b> | <b>Central Equipment</b>       |    |            |    |           |    |             |         |
| 47         | Other L-T Debt                 | \$ | -          | \$ | 800.00    | \$ | (800.00)    | 0.00%   |
|            | Expense                        | \$ | -          | \$ | 800.00    | \$ | (800.00)    | 0.00%   |
| <b>705</b> | <b>Benefit Accrual</b>         |    |            |    |           |    |             |         |
| 49         | Unallocated                    | \$ | -          | \$ | 29,939.00 | \$ | (29,939.00) | 0.00%   |
|            | Expense                        | \$ | -          | \$ | 29,939.00 | \$ | (29,939.00) | 0.00%   |
| <b>849</b> | <b>Perpetual Care Cemetery</b> |    |            |    |           |    |             |         |
| 49         | Unallocated                    | \$ | 20,000.00  | \$ | -         | \$ | 20,000.00   | 100.00% |
|            | Expense                        | \$ | 20,000.00  | \$ | -         | \$ | 20,000.00   | 100.00% |

# General Ledger

As of FEBRUARY 28, 2023

## Council Monthly Rev Budgt Report

User: kanderson  
 Printed: 03/31/23 11:36:33  
 Period 01 - 02  
 Fiscal Year 2023

| <b>Fund Description</b>                 | <b>2023 Budget</b> | <b>Amt collected as of Feb 28</b> | <b>Remaining Balance</b> | <b>% left to collect</b> |
|---|--------------------|-----------------------------------|--------------------------|--------------------------|
| <b>101 General</b>                      |                    |                                   |                          |                          |
| 31 Taxes                                | \$ 8,150,768.41    | \$ 522,277.88                     | \$ 7,628,490.53          | 93.59%                   |
| 32 Licenses & Permits                   | \$ 105,775.00      | \$ 4,565.67                       | \$ 101,209.33            | 95.68%                   |
| 33 Intergovernmental                    | \$ 2,613,304.00    | \$ 8,656.50                       | \$ 2,604,647.50          | 99.67%                   |
| 34 Charges for Services                 | \$ 1,376,805.00    | \$ 167,436.84                     | \$ 1,209,368.16          | 87.84%                   |
| 35 Fines & Forfeitures                  | \$ 118,000.00      | \$ 9,896.06                       | \$ 108,103.94            | 91.61%                   |
| 36 Special Assessment/Misc Rev          | \$ 36,400.00       | \$ 11,165.24                      | \$ 25,234.76             | 69.33%                   |
| 39 Other Financing Sources              | \$ 224,873.50      | \$ -                              | \$ 224,873.50            | 100.00%                  |
| Revenue                                 | \$ 12,625,925.91   | \$ 723,998.19                     | \$ 11,901,927.72         | 94.27%                   |
| <b>209 State Aid Street</b>             |                    |                                   |                          |                          |
| 33 Intergovernmental                    | \$ 190,000.00      | \$ 91,902.18                      | \$ 98,097.82             | 51.63%                   |
| Revenue                                 | \$ 190,000.00      | \$ 91,902.18                      | \$ 98,097.82             | 51.63%                   |
| <b>210 Transit</b>                      |                    |                                   |                          |                          |
| 33 Intergovernmental                    | \$ 708,315.00      | \$ 99,003.75                      | \$ 609,311.25            | 86.02%                   |
| 36 Special Assessment/Misc Rev          | \$ -               | \$ 511.50                         | \$ (511.50)              | 0.00%                    |
| 39 Other Financing Sources              | \$ 105,287.30      | \$ -                              | \$ 105,287.30            | 100.00%                  |
| Revenue                                 | \$ 813,602.30      | \$ 99,515.25                      | \$ 714,087.05            | 87.77%                   |
| <b>214 Resurrection Cemetery</b>        |                    |                                   |                          |                          |
| 34 Charges for Services                 | \$ 40,500.00       | \$ 1,525.00                       | \$ 38,975.00             | 96.23%                   |
| 39 Other Financing Sources              | \$ 41,551.54       | \$ -                              | \$ 41,551.54             | 100.00%                  |
| Revenue                                 | \$ 82,051.54       | \$ 1,525.00                       | \$ 80,526.54             | 98.14%                   |
| <b>215 Insect</b>                       |                    |                                   |                          |                          |
| 34 Charges for Services                 | \$ 47,800.00       | \$ 7,933.79                       | \$ 39,866.21             | 83.40%                   |
| Revenue                                 | \$ 47,800.00       | \$ 7,933.79                       | \$ 39,866.21             | 83.40%                   |
| <b>217 Greenway Maint</b>               |                    |                                   |                          |                          |
| 34 Charges for Services                 | \$ 99,000.00       | \$ 16,660.84                      | \$ 82,339.16             | 83.17%                   |
| Revenue                                 | \$ 99,000.00       | \$ 16,660.84                      | \$ 82,339.16             | 83.17%                   |
| <b>280 Housing/Lot Sale</b>             |                    |                                   |                          |                          |
| 36 Special Assessment/Misc Rev          | \$ 52,000.00       | \$ -                              | \$ 52,000.00             | 100.00%                  |
| Revenue                                 | \$ 52,000.00       | \$ -                              | \$ 52,000.00             | 100.00%                  |
| <b>400 Grants</b>                       |                    |                                   |                          |                          |
| 36 Donations                            | \$ -               | \$ 1,000.00                       | \$ (1,000.00)            | 0.00%                    |
| Revenue                                 | \$ -               | \$ 1,000.00                       | \$ (1,000.00)            | 0.00%                    |
| <b>401 Infrastructure Projects</b>      |                    |                                   |                          |                          |
| 36 Special Assessment/Misc Rev          | \$ -               | \$ 421.90                         | \$ (421.90)              | 0.00%                    |
| Revenue                                 | \$ -               | \$ 421.90                         | \$ (421.90)              | 0.00%                    |
| <b>414 City AJ Projects</b>             |                    |                                   |                          |                          |
| 33 Intergovernmental                    | \$ -               | \$ 1,252.06                       | \$ (1,252.06)            | 0.00%                    |
| Revenue                                 | \$ -               | \$ 1,252.06                       | \$ (1,252.06)            | 0.00%                    |
| <b>419 CP's 23rd St NW Construction</b> |                    |                                   |                          |                          |
| 39 Other Financing Sources              | \$ 200,187.06      | \$ -                              | \$ 200,187.06            | 100.00%                  |

|            |                                  |                  |                 |                  |         |
|------------|----------------------------------|------------------|-----------------|------------------|---------|
|            | Revenue                          | \$ 200,187.06    | \$ -            | \$ 200,187.06    | 100.00% |
| <b>425</b> | <b>Building Improvements</b>     |                  |                 |                  |         |
| 39         | Other Financing Sources          | \$ 350,000.00    | \$ 350,000.00   | \$ -             | 0.00%   |
|            | Revenue                          | \$ 350,000.00    | \$ 350,000.00   | \$ -             | 0.00%   |
| <b>531</b> | <b>12-01-01 Improvement Bond</b> |                  |                 |                  |         |
| 36         | Special Assessment/Misc Rev      | \$ -             | \$ 5,700.42     | \$ (5,700.42)    | 0.00%   |
|            | Revenue                          | \$ -             | \$ 5,700.42     | \$ (5,700.42)    | 0.00%   |
| <b>532</b> | <b>12-01-03 Improvement Bond</b> |                  |                 |                  |         |
| 36         | Special Assessment/Misc Rev      | \$ -             | \$ 1,459.51     | \$ (1,459.51)    | 0.00%   |
|            | Revenue                          | \$ -             | \$ 1,459.51     | \$ (1,459.51)    | 0.00%   |
| <b>533</b> | <b>12-01-04 Improvement Bond</b> |                  |                 |                  |         |
| 36         | Special Assessment/Misc Rev      | \$ -             | \$ 3,096.80     | \$ (3,096.80)    | 0.00%   |
|            | Revenue                          | \$ -             | \$ 3,096.80     | \$ (3,096.80)    | 0.00%   |
| <b>535</b> | <b>12-1-07 Improvement Bond</b>  |                  |                 |                  |         |
| 36         | 2007 Bond Assessment             | \$ -             | \$ 5.42         | \$ (5.42)        | 0.00%   |
|            | Revenue                          | \$ -             | \$ 5.42         | \$ (5.42)        | 0.00%   |
| <b>537</b> | <b>2012 Imp Bond</b>             |                  |                 |                  |         |
| 36         | 2012 Bond assessments            | \$ -             | \$ 3.79         | \$ (3.79)        | 0.00%   |
|            | Revenue                          | \$ -             | \$ 3.79         | \$ (3.79)        | 0.00%   |
| <b>538</b> | <b>2015 Improvement Bond</b>     |                  |                 |                  |         |
| 36         | 2015 Bond assessments            | \$ -             | \$ 724.54       | \$ (724.54)      | 0.00%   |
|            | Revenue                          | \$ -             | \$ 724.54       | \$ (724.54)      | 0.00%   |
| <b>539</b> | <b>2017 Improvement Bond</b>     |                  |                 |                  |         |
| 36         | 2017 Bond assessments            | \$ -             | \$ 2,332.69     | \$ (2,332.69)    | 0.00%   |
|            | Revenue                          | \$ -             | \$ 2,332.69     | \$ (2,332.69)    | 0.00%   |
| <b>601</b> | <b>Electric</b>                  |                  |                 |                  |         |
| 37         | Utility Sales                    | \$ 16,097,175.88 | \$ 2,956,765.36 | \$ 13,140,410.52 | 81.63%  |
|            | Revenue                          | \$ 16,097,175.88 | \$ 2,956,765.36 | \$ 13,140,410.52 | 81.63%  |
| <b>602</b> | <b>Water</b>                     |                  |                 |                  |         |
| 37         | Utility Sales                    | \$ 2,706,334.26  | \$ 388,173.67   | \$ 2,318,160.59  | 85.66%  |
|            | Revenue                          | \$ 2,706,334.26  | \$ 388,173.67   | \$ 2,318,160.59  | 85.66%  |
| <b>603</b> | <b>Refuse</b>                    |                  |                 |                  |         |
| 34         | Charges for Services             | \$ 1,042,000.00  | \$ 175,806.70   | \$ 866,193.30    | 83.13%  |
|            | Revenue                          | \$ 1,042,000.00  | \$ 175,806.70   | \$ 866,193.30    | 83.13%  |
| <b>605</b> | <b>Sewage</b>                    |                  |                 |                  |         |
| 37         | Utility Sales                    | \$ 2,001,622.00  | \$ 322,463.41   | \$ 1,679,158.59  | 83.89%  |
|            | Revenue                          | \$ 2,001,622.00  | \$ 322,463.41   | \$ 1,679,158.59  | 83.89%  |
| <b>609</b> | <b>Storm Water</b>               |                  |                 |                  |         |
| 33         | Intergovernmental                | \$ -             | \$ 81,962.48    | \$ (81,962.48)   | 0.00%   |
| 34         | Charges for Services             | \$ 710,000.00    | \$ 118,212.36   | \$ 591,787.64    | 83.35%  |
|            | Revenue                          | \$ 710,000.00    | \$ 200,174.84   | \$ 509,825.16    | 71.81%  |
| <b>620</b> | <b>EDA General</b>               |                  |                 |                  |         |
| 39         | Other Financing Sources          | \$ 229,306.22    | \$ -            | \$ 229,306.22    | 100.00% |
|            | Revenue                          | \$ 229,306.22    | \$ -            | \$ 229,306.22    | 100.00% |
| <b>623</b> | <b>EDA TIF 1-2 E of BN Tri</b>   |                  |                 |                  |         |
| 36         | Special Assessment/Misc Rev      | \$ -             | \$ 56.75        | \$ (56.75)       | 0.00%   |
|            | Revenue                          | \$ -             | \$ 56.75        | \$ (56.75)       | 0.00%   |
| <b>625</b> | <b>EDA IRP Loan Subfund</b>      |                  |                 |                  |         |
| 36         | Interest Earnings                | \$ -             | \$ 336.51       | \$ (336.51)      | 0.00%   |
|            | Revenue                          | \$ -             | \$ 336.51       | \$ (336.51)      | 0.00%   |
| <b>626</b> | <b>MIF (DRLF-97-0003-V-FY98)</b> |                  |                 |                  |         |
| 36         | Special Assessment/Misc Rev      | \$ -             | \$ 4,103.51     | \$ (4,103.51)    | 0.00%   |

|            |                                |    |            |    |           |    |            |         |
|------------|--------------------------------|----|------------|----|-----------|----|------------|---------|
|            | Revenue                        | \$ | -          | \$ | 4,103.51  | \$ | (4,103.51) | 0.00%   |
| <b>627</b> | <b>MN DEED MIF</b>             |    |            |    |           |    |            |         |
| 36         | Special Ass/Misc               | \$ | -          | \$ | 186.98    | \$ | (186.98)   | 0.00%   |
|            | Revenue                        | \$ | -          | \$ | 186.98    | \$ | (186.98)   | 0.00%   |
| <b>630</b> | <b>Sunshine Terrace</b>        |    |            |    |           |    |            |         |
| 34         | Charges for Services           | \$ | 526,572.00 | \$ | 81,225.00 | \$ | 445,347.00 | 84.57%  |
| 36         | Special Assessment/Misc Rev    | \$ | 7,000.00   | \$ | 982.00    | \$ | 6,018.00   | 85.97%  |
|            | Revenue                        | \$ | 533,572.00 | \$ | 82,207.00 | \$ | 451,365.00 | 84.59%  |
| <b>682</b> | <b>Infill Building</b>         |    |            |    |           |    |            |         |
| 36         | Special Assessment/Misc Rev    | \$ | 77,490.00  | \$ | 13,057.50 | \$ | 64,432.50  | 83.15%  |
|            | Revenue                        | \$ | 77,490.00  | \$ | 13,057.50 | \$ | 64,432.50  | 83.15%  |
| <b>849</b> | <b>Perpetual Care Cemetery</b> |    |            |    |           |    |            |         |
| 34         | Charges for Services           | \$ | 15,000.00  | \$ | -         | \$ | 15,000.00  | 100.00% |
|            | Revenue                        | \$ | 15,000.00  | \$ | -         | \$ | 15,000.00  | 100.00% |

General Ledger  
Council Monthly Cash Report



# City of East Grand Forks

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

User: kanderson  
Printed: 03/31/23 11:34:22  
Period 01 - 02  
Fiscal Year 2023

| Fund  | Description                  | Beg Bal       | Debits       | Credits      | End Bal       |
|-------|------------------------------|---------------|--------------|--------------|---------------|
| 101   | General                      | 6,527,773.35  | 1,809,752.80 | 3,105,698.95 | 5,231,827.20  |
| 201   | COVID                        | 795,139.90    | 0.00         | 90,700.00    | 704,439.90    |
| 204   | Community & Economic Growth  | 65,595.81     | 0.00         | 0.00         | 65,595.81     |
| 209   | State Aid Street             | 302,799.79    | 91,902.18    | 0.00         | 394,701.97    |
| 210   | Transit                      | -120,000.00   | 99,003.75    | 275,385.67   | -296,381.92   |
| 212   | Sales Tax Pool               | 399,743.93    | 0.00         | 0.00         | 399,743.93    |
| 214   | Resurrection Cemetery        | 0.00          | 1,525.00     | 12,766.38    | -11,241.38    |
| 215   | Insect                       | 257,833.99    | 7,813.22     | 0.00         | 265,647.21    |
| 217   | Greenway Maint               | 4,848.73      | 16,024.13    | 0.00         | 20,872.86     |
| 222   | Police/Forfeiture Fund       | 23,231.78     | 0.00         | 0.00         | 23,231.78     |
| 280   | Housing/Lot Sale             | 48,518.79     | 0.00         | 22,904.57    | 25,614.22     |
| 28400 | Grants                       | 235,108.46    | 1,000.00     | 6,472.48     | 229,635.98    |
| 401   | Infrastructure Projects      | 855,360.92    | 421.90       | 0.00         | 855,782.82    |
| 414   | City AJ Projects             | 467,153.46    | 1,252.06     | 53,812.21    | 414,593.31    |
| 415   | City Capital Projects        | -259,479.11   | 0.00         | 76,111.71    | -335,590.82   |
| 419   | CP's 23rd St NW Construction | 171,691.18    | 0.00         | 43,539.53    | 128,151.65    |
| 425   | Building Improvements        | 64,101.40     | 350,000.00   | 14,749.28    | 399,352.12    |
| 434   | Dwntwn CDBG Close 493496     | 16,407.41     | 795.00       | 3,472.50     | 13,729.91     |
| 527   | 04-01-04 Refunding '95 Bond  | 235,420.29    | 0.00         | 0.00         | 235,420.29    |
| 531   | 12-01-01 Improvement Bond    | 480,683.00    | 5,700.42     | 0.00         | 486,383.42    |
| 532   | 12-01-03 Improvement Bond    | 355,255.78    | 1,459.51     | 0.00         | 356,715.29    |
| 533   | 12-01-04 Improvement Bond    | 155,615.34    | 3,096.80     | 184,575.00   | -25,862.86    |
| 534   | 03-01-06 Improvement Bond    | 172,749.87    | 0.00         | 43,687.50    | 129,062.37    |
| 535   | 12-1-07 Improvement Bond     | 898,008.15    | 5.42         | 201,052.50   | 696,961.07    |
| 537   | 2012 Imp Bond                | 287,897.27    | 3.79         | 35,293.75    | 252,607.31    |
| 538   | 2015 Improvement Bond        | 105,275.60    | 724.54       | 150,550.00   | -44,549.86    |
| 539   | 2017 Improvement Bond        | 179,642.00    | 2,332.69     | 355,440.00   | -173,465.31   |
| 601   | Electric                     | 17,384,282.77 | 4,258,149.66 | 4,264,145.65 | 17,378,286.78 |
| 602   | Water                        | 987,752.04    | 4,871.95     | 471,602.67   | 521,021.32    |
| 603   | Refuse                       | 324,726.32    | 216,495.04   | 229,289.62   | 311,931.74    |
| 605   | Sewage                       | 2,038,964.31  | 317,926.16   | 236,833.32   | 2,120,057.15  |
| 609   | Storm Water                  | 873,841.91    | 310,423.50   | 200,309.43   | 983,955.98    |
| 620   | EDA General                  | 0.00          | 834.56       | 34,702.80    | -33,868.24    |
| 623   | EDA TIF 1-2 E of BN Tri      | 340,407.72    | 4,916.22     | 0.00         | 345,323.94    |
| 625   | EDA IRP Loan Subfund         | 266,923.37    | 9,457.00     | 0.00         | 276,380.37    |
| 626   | MIF (DRLF-97-0003-V-FY98)    | 1,551,115.17  | 39,204.77    | 0.00         | 1,590,319.94  |
| 627   | MN DEED MIF                  | 16,294.22     | 2,628.12     | 2,365.32     | 16,557.02     |

| <b>Fund</b> | <b>Description</b>           | <b>Beg Bal</b> | <b>Debits</b> | <b>Credits</b> | <b>End Bal</b> |
|-------------|------------------------------|----------------|---------------|----------------|----------------|
| 630         | Sunshine Terrace             | 1,381,999.50   | 82,217.00     | 86,947.76      | 1,377,268.74   |
| 633         | Downpayment Assistance       | 218,028.89     | 0.00          | 0.00           | 218,028.89     |
| 635         | Town Square                  | 164,575.71     | 0.00          | 0.00           | 164,575.71     |
| 681         | DeMers Professional Building | 73,034.68      | 0.00          | 0.00           | 73,034.68      |
| 682         | Infill Building              | 437,761.31     | 13,057.50     | 8,965.79       | 441,853.02     |
| 703         | Central Equipment            | 431,069.43     | 0.00          | 5,600.00       | 425,469.43     |
| 705         | Benefit Accrual              | 154,020.74     | 0.00          | 29,939.00      | 124,081.74     |
| 849         | Perpetual Care Cemetery      | 257,335.31     | 0.00          | 0.00           | 257,335.31     |
| 851         | Campbell-Olson               | 74,440.70      | 0.00          | 0.00           | 74,440.70      |
| 852         | Employee Flex Benefits       | 11,684.13      | 0.00          | 0.00           | 11,684.13      |

LEASE ADDENDUM

This Lease addendum is made and entered into this \_\_\_\_ day of March, 2023 between the City of East Grand Forks, a municipal corporation, Lessor, and Valley Golf Association, a non-profit corporation, Lessee.

RECITALS

**WHEREAS**, the Lessor and the Lessee entered into a Cooperative Agreement dated April 17, 2003 in anticipation of a major redesign and reconstruction of the Valley Golf Course; and

**WHEREAS**, the Lessor and the Lessee because of the Cooperative agreement constructed a new 18-hole golf course.

**WHEREAS**, the parties entered into a new lease agreement dated July 10, 2009 and recorded at the Polk County Recorder's office as document number A000654986 on July 16, 2009.

**WHEREAS**, the lease provides on page 6 that the Lessee shall make any and all improvements on said premises, and shall maintain said premises at Lessee's expense, without any cost or obligation on Lessor's part.

**WHEREAS**, the Lessor was required to enter the property for flood mitigation purposes and damaged cart paths and left significant ruts on grassy areas.

**WHEREAS**, the Lessor and Lessee want to clarify that it is the obligation of the Lessor to repair damages to the golf course or the improvements that are caused by the Lessor's entry onto the premises.

**NOW THEREFORE**, the parties agree that any damages caused by the Lessor for its entry onto the leased property will be at the Lessor's expense, all other maintenance of the premise and improvements shall be at the Lessee's expense without any cost or obligation of the Lessor.

**FURTHER**, all other terms of the lease agreement dated July 10, 2009 shall remain in full force and effect.

**IN TESTIMONY WHEREOF**, the City of East Grand Forks, Minnesota, has caused these presents to be executed in its corporate name by its Mayor and City Administrator/Clerk-Treasurer, and its corporate seal to be hereunto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2023, under authority of that certain Resolution of the City Council of the City of East Grand Forks, Minnesota, dated the \_\_\_\_\_ day of \_\_\_\_\_, 2023, wherein by virtue of said Resolution of above date the Mayor and City Administrator/Clerk-Treasurer of said City were authorized and directed to execute the above Lease and affix the corporate seal thereunto on behalf of the said City of East Grand Forks, Minnesota.





# Request for Council Action

Date: March 30, 2023

To: East Grand Forks City Council Mayor Steve Gander, Council President Mark Olstad, Council Vice-President Tim Riopelle, Council Members Clarence Vetter, Dale Helms, Brian Larson, Tim Johnson, and Marc Demers

Cc: File

From: Steve Emery, P.E.

RE: File Plans & Specifications – 2023 AJ No. 1 / 2023 CP No. 4 – Street, Sidewalk & ADA Improvements (Federal Project)

---

**Background:**

We are requesting to file Plans and Specifications and looking for authorization to proceed with Advertising for Bids and setting a Bid Date for the City’s Federal Project.

**Project Funding**

State Aid Allocation Funds  
Federal Subtarget Funds: \$860,000.00  
Assessments (5<sup>th</sup> Ave NE from 15<sup>th</sup> St NE to 20<sup>th</sup> St NE)

**Recommendation:**

Authorize Widseth to proceed with Advertising of the project.  
Set Bid Date for 10:00 A.M. on May 4, 2023

**Enclosures:**

None

**RESOLUTION NO. 23 – 04 - 28**

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING  
ADVERTISEMENT FOR BIDS FOR 2023 ASSESSMENT JOB NO. 1 – 5<sup>TH</sup> AVE NE PORTION  
OF SUBTARGET PROJECT/2023 CITY PROJECT NO. 4 – STREET & ADA  
IMPROVEMENTS OF SUBTARGET PROJECT**

WHEREAS, the City Council has directed the City Engineers to prepare plans and specifications for the improvement of 2023 Assessment Job No. 1 – 5<sup>th</sup> Ave NE Portion of Subtarget project and 2023 City Project No. 4 – Street and ADA Improvements of Subtarget project;

WHEREAS, the plans and specifications were reviewed and approved by the Minnesota Department of Transportation; and

WHEREAS, the City Engineer has presented such plans and specifications to the Council for approval;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST GRAND FORKS, MINNESOTA:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper and in *Quest CDN* an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the Administration Office until 10am on May 4, 2023, at which time they will be publicly opened in the council chambers at city hall, will then be tabulated, and will be considered by the Council at 5:00 p.m. on May 16, 2023 in the Council Chambers of the East Grand Forks City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier’s check, bid bond or certified check payable to the City of East Grand Forks for five percent of the amount of such bid.

*Voting Aye:*

*Voting Nay:*

The President declared the resolution passed.

Passed: April 4, 2023

Attest:

\_\_\_\_\_  
City Administrator

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

I hereby approve the foregoing resolution this 4<sup>th</sup> day of April, 2023.

\_\_\_\_\_  
Mayor

# Request for Council Action

Date: 03/31/23

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: Administration Office

RE: Adoption of Assessment Roll for 2022 Assessment Job No. 2 – 4<sup>th</sup> Street NE

---

The final assessment hearing was held on March 21, 2023 for the 2022 Assessment Job No. 2 for Utilities and Street Reconstruction on 4<sup>th</sup> Street NE. No objections were brought forward at the hearing and the project was awarded. The next step is adopting the assessment roll for the project. The resolution has been prepared setting the time frame and interest rate of the assessment. Included is the resolution and the assessment roll.

**RESOLUTION NO. 23 – 04 – 29**

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

WHEREAS, the City Engineers have calculated the proper amount to be specially assessed against every lot, piece and parcel of land for improvements described as “2022 Assessment Job No. 2 – Utilities and Street Reconstruction” for a total assessment of \$523,205.08, and said calculations known as the proposed assessments were filed with the Administrator/Clerk-Treasurer on February 21, 2023; and

WHEREAS, on March 1<sup>st</sup>, 8<sup>th</sup>, and 15<sup>th</sup> a published notice was in the official newspaper of a special assessment hearing to consider the said proposed assessment, and a copy of said published notice was mailed on February 27, 2023 to the owner(s) of the tract(s) or parcel(s) of land as provided by law, and the public hearing was held on March 21, 2023 and no objections were brought forward to be considered by the Council; and

BE IT RESOLVED, that the City Council of the City of East Grand Forks, Minnesota, hereby determines that the property in the said proposed assessment is benefited by the improvement and that the amount of said assessment is based upon the benefit received and that every lot, piece and parcel or parcels of land set out therein as assessable and that said proposed assessment has been calculated in accordance with the law; and

BE IT FURTHER RESOLVED, that said proposed assessments for said improvement be and hereby are adopted as the special assessments against the tracts of land stated in the assessment roll in the amount set out therein and that this assessment roll be given the descriptive name of “Assessment Roll No. 343 – Utilities and Street Reconstruction”.

BE IT FURTHER RESOLVED, that the said assessment shall be payable in equal installments over a period of twenty (20) years. That interest at the rate of 6.0 percent 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 or the last business day of November if there are more than 30 days from the date of adoption to the final business day of November in 2023.

*Voting Aye:*  
*Voting Nay:*  
*Absent:*

The President declared the resolution passed.

Passed: April 4, 2023

Attest:

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

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

I hereby approve the foregoing resolution this 4<sup>th</sup> day of April, 2023.

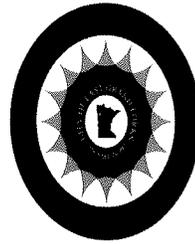
\_\_\_\_\_  
Mayor

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      |                                  |
| 83.03028.03  | REPLAT OF BLOCK 2 AND BLOCK 3 BURLINGTON NORTHERN INDUSTRIAL PARK I<br>A & L POITATO COMPANY | LOT 1 BLOCK 2  | 0.00                | \$0.00              | 300.00          | \$54,103.21         | \$54,103.21                      |
| 83.03028.04  | A & L POITATO CO INC   | LOT 2 BLOCK 2  | 0.00                | \$0.00              | 145.10          | \$26,167.92         | \$26,167.92                      |
|  | <b>SUBTOTAL REPLAT OF BLOCK 2 AND BLOCK 3 BURLINGTON NORTHERN INDUSTRIAL PARK I</b>          |  | <b>0.00</b>         | <b>\$0.00</b>       | <b>445.10</b>   | <b>\$80,271.13</b>  | <b>\$80,271.13</b>               |
| <b>BURLINGTON NORTHERN INDUSTRIAL PARK I FIRST RESUBDIVISION</b> |  |  |                     |                     |                 |                     |                                  |
| 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                      |
|  | <b>SUBTOTAL BURLINGTON NORTHERN INDUSTRIAL PARK I FIRST RESUBDIVISION</b>                    |  | <b>0.00</b>         | <b>\$0.00</b>       | <b>977.05</b>   | <b>\$176,205.13</b> | <b>\$176,205.13</b>              |
| <b>UNPLATTED PROPERTIES</b>                                      |  |  |                     |                     |                 |                     |                                  |
| 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                     |
|  | <b>SUBTOTAL UNPLATTED PROPERTIES</b>   |  | <b>493.00</b>       | <b>\$266,728.82</b> | <b>0.00</b>     | <b>\$0.00</b>       | <b>\$266,728.82</b>              |
| <b>GRAND TOTAL</b>   |  |  | <b>493.00</b>       | <b>\$266,728.82</b> | <b>1,422.15</b> | <b>\$256,476.26</b> | <b>\$523,205.08</b>              |

# 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: 3/31/2023 - 12:20 PM

| Check | Date       | Vendor No | Vendor Name                         | Amount    | Voucher |
|-------|------------|-----------|-------------------------------------|-----------|---------|
| 40292 | 04/04/2023 | ADV007    | Advanced Auto Parts                 | 41.49     | 0       |
| 40293 | 04/04/2023 | ADV001    | Advanced Business Methods Inc       | 615.97    | 0       |
| 40294 | 04/04/2023 | ALL011    | Allstream                           | 120.00    | 0       |
| 40295 | 04/04/2023 | AME005    | Aramark Uniform Services            | 242.09    | 0       |
| 40296 | 04/04/2023 | ATV001    | Auto Value Grand Forks              | 146.99    | 0       |
| 40297 | 04/04/2023 | BAK001    | Baker & Taylor Co                   | 107.58    | 0       |
| 40298 | 04/04/2023 | BAT001    | Batteries + Bulbs                   | 18.24     | 0       |
| 40299 | 04/04/2023 | BRI004    | Brian's Flooring Inc                | 3,551.62  | 0       |
| 40300 | 04/04/2023 | GFF001    | Timothy Brooks                      | 180.00    | 0       |
| 40301 | 04/04/2023 | CEN001    | Center Point Large Print            | 309.81    | 0       |
| 40302 | 04/04/2023 | CHR010    | Christian Brothers Ford Inc         | 1,723.36  | 0       |
| 40303 | 04/04/2023 | CIN001    | Cintas Corporation No. 2            | 289.53    | 0       |
| 40304 | 04/04/2023 | COM003    | Complete Pest Control Inc           | 915.00    | 0       |
| 40305 | 04/04/2023 | CON001    | Conway Shield                       | 2,742.38  | 0       |
| 40306 | 04/04/2023 | DAS001    | Dash Medical Gloves                 | 196.56    | 0       |
| 40307 | 04/04/2023 | DEM001    | Demco Educational Corp              | 2,051.60  | 0       |
| 40308 | 04/04/2023 | EME001    | Emergency Apparatus Maintenance In  | 1,580.76  | 0       |
| 40309 | 04/04/2023 | FAS007    | Fastline Plumbing and Heating, LLC  | 100.00    | 0       |
| 40310 | 04/04/2023 | CEN002    | Gale                                | 41.23     | 0       |
| 40311 | 04/04/2023 | GAR001    | Garden Hut Inc                      | 36.77     | 0       |
| 40312 | 04/04/2023 | GGF001    | GGF Convention & Visitors Bureau    | 3,389.84  | 0       |
| 40313 | 04/04/2023 | GTI001    | Goodpoint Technology Inc            | 2,520.00  | 0       |
| 40314 | 04/04/2023 | GFW001    | Grand Forks Welding & Machine       | 1,251.92  | 0       |
| 40315 | 04/04/2023 | REY001    | Harbott Knutson Larson & Holten PLI | 518.00    | 0       |
| 40316 | 04/04/2023 | HEA009    | Heavy Haul, Inc.                    | 2,600.00  | 0       |
| 40317 | 04/04/2023 | INF002    | InfoUSA Marketing, Inc              | 347.00    | 0       |
| 40318 | 04/04/2023 | ING003    | Ingram Library Services             | 2,192.38  | 0       |
| 40319 | 04/04/2023 | INT011    | Integrated Process Solutions Inc    | 15,385.93 | 0       |
| 40320 | 04/04/2023 | INT013    | Interstate Billing Service          | 543.05    | 0       |
| 40321 | 04/04/2023 | ITR001    | Interstate Towing & Recovery        | 1,650.00  | 0       |
| 40322 | 04/04/2023 | KEI001    | Keith's Security World              | 7.50      | 0       |
| 40323 | 04/04/2023 | KEN002    | Kennedy & Graven, Chartered         | 610.00    | 0       |
| 40324 | 04/04/2023 | LEA001    | League of MN Cities, Finance Dept   | 670.00    | 0       |
| 40325 | 04/04/2023 | HAR085    | Local Ace                           | 108.93    | 0       |
| 40326 | 04/04/2023 | HAR088    | Local Ace                           | 45.22     | 0       |
| 40327 | 04/04/2023 | LYN001    | Lynn Peavey Company                 | 119.85    | 0       |
| 40328 | 04/04/2023 | MARCD1    | Marco Technologies LLC              | 164.34    | 0       |
| 40329 | 04/04/2023 | MEN001    | Menards                             | 29.97     | 0       |
| 40330 | 04/04/2023 | MPO001    | Metropolitan Planning Organization  | 3,327.55  | 0       |
| 40331 | 04/04/2023 | MID003    | Midcontinent Communications         | 103.46    | 0       |
| 40332 | 04/04/2023 | MND020    | Minnesota DEED                      | 788.44    | 0       |
| 40333 | 04/04/2023 | MND006    | MN Dept of Revenue                  | 997.00    | 0       |
| 40334 | 04/04/2023 | MSC001    | MSC Industrial Supply Co            | 1,362.30  | 0       |
| 40335 | 04/04/2023 | NOR024    | Northland Yard Service              | 350.00    | 0       |
| 40336 | 04/04/2023 | NOR010    | Northwest Power Systems             | 139.07    | 0       |
| 40337 | 04/04/2023 | NUS001    | Nuss Truck & Equipment              | 3,528.43  | 0       |
| 40338 | 04/04/2023 | ORE001    | O'Reilly Automotive, Inc.           | 5.59      | 0       |
| 40339 | 04/04/2023 | OCL001    | OCLC, Inc.                          | 26.35     | 0       |
| 40340 | 04/04/2023 | OFF002    | ODP Business Solutions, LLC         | 183.21    | 0       |
| 40341 | 04/04/2023 | POL015    | Polk County Administrator           | 10,349.50 | 0       |

| Check        | Date       | Vendor No | Vendor Name               | Amount      | Voucher |
|--------------|------------|-----------|---------------------------|-------------|---------|
| 40342        | 04/04/2023 | POW003    | Powerplan OIB             | 287.70      | 0       |
| 40343        | 04/04/2023 | TIT002    | Productivity Plus Account | 1,340.00    | 0       |
| 40344        | 04/04/2023 | QUI001    | Quill Corporation         | 255.78      | 0       |
| 40345        | 04/04/2023 | RMB001    | RMB Environmental Lab Inc | 253.74      | 0       |
| 40346        | 04/04/2023 | SAN005    | Sanford Health OccMed     | 831.00      | 0       |
| 40347        | 04/04/2023 | STR003    | Streichers                | 664.99      | 0       |
| 40348        | 04/04/2023 | STU001    | Stuart's Towing           | 100.00      | 0       |
| 40349        | 04/04/2023 | THU002    | Thur-O-Clean              | 6,538.50    | 0       |
| 40350        | 04/04/2023 | ULI001    | Uline                     | 51.50       | 0       |
| 40351        | 04/04/2023 | VER001    | Verizon Wireless          | 275.07      | 0       |
| 40352        | 04/04/2023 | VIR002    | VirTra, Inc               | 49,999.54   | 0       |
| 40353        | 04/04/2023 | WAT001    | Water & Light Department  | 37,356.26   | 0       |
| 40354        | 04/04/2023 | XCE001    | Xcel Energy               | 18,976.22   | 0       |
|              |            |           |                           | <hr/> <hr/> |         |
| Check Total: |            |           |                           | 185,256.11  |         |
|              |            |           |                           | <hr/> <hr/> |         |