

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, APRIL 18, 2023 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF QUORUM:

PLEDGE OF ALLEGIANCE:

RECOGNITION OF MR. MURPHY:

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 April 4, 2023.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of April 11, 2023.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: 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:

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

COMMUNICATIONS:

4. Situation Update – Staff has and will continue to monitor river levels. Once the river reaches 28 feet the City will declare a local emergency. Updates will be available on the city’s newsflash and on the flood page - www.eastgrandforks.us/320/Flood-Information.

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.

OLD BUSINESS: NONE

NEW BUSINESS:

5. Consider adopting Resolution No. 23-04-30 supporting and adopting the Polk County All-Hazard Mitigation Plan.
6. Consider approving the Junior Firefighter Academy Program that will be a working partnership between the City of East Grand Forks and the Northland Community and Technical College.
7. Consider approving the creation of the Police Recruit program for the East Grand Forks Police Department as detailed in the Request for Council Action.
8. Consider approving the Special Event Application from the East Grand Forks High School for the closure of the parking lot by restaurant row starting in the afternoon on May 13, 2023 for the prom contingent upon the area not flooding.
9. Consider approving the request to start the hiring process for an accounting technician.
10. Consider approving the process to move forward with the City Administrator position search by David Drown Associates.

CLAIMS:

11. 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 25, 2023 – Training Room – 5:00 PM
- Council Meeting – Tuesday, May 2, 2023 – Council Chambers – 5:00 PM
- Work Session – Tuesday, May 9, 2023 – Training Room – 5:00 PM
- Council Meeting – Tuesday, May 16, 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, APRIL 4, 2023 – 5:00 PM**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for Tuesday, April 4, 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, 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 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.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE ITEMS ONE (1) THROUGH THREE (3).

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

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.

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 3rd Street NW for their annual School Carnival on May 17, 2023 from 12pm to 9pm.
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.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE ITEMS FOUR (4) THROUGH SIX (6).

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

Voting Nay: None.

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.

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.

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE 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.

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

Voting Nay: None.

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.

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

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

Voting Nay: None.

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.

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

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

Voting Nay: None.

CLAIMS:

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

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

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Gander said thanks for the flood situation update, how the flood system was in place, and staff was very capable to handle the flood fight. He stated there would be ground water to deal with and if there were areas that needed attention to give Public Works a call at (218) 773-1313.

Mr. Murphy said there would be a bridge committee meeting on Friday and afterward he would be able to give an update.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO ADJOURN THE APRIL 4, 2023 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:07 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES
OF THE WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, APRIL 11, 2023 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for Tuesday, April 11, 2023 was called to order by Council President Olstad at 5:00pm.

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 (5:01pm).

Staff Present: Karla Anderson, Finance Director; Jeff Boushee, Fire Chief; 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; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

1. Discussion on Proposed Police Recruit Position – Michael Hedlund

Chief Hedlund told the Council made some changes were made based on the previous discussions and it was ready to move forward. He reviewed the two circumstances when a recruit would be eligible for the program, when they were either in their last semester of a two-year program or after the completion of their four-year degree and they were in a skills program. He explained an application would have to be submitted, reviewed, and interviewed by the Civil Service, and qualified applicants would have a second interview with the Police Department. He added that all applicants would have to meet the same seven requirements as a police officer including successfully completing their education and skills, successfully pass the MN POST License test, pass a background check, pass the pre-employment medical and psychological exams, pass the physical agility testing program, and officially be approved by the City Council. He stated that they would be paid \$400 which would be a forgivable loan and would have to be paid back if they left before they worked for the department for less than two years. He asked if there were any questions.

Council member Helms asked if anyone had reached out that was interested in the program. Chief Hedlund said no but that they had not advertised the program either because it had not been finalized. Discussion followed about how this process had been reviewed by the Civil Service, the Human Resource Department, and by Mr. Galstad, modifications had been made, and how depending on which program they were in they would receive the payment for 10 weeks but could be up to 16 weeks. Council member Pokrzywinski asked if the repayment of the loan would be prorated. Discussion followed about prorating the forgivable loan.

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

2. Police Department Climate Assessment Summary – David Murphy

Council President Olstad thanked the officers and staff that had gone through the process, he supported the Chief, they would be going to move forward together, anyone that wanted to reach out to have a conversation should, and they had appreciated the feedback they had received. He added they wanted the department to be successful. Mayor Gander stated he also fully supported the Chief, he had the deepest respect for the police officers, and it was painful to think there was a divide in the department. He commented how they had to be ready for maximum effectiveness and if any of them had ideas to reach out to meet with him and Council President Olstad. He said they were compiling the information, they would continue to work through this, he was thankful where they currently were, and wanted to make it a great department for current employees and for those looking for employment. Council President Olstad stated they were not done with this process, they were continuing to move forward, and they would be addressing issues, and invited anyone that wanted to talk to reach out.

Mr. Murphy stated they had received information about dissatisfaction in the department, so an assessment was done on the working conditions. He said 19 staff members were interviewed, a summary was put together, and presented to the department where all but two employees were able to attend. He reviewed the four takeaways from the process that included being on the right track but needing everyone to be united, there would be respectful workplace training, a rotation would need to be determined for certain assignments within the department, and the amount of time spent in the office or in dispatch versus patrolling was going to be reviewed. He said next steps included identifying a company for training for a respectful workplace, review of rules and responses, and determine a course of action to rotate positions.

Chief Hedlund thanked those that participated in the process, for the support, and how they had a very talented group working in the police department. Council member Larson thanked those who participated in the process, he liked how there were four take aways, and asked to have a follow-up so they could measure improvements. Mayor Gander suggested setting up a follow-up in three to six months.

3. Update on the LaFave Park Project – Steve Emery

Mr. Emery informed the Council they had been working on the LaFave Park project. He reviewed some of the project that included a mill and overlay, there would be a picnic shelter, old pavement would be closed off, and the proposed parking area. He said they would be relocating the kayak launch and how there would be curb and gutter in the parking lot, but the parking area would remain as gravel, it would have drive over curb so people could access an additional parking area, and posts could be used to define the edge of the parking area. He continued saying there was going to be a concrete seating area, solar lights, and a sidewalk was going to be added down to the boat ramp. He said there were some areas that they could plant native grasses and how there were some options of what native grasses could be planted, how there was some maintenance with the grass the first couple years, but once established it could eventually be maintenance free. He asked for feedback on what grasses to plant, the gravel trail, and the parking area.

Mr. Huttunen asked the Council about the overflow parking area and if it should remain gravel or if they should plant grass. He asked what native grasses should be planted and with the initial concept there were posts to designate areas to drive, he was in favor of the posts, but there may be push back from the community members that like to drive to certain fishing spots. Council member Larson suggested the

parking area should stay gravel and see how things go. He added that native grasses may be hard to get started but once established the root system could help stabilize the bank and he was in favor of using posts to designate the driving areas. He asked if speed bumps would be included on the street that will be milled and overlaid because the vehicles may be going fast through this recreational area and how it can be tough to launch a boat into the river because of the current so whatever could be done to be able to launch in calmer waters would help. Mr. Emery said they were cutting the boat ramps in to help with that.

Mayor Gander said he would like to see the parking area left as gravel, it may need to expand in the future, and how they would need to plan to mow at least once a year to help keep the number of trees down. Council Vice-President Riopelle also suggested keeping the parking area as gravel and how it may need to be dragged from time to time. Council member Pokrzywinski asked about the area where the roads meet and if anything could be done for traffic control. Discussion followed about how there was a yield sign up, how staff would look into widening the road under the train bridge, patch potholes, and look into traffic control for the area.

4. Discussion on Outdoor Rink Project – Reid Huttunen

Mr. Huttunen thanked Mr. Emery and Widseth for the work they had done for this project and Mr. Judd Stauss for helping set up a budget for the project. He explained there were two options, one with grass, and one with a concrete slab. He stated the boards would need to be altered, the area needed to be prepared, the grass option was estimated at \$175,000 with the concrete slab option being estimated at \$267,000. He added there were items that were not included in the estimate because they needed to determine what would need to happen with the sanitary sewer and manhole that were in the area and lighting for the rink was also not included. He asked for questions.

Mr. Stauss told the Council that the Blue Line Club would like to take the lead on this project but would need financial help from the City, the donated boards helped, but they would still need help with the project. Mr. Mike Kolstoe commented they were very committed to this project, it was a great opportunity, and could enhance an amenity in the city. He added they would need help with the project and how there could be a possibility it would be ready for winter. Discussion followed about what the Blue Line Club was prepared to do for the project, how they would have a meeting the following week to discuss this project, the feedback received preferred the concrete slab option, if there were possible funding sources the City could use towards this project, and with a concrete slab it could be used year round. Mr. Huttunen told the Council a concrete slab would make it easier to make ice because once it froze, they could start building ice and use less water in the process.

Council member Larson said they would need to look at possible funding sources, but this was a great project. Council member Vetter asked how high the retaining wall would have to be and if the sidewalk would be sloped. He added that this rink would not have the same feel as Stauss Park. Mr. Huttunen said that was a valuable concern, the rink would be open and available like at Stauss Park, he did not want to close any rinks, but one of his biggest concerns was maintaining all three rinks. Council member Vetter suggested adding outdoor seating and another door to get on the rink by the road. Council member Helms said he was also concerned about the Stauss Park rink being closed. Discussion followed about how it was tracked who used the different rinks, how Nash Park typically had ages 6 to 14, Stauss Park typically had high school and college aged, which was why if they were already driving, they could drive to another location, and there was a concern about the ability to maintain the outdoor rinks because of other priorities Parks staff were tasked with.

Council member Riopelle said this outdoor rink may open time at the indoor rinks for open skating. Mr. Kolstoe said they had not talked about scheduling practices on the outdoor rink but opening skating could be publicized for the outdoor rink. Mr. Emery commented that the proposed retaining wall would be about two feet and there may be a step because the slope might be too big of an increase. Council member Pokrzywinski asked about using the outdoor rink for practices. Mr. Stauss said it was not planned to include the markings, benches would be added, and practices outdoor could be possible. Council member Peterson said she was concerned about the timing of this along with the other projects they were planning with the arenas and would like to know what kind of funding would be coming from the Blue Line Club before moving forward. Discussion followed about how the concrete slab option could be used for a variety of activities throughout the year. Council President Olstad asked for this item to come back to the next work session for more discussion.

This item will be brought back to the next work session.

5. Consider the Outdoor Fitness Court Grant Initiative – Reid Huttunen

Mr. Huttunen said this item had been discussed before but now there was an additional partner which was Blue Cross Blue Shield. He said they were trying to build 20 of the outdoor fitness courts in the next two years. He explained it was a 40 foot by 40 foot pad and they provided the equipment which required a local commitment. He stated they would work with the City to find a location and the local match was \$50,000 up to \$75,000 and asked if there was interest in pursuing this. He told the Council they had looked at cell phone data, so they were already looking at the Sherlock Park area and asked for comments. Council member Larson said he would like to prioritize the outdoor rink over this project. Mayor Gander asked how much it would be utilized, if there was no local match he would consider it, but at this time he did not see this as a good investment. Council President said he agreed and was not in favor of this project at this time.

6. Update from Ad Hoc Finance Committee – Clarence Vetter

Council member Vetter said the committee had met a number of times, they reviewed revenues, if anything could be adjusted, and reviewed expenses along with contracted services. He said some changes were being made to get everyone on the same contracts, but the group was struggling and needed more direction from the Council and what levy increase they wanted to see. He asked if it would be a 3% or 5% increase, what the make-up of it would be, if positions would be cut, or if services should be cut. He added they looked at positions, considered if some safe routes to school should now be cleared by the property owners, and asked what the Council was comfortable cutting or how the group should move forward.

Council President Olstad asked about what the regional library system was because it had been included in the information. Ms. Helgeson said it was looked at every few years, she talked with the director of the system, and if the City decided to join they would lose programs, staffing, and have to cut hours. She said the library building would be taken care of by the City but everything else would be under the regional system including all special collections which the library had. She added that they would not receive any rural funding so there was not a benefit for the library. Discussion followed about how there would be a decline in services, the collection would be a part of the regional system, residents would be allowed to use additional libraries that were also a part of the regional system, how the regional system would request funds from the City, and the employees would be a part of the regional system but it would depend on the City if the library director would remain a department head or not. Ms. Helgeson said it would take six to nine months to negotiate a contract with the regional system. Council President Olstad asked how much

services would be cut. Ms. Helgeson said services would be cut by 30% or up to 50% and how they currently use the East Grand Forks Library as an example of how a library should be run.

Council member Vetter stated that the committee had talked about many things. Discussion followed about how Polk County Dispatch would need more staff before they could take on dispatching for the City, how the staff was being challenged on how to do things differently, how contracted services were reviewed including attorney and engineering fees, and again how the committee needed direction. Council member Vetter said if they only wanted to see a 5% increase that would help give direction. Mayor Gander said the last increase was 10%, valuations had gone up, 5% could be the target and they should be mindful that everyone was getting pinched. Council member Larson said 5% was a good goal, it would be a challenge to get there, and how they would need to cut operating expenses and not just one-time expenses. He said there could be cuts to services, but they would need to be careful on what was cut because if they go too far people won't want to live here. Council member Riopelle said they would have a better idea once they complete labor negotiations but he liked 5%. Discussion followed about how it will be challenging process. Council member Vetter thanked the Council for their comments.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADJOURN THE APRIL 11, 2023 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:34 PM.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held on March 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, Todd Grabanski, Steve Emery, Todd Forster, Brianna Feil, Corey Thompson, Jordan Midgarden, Karla Anderson.

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

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Quirk to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,772,480.96.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Beauchamp to approve the plans and specs for the 2023 Miscellaneous Electrical Distribution Construction Project; advertise for bids; and set bid date for 4-13-23 at 2pm.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Quirk to approve the plans and specs for the 2023 Electrical Equipment & Materials Project; advertise for bids; and set bid date for 4-13-23 at 2:30 pm.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Beauchamp to adjourn at 8:20 am to the next regular meeting on April 5, 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

Request for Council Action

Date: 4/11/23

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: Consider Adopting Polk County 2023 Hazard Mitigation Plan

Background:

Polk County has adopted the 2023 Hazard Mitigation Plan which has received approval from FEMA. The full plan can be viewed on the Polk County's website: [Polk County 2023 Hazard Mitigation Plan | Polk County, MN](#)

The City was a part of the updating process and the local survey completed by staff is under Appendix C – Local Mitigation Survey Report which are pages 95-99 out of the 257.

The next step is to have the City adopt the plan by resolution. If the City chooses not to adopt the resolution, the City then may not be eligible to apply for FEMA grants. The County requested to have this presented at its next meeting for consideration to keep the process moving forward.

Recommendation:

Staff is recommending adopting the resolution keeping the City eligible for FEMA grants.

Enclosures:

Resolution adopting the County Mitigation Plan

RESOLUTION NO. 23 – 04 - 30

ADOPTION OF THE POLK COUNTY ALL-HAZARD MITIGATION PLAN

WHEREAS, the City of East Grand Forks has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000; and

WHEREAS, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Polk County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Polk County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Polk County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Polk County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Polk County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that the City of East Grand Forks supports the hazard mitigation planning effort and wishes to adopt the Polk County All-Hazard Mitigation Plan.

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: April 18, 2023

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 18th day of April, 2023.

Mayor

Request for Council Action

Date: 4/12/23

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: Fire Chief Jeff Boushee

RE: Junior Firefighter Academy

Background:

The East Grand Forks Fire Department and NCTC Fire Technology Program are partnering to offer a Junior Firefighter Academy to 11th & 12th grade students exploring the idea of a career as a firefighter. This is a hands-on course that will teach basic firefighting skills using standard firefighting equipment. The Academy will be instructed by professional East Grand Forks firefighters. NCTC will provide most of the equipment and facilities when needed. See enclosures for Academy details and schedule.

Budgetary Impact:

This academy will be instructed by off duty firefighters. The cost of overtime is approximately \$1500.00. After reviewing the 2023 budget, it was determined this could be covered by the current budget for the Fire Department.

Recommendation:

To support the EGFFD in moving forward with this program. This program has the potential to benefit the City of East Grand Forks and the NCTC Fire Technology program in the recruitment of career firefighters, paid on call firefighters and firefighter students.

Enclosures: Junior Firefighter Academy Packet



East Grand Forks Fire Department

Junior Firefighter Academy

May 2nd – July 18th

Overview:

The East Grand Forks Fire Department and NCTC Fire Technology Program are partnering to offer a Junior Firefighter Academy to students exploring the idea of a career as a firefighter. This is a hands-on course that will teach basic firefighting skills using standard firefighting equipment. The Academy will be instructed by professional firefighters that are looking forward to sharing their experience with you and answering your questions. Whether you have already decided to pursue your dream to become a firefighter or are unsure, this academy will help you with your decision.

Enrollment Requirements:

- 11th or 12th grade students
- Submit enrollment form.
- Submit signed liability waiver.
- Class size limited to first 10 enrolled.

Location, Dates, and Times:

- East Grand Forks Fire Dept. 415 4th St NW
- Orientation May 2nd 6:00
- 9 classes meeting every Tuesday May 9th – July 11th from 6pm – 9pm
- Graduation Ceremony July 18th 6pm

Additional Information:

- No Cost
- Gear and Equipment will be provided.
- Any questions call 218-773-2403

We hope to see you at EGF Junior Firefighter Academy this summer!



East Grand Forks Fire Department

Junior Firefighter Academy Schedule

<i>May 2nd</i>	<i>Orientation, Station Tour, Introductions</i>
<i>May 9th</i>	<i>Week 1 – Turnout gear, SCBA, Fire Extinguisher</i>
<i>May 16th</i>	<i>Week 2 – Loading/Pulling Hose, Flowing water, Hydrants.</i>
<i>May 23rd</i>	<i>Week 3 – Vitals/CPR Training</i>
<i>May 30th</i>	<i>Week 4 – Forcible Entry</i>
<i>June 6th</i>	<i>Week 5 – Ropes & Knots, Hoisting, Harnesses</i>
<i>June 13th</i>	<i>Week 6 – Ladders/Ventilation</i>
<i>June 20th</i>	<i>Week 7 – Search and Rescue</i>
<i>June 27th</i>	<i>Week 8 – Fire Attack Evolution</i>
<i>July 4th</i>	<i>No Class Due to Holiday</i>
<i>July 11th</i>	<i>Week 9 – Auto Extrication</i>
<i>July 18th</i>	<i>Week 10 - Ceremony</i>



East Grand Forks Fire Department

Junior Firefighter Academy Enrollment Form

Student Information

First Name _____

Last Name _____

Current Grade _____

Address _____

Cell Number _____

Email _____

Parent or Guardian Information

Name _____

Relation _____

Address _____

Cell Number _____

Email _____



East Grand Forks Fire Department

RELEASE AND WAIVER OF LIABILITY

ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

JUNIOR FIREFIGHTER ACADEMY

IN CONSIDERATION of being permitted to participate in the East Grand Forks Junior Firefighter Academy located East Grand Forks Fire Department 415 4th Street NW, East Grand Forks, MN, EACH OF THE UNDERSIGNED, for himself, herself, the parents and/or their personal representatives, heirs, and next of kin:

1. HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE THE CITY OF EAST GRAND FORKS, ALL FOR THE PURPOSES HEREIN REFERRED TO AS "RELEASEES," FROM ALL LIABILITY TO THE UNDERSIGNED, HIS/HER PERSONAL REPRESENTATIVES, ASSIGNS, HEIRS, AND NEXT OF KIN FOR ANY AND ALL LOSS OR DAMAGE, AND ANY CLAIM OR DEMANDS THEREFORE ON ACCOUNT OF INJURY TO THE PERSON OR PROPERTY OR RESULTING IN DEATH OF THE UNDERSIGNED ARISING OUT OF OR RELATED TO PARTICIPATING IN THE EAST GRAND FORKS JUNIOR FIREFIGHTER ACADEMY AND USE OF THE TRAINING FACILITIES, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.
2. HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS THE RELEASEES AND EACH OF THEM FROM ANY LOSS, LIABILITY, DAMAGE, OR COST THEY MAY INCUR ARISING OUT OF RELATED TO THE TO PARTICIPATION IN THE FIREFIGHTER ACADEMY, USING THE TRAINING FACILITIES OR ANY WAY RELATED TO PARTICIPATING IN THE TRAINING PROGRAM WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.
3. HEREBY ASSUMES FULL RESPONSIBILITY FOR ANY RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE ARISING OUT OF OR RELATED TO THE FIREFIGHTER TRAINING PROGRAM WHETHER CAUSED BY THE NEGLIGENCE OR RELEASEES OR OTHERWISE.
4. HEREBY ACKNOWLEDGES THAT THE ACTIVITIES OF THE FIREFIGHTER PROGRAM AND USE OF THE TRAINING FACILITIES OR PARTICIPATING IN THE PROGRAM CAN BE DANGEROUS AND INVOLVE THE RISK OF INJURY AND/OR DEATH AND/OR PROPERTY DAMAGE. EACH OF THE UNDERSIGNED ALSO EXPRESSLY ACKNOWLEDGES THAT INJURIES RECEIVED MAY BE COMPOUNDED OR INCREASED BY NEGLIGENT RESCUE OPERATIONS OR PROCEDURES OF THE RELEASEES.
5. HEREBY AGREES THAT THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT EXTENDS TO ALL ACTS OF NEGLIGENCE BY THE RELEASEES, INCLUDING NEGLIGENT RESCUE OPERATIONS AND IS INTENDED TO BE AS BROAD AND INCLUSIVE AS IS PERMITTED BY THE LAWS OF MINNESOTA AND THAT IF ANY PORTION THEREOF IS HELD INVALID, IT IS AGREED THAT THE BALANCE SHALL, NOTWITHSTANDING, CONTINUE IN FULL LEGAL FORCE AND EFFECT.

Initials

I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE, OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

Date: _____

Signature of participant

Name of PARTICIPANT (please print)

S

Name of Parent or Guardian (please print)

Relationship to Participant

Signature of parent or guardian

Signature of parent or guardian

Initials

**WAIVER OF LIABILITY, ASSUMPTION OF RISK,
AND INDEMNITY AGREEMENT – ON/OFF CAMPUS ACTIVITIES**

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

Waiver: In consideration of being permitted to participate in the East Grand Forks Fire Department Junior Firefighter Academy (Program/Activity), I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, and discharge** Northland Community & Technical College, Minnesota State Colleges and Universities, the State of Minnesota and their officers, employees, agents, successors and assigns from liability **for any and all claims, demands, actions, causes of action, judgments, damages, expenses and costs, (including attorney fees)** due to negligence or accidentally resulting in personal injury or illness (including death), and property loss which arise out of, result from, occur during, or are connected in any manner with my participation in the Program/Activity.

Assumption of Risk: Participation in the Program/Activity carries with it certain risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another and include but are not limited to 1) minor injuries such as scratches, bruises, and sprains; 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions; and 3) catastrophic injuries including paralysis and death.

I have read the previous paragraphs and I know, understand, and appreciate these and other inherent risks. I hereby assert that my participation is voluntary and I knowingly assume all such risks.

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD HARMLESS Northland Community & Technical College, Minnesota State Colleges and Universities, the State of Minnesota and their officers, employees, and agents from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees which arise out of, result from, occur during, or are connected in any manner with my participation in the Program/Activity.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumed risk agreement is intended to be as broad and inclusive as is permitted by the Laws of the State of Minnesota and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk and indemnity agreement, fully understand its terms, and **understand that I am giving up my rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of liability** to the greatest extent allowed by law.

(Print Name)

(Star ID/Student ID)

(Sign Name)

(Date)

Signature of parent/guardian (if student is under the age of 18)

Northland Community and Technical College is a proud member of the Minnesota State Colleges and Universities system and is an Equal Opportunity employer and educator.

Request for Council Action

Date: 04/03/2023

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: Michael S. Hedlund – Chief of Police

RE: Police Recruit Program

Background:

As initially discussed during the February 14, 2023 City Council Work Session and again during the March 14, 2023 City Council Work Session, the East Grand Forks Police Department is seeking to start a Police Recruit program in an effort to help address our issues in attracting new police officer applicants. This program would involve the recruitment of current law enforcement students who are nearing the completion of their law enforcement education. Students would be eligible to be selected for this program if they meet one of the following criteria:

1. They are enrolled in a two-year law enforcement program that includes MN Police Skills training as a component of their training. These students would be eligible during their final semester.
2. They are enrolled in either a two-year law enforcement program (that does not include the MN Police Skills component) or a four-year Criminal Justice program that meets all MN POST Board requirements for becoming a police officer, except the MN Police Skills training. These students would be eligible for this program while they are attending MN Police Skills training.

Under this program interested students that meet one of the above criteria would apply for the Police Recruit program. City of East Grand Forks Human Resources would review the applications to ensure that the applicant(s) met the criteria in either #1 or #2 above. Qualified applicants would then be reviewed/interviewed by the East Grand Forks Civil Service Commission which would then advance any approved applicants to meet with an interview panel within the East Grand Forks Police Department. Applicants who are selected as Police Recruits would receive a conditional offer of employment as a police officer with the East Grand Forks Police Department with the following conditions:

1. They must successfully complete their final semester of their education as listed in #1 above, OR they must successfully complete their MN Police Skills training as listed in #2 above.
2. They must successfully pass the MN POST License test and become eligible to be hired as a police officer in the state of Minnesota.

3. They must successfully pass a background check that would be conducted by the East Grand Forks Police Department.
4. They must pass a pre-employment medical exam.
5. They must pass a pre-employment psychological exam.
6. They must pass an employment specific physical agility test (the East Grand Forks Police Department currently uses the “WorkSteps” physical agility testing program as recommended by the League of Minnesota Cities).
7. Final hiring as a Police Officer must be approved by the East Grand Forks City Council.

Items 3-6 above could be completed during the same time frame that the Police Recruit is completing item #1.

Police Recruits would receive a forgivable loan that would be paid out in installments of \$400.00 for each week that they are enrolled in one of the listed eligible educational programs as long as they are making continuous progress towards the successful completion of that program. Successful progress would be determined through correspondence between the Chief of Police and an instructor with the educational program who would have knowledge of the student’s progress. Repayment of this forgivable loan would be required if the Police Recruit left employment with the City of East Grand Forks prior to serving for two years as a Police Officer with the East Grand Forks Police Department. Repayment would not be required if they left service for medical reasons or were let go by the Department during that two-year period.

The EGFPD would only use the Police Recruit program when the Department had more than one opening. For example, if the department had two police officer openings no more than one person could be actively filling a Police Recruit position. If the Department had three police officer openings no more than two people could be actively filling a Police Recruit position. This would ensure that the EGFPD would always be able to fill an opening with an eligible police applicant, i.e. they are a current officer in another agency, they are person that has completed all of the required training/education and they are POST eligible or they are eligible to be hired through the POST reciprocity process (out of state police officers or military members).

Budgetary Impact:

The Police Recruit position would only be used in an attempt to fill open positions within the Police Department so the cost of this program could be offset by unspent salary and benefit expenses for those open positions.

Recommendation:

Approve the creation of the Police Recruit program for the East Grand Forks Police Department as detailed above.

Enclosures:

None

Megan Nelson

From: noreply@civicplus.com
Sent: Thursday, March 30, 2023 2:54 PM
To: Megan Nelson; City Administration
Subject: [EXTERNAL]Online Form Submittal: Special Event Application

Categories: Yellow Category

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	East Grand Forks High School
Phone Number	(218) 773-2405 EXT.4111
Address1	1420 4th Ave NW
Email Address	hfreese@egf.k12.mn.us
City	East Grand Forks
State	Minnesota
Zip	56721
Applicant Name/Contact Person	Hannah K Freese
Email Address	hfreese@egf.k12.mn.us
Phone Number	6053607162
Second Contact Person	Meradith Vanyo
Email Address	mvanyo@egf.k12.mn.us
Phone Number	(218) 773-2405 EXT. 4104

(Section Break)

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	East Grand Forks Prom
Type of Event	School Sponsored Event
Date(s) and Time of Event	5/13/2023 7:00 PM - 5/13/2023 9:00 PM
Description/Narrative of the Event	Our Prom, The Enchanted Garden, will be on Saturday, May 13th. We would like to host our Grand March at 7:00 p.m. on the Boardwalk in East Grand Forks. We are hoping to be able to close off the nearby and overlooking parking lots as we have done in past years. We will be happy to contact the restaurants that this impacts.
Event Site Plan/Map	281149048_5670768529617282_2228530115941355676_n.jpg

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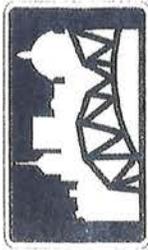
Power & Water Requests

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

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River Access	No
If yes, complete the form	The Polk County Boat & Water Event Permit Application
Use of DNR Property	No
If yes, complete the form	The MN DNR Special Use Permit Application

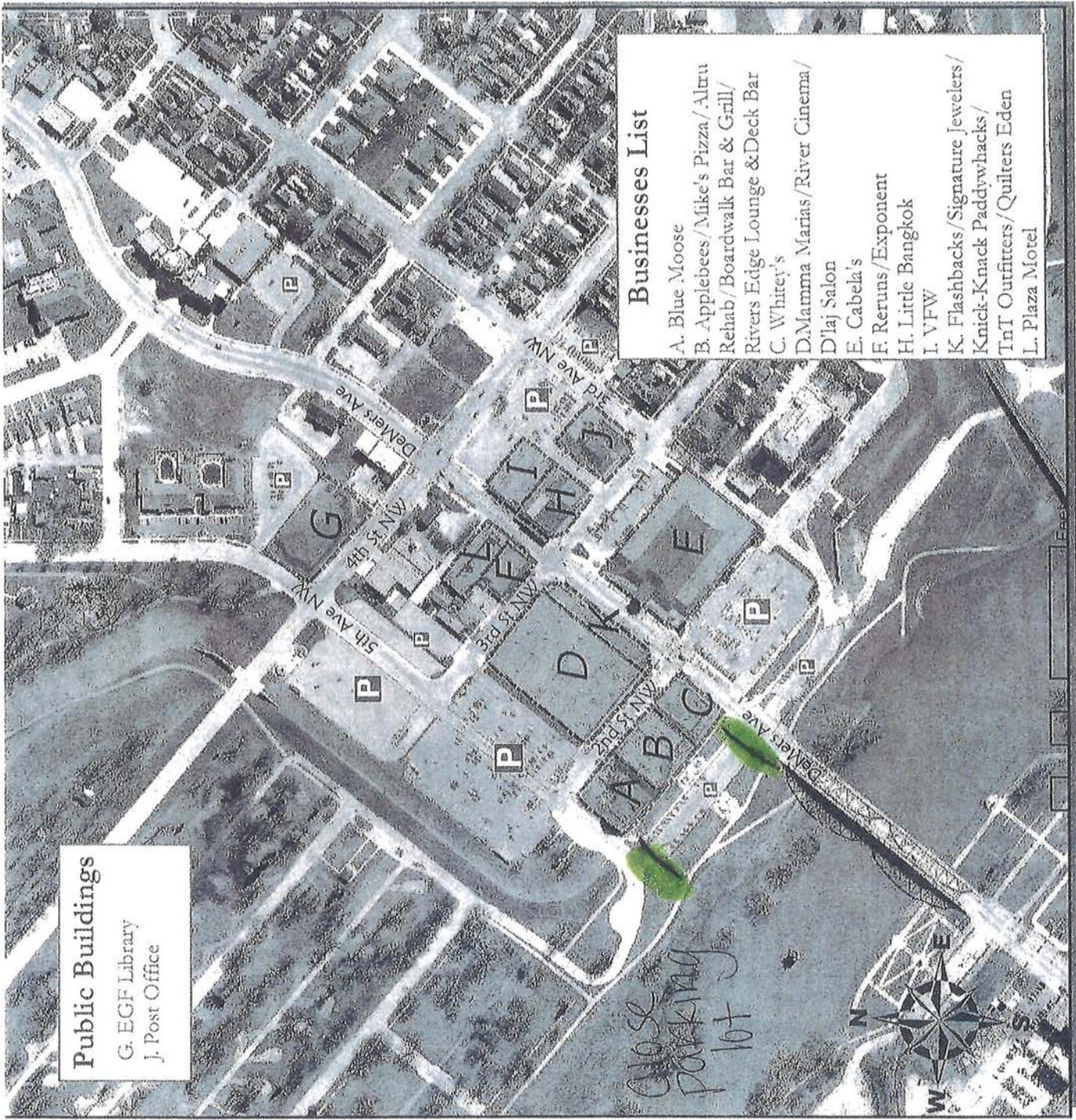
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Grand Forks - East Grand Forks
Metropolitan Planning Organization

Business and public parking

	Businesses
	Parking
	Off Street
	On Street
	On Street 2hr
	On Street 1hr



Public Buildings
 G. EGF Library
 J. Post Office

Businesses List
 A. Blue Moose
 B. Applebees / Mike's Pizza / Altru Rehab / Boardwalk Bar & Grill / Rivers Edge Lounge & Deck Bar
 C. Whitey's
 D. Mamma Marias / River Cinema / D'laj Salon
 E. Cabela's
 F. Reruns / Exponent
 H. Little Bangkok
 I. VFW
 K. Flashbacks / Signature Jewelers / Knick-Knack Paddywhacks / TnT Outfitters / Quilters Eden
 L. Plaza Motel

Request for Council Action

Date: 4/14/23

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: Karla Anderson

RE: Accounting Technician Position

The City has received notice that Audrey Passa, City Accounting Technician, has resigned effective May 12, 2023.

Recommendation:

Start the hiring process for City Accounting Technician.

April 11, 2023

Mayor and City Council
City of East Grand Forks
600 DeMers Avenue
East Grand Forks, MN 56721

Dear Honorable Mayor Gander and Members of the Council,

We are nearing the point of posting the City Administrator position, so I will be presenting at your meeting on April 18, 2023, the process and seeking approval to move ahead with the search.

As you know, the information gathering process for developing the position profile has been taking place for a few weeks. Attached to this memo is the draft position profile that will be discussed and modified as needed at the Council meeting. The attributes and goals sections came directly from information gathered while meeting with Council members, department heads, and staff.

Other items of discussion at the meeting include the job description, salary information, search timeline, and interview process.

You will see the profile includes tentative dates for the final interviews, so I would like to finalize the interview date with you at the April 18th meeting. The interviews can be done in one day or two days depending on which components the Council wishes to include in the process. Some of the options for this part of the process include the following:

- City Tour
- Community meet and greet event
- Leadership staff interview, or informal activity
- Full Council-formal interview
- Other options

The number of components desired will determine whether the process will take place over one or two days. There is no right or wrong approach to this, as each City has different preferences.

In summary, the items for discussion at the meeting include the following:

1. Position Profile: Review and approve with any changes
2. Salary Range: Review
3. Job Description: Review
4. Timeline: Determine date(s) of final interviews
5. Any questions from the Council

Sincerely,

Liza Donabauer

Liza Donabauer
Management Consultant

Attachments

- Draft profile
- Job description
- Draft timeline



Life
Connected
East Grand Forks, MN

CITY ADMINISTRATOR

SALARY: \$110,187 TO \$143,221



The City of East Grand Forks, Minnesota, was established in 1887 and is located in northwestern Minnesota on the border with neighboring North Dakota at the intersection of U.S. Highway 2 and Minnesota Highway 220. East Grand Forks runs parallel to the Minnesota-North Dakota border on the Minnesota side of the Red River of the North and lies in Polk County.

The City of over 9,100 residents serves as part of a regional shopping hub for northwest Minnesota and northeast North Dakota. It is well known for its destination based downtown area. The City's main shopping attractions are the 60,000 square-foot Cabela's retail outlet and the 65,000 square-foot Riverwalk Centre. Additionally, along the well-maintained shores of the scenic Red River of the North, the City has a popular boardwalk section where several restaurants and entertainment facilities are located including *Bernie's* which is owned and operated by the host of Food Network's "*Girl Meets Farm*" and cookbook author Molly Yeh.

The City lies within the Red River Valley which was formed when glacial Lake Agassiz receded to the north. The Valley has some of the most fertile agricultural soil in the world with a variety of farms which grow soybeans, sugar beets, wheat, and potatoes. Led by American Crystal Sugar and several other potato and bean companies, agribusinesses are a major portion of the City's economy. The American Crystal Sugar plant in East Grand Forks is the second largest sugar processing plant in North America and it employs over 300 people. It is also the largest taxpayer and power user within the City.

East Grand Forks is largely a residential community making it a great place to raise a young family with its strong school system and sense of community. East Grand Forks is a close-knit community, big enough to have the amenities, but small enough for your community to know you! The quality of life offered in this fun, safe, family friendly bedroom community is the calling card of East Grand Forks.



EDUCATIONAL OPPORTUNITIES

Public education in the City of East Grand Forks is provided by the East Grand Forks Public School District. The district, which serves approximately 1,900 students, is organized into four schools: New Heights (K-2), South Point (3-5), Central Middle School (6-8), and the Senior High School (9-12). The school district offers a wide variety of extra-curricular options including drama, speech, music, athletics, and many other individual and group activities.



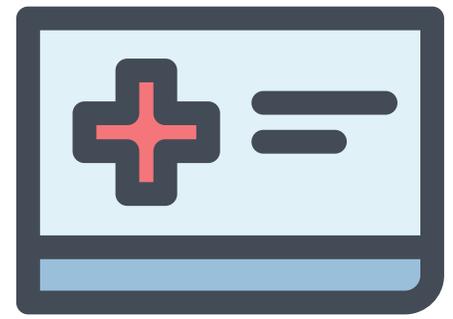
There are also private school options available in East Grand Forks. Riverside Christian School is a PreK-12th grade school that provides Bible-based education to approximately 240 students. Offering over 200 classes, Riverside Christian High School's personalized education approach tailors instruction through online and on-site classes offering flexibility that caters to each student's needs and strengths.

Sacred Heart School, founded in 1912, is a childcare (33 months+), preschool (3-5 yrs.), elementary school (K-6), and high school (7-12) that provides Catholic education to over 500 students.



For those looking for higher education, Northland Community & Technical College offers just that. Northland is a comprehensive two-year community & technical college offering 80+ program options in high-demand fields including Aerospace, Agriculture, Automotive & Transportation, Building Trades, Business & Marketing, Education, Health & Human Services, Information Technology, Law & Public Safety, Manufacturing and more. Northland also has a liberal arts & transfer program which offers students the first two years of a bachelor's degree. The College serves over 4,500 students.

HEALTHCARE



Altru Clinic, in East Grand Forks offers a smaller, hometown care setting. The Clinic provides access to an entire network of healthcare professionals, including its own specialists as well as specialists at Mayo Clinic. Altru's specialists have unique access to resources provided through the Mayo Clinic Care Network. Some of the services provided at the Altru Clinic in East Grand Forks include family medicine, lab services, massage therapy, physical therapy, radiology, and more.



As part of the RiverView Health System headquartered in Crookston, Minnesota, RiverView Clinic – East Grand Forks offers a number of services including gynecology, laboratory, orthopedics, podiatry, rehabilitation, and more.



Sanford Health, the largest rural health system in the United States, operates a number of facilities in the City of East Grand Forks that provide general clinic services, walk-in care, occupational and medicine therapy, dermatology, and home care services.



RECREATION

East Grand Forks hosts several community events including Catfish Days, fishing tournaments, Heritage Days, and an Arts and Crafts exposition each year. The City also participates in activities with neighboring Grand Forks, North Dakota, including the Potato Bowl parade and walk/run events in the Greenway System. The Greenway is approximately 2,200 acres of natural open space in the heart of Grand Forks, ND, and East Grand Forks, MN. The Greenway features several parks, a campground, two golf courses, three disc golf courses, over 20 miles of multi-purpose trails, shore bank fishing sites, and so much more.

Downtown has a variety of restaurants, with some situated along the river front. There is also convenient shopping with a variety of stores as well as a 15-plex movie theater located in the downtown mall. Cabela's is also located in downtown East Grand Forks and has several displays of live fish indigenous to Minnesota as well as a static display of a variety of wildlife. The Red River State Recreation Area is located within walking distance of downtown and restaurants and provides facilities for camping, fishing, and RV parking.

Valley Golf Course is an 18-hole course with two distinct front and back nine layouts. The front has a traditional links style feel, landscaped with challenging ponds, where the back nine is lined with mature trees along the Red River.

The East Grand Forks Swimming Pool includes many exciting amenities including a climbing wall, water slide, two diving boards, zero entry wading pool with a continuously flowing mushroom, clean locker rooms, and comfortably heated water.

The Civic Center is the primary home of East Grand Forks youth and high school hockey and the primary community event center in East Grand Forks. In addition to sports competition, the Civic Center hosts numerous community events like high school graduation, live music, arts & crafts shows, and many others.





THE ORGANIZATION

The City of East Grand Forks is a charter city governed by a City Council consisting of a Mayor and seven Council members. Five Council members represent one of the five wards, while two Council members serve at-large. The Mayor and Council members serve four-year terms. All powers of the City, except as otherwise provided in the charter, are vested in the Mayor and Council who enact local legislation, adopt budgets, and determine policies. The City Administrator is responsible for directing staff on the implementation of policies and coordinating day-to-day services. The Administrator oversees all department heads.

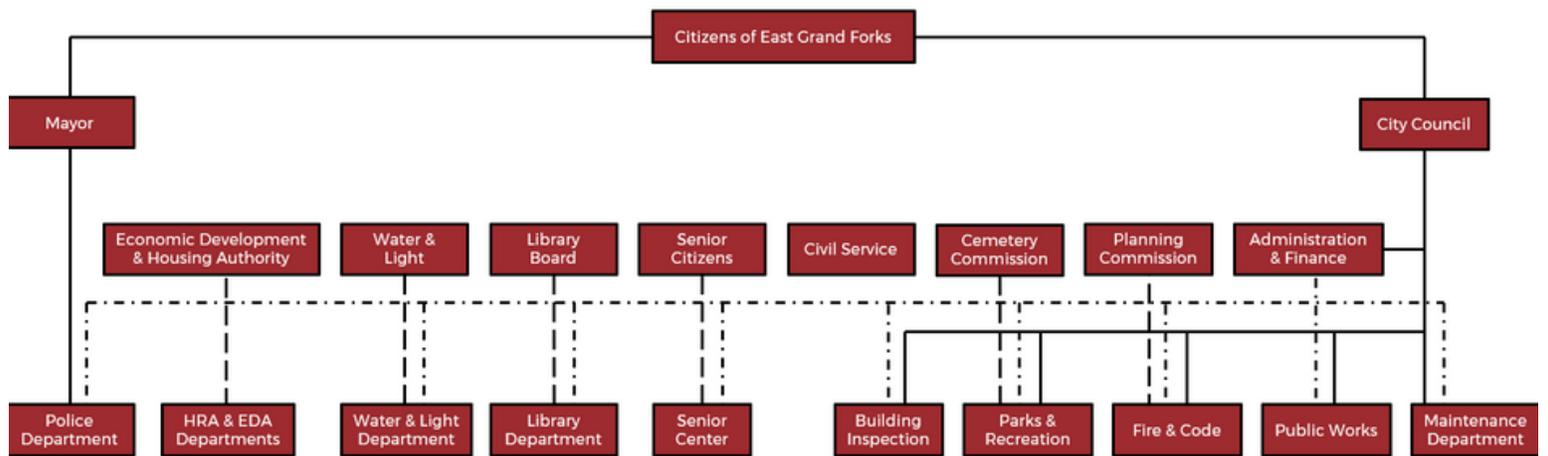
Residents have a lot of trust in the City, and City leaders and staff do an excellent job responding to the citizens. This has been built over the years with the current City Council and City Administrator in their roles. There isn't a lot of controversy or disagreement between the Council members. Each Council member brings a different perspective. The Council is proud of their professionalism, ability to listen to each other's viewpoints, and agree to disagree in a cordial manner.

The City of East Grand Forks provides a full range of services including police and fire protection, construction and maintenance of streets and infrastructure, recreational facilities, library, senior center, water, sewer, electric, refuse, and transit services. Additionally, the City owns a 65-unit housing complex, Sunshine Terrace, and one commercial property building, the Infill Building, leased for dining and professional service activities.

Department leaders are well entrenched in their field and departments and work autonomously and cohesively as a team. The new City Administrator would be walking into a high functioning team.

The City employs approximately 100 full-time staff and approximately 80 seasonal staff.

ORGANIZATIONAL STRUCTURE



BUDGET SUMMARY

	2021	2022	2023
General Government	1,463,003	1,493,464	1,546,919
Police	3,049,982	3,173,369	3,432,606
Fire	1,434,358	1,371,102	1,443,092
Other Public Safety	224,713	236,762	201,622
Public Works	1,417,447	1,636,288	1,699,855
Recreation & Culture	1,834,591	1,983,434	2,125,950
Community Development	77,694	82,695	65,000
Library	558,862	764,305	737,044
Senior Center	124,951	137,760	148,656
Other Expenditures	315,668	367,500	425,009
Total	\$10,501,271	\$11,246,679	\$11,825,753
Capital Outlay & Other Uses			
Police	93,361	99,000	85,000
Fire	-	44,000	-
Public Works	52,602	25,000	-
Street Reconstruction	225,004	260,000	270,000
Recreation & Culture	11,077	60,000	50,000
Other Expenditures	297,016	182,250	194,874
Debt Service	-	91,516	-
Other Financing Uses	219,810	389,415	350,858
	898,870	1,151,181	950,731
Total Expenditures	\$11,400,141	\$12,397,860	\$12,776,485

ESSENTIAL FUNCTIONS OF THE POSITION

- Directs the day-to-day operations of the City, including the supervision and hiring of appointed department heads and administrative personnel; assists departments with resolution of issues.
- Prepares for, attends, and leads various meetings, committees and trainings; prepares memos and communications on behalf of and to the Council.
- Develops operational plans and evaluation guidelines for and with department heads.
- Prepares and coordinates the budget process and capital improvement planning; recommends budget and fiscal policies to the Council.
- Develops and recommends policies to the City Council, in consultation with department heads.
- Establishes and implements the City's personnel policies; represents the City in labor negotiations.
- Represents the City at meetings, conferences, seminars, and with the news media.
- Conducts City outreach activities.



DESIRED ATTRIBUTES

- An evenkeeled temperament with a collaborative spirit. Treats others with professionalism and respect.
- Patient, trustworthy, and straight forward. Easily builds rapport and demonstrates strong relationship building skills.
- Strong social and communication skills.
- Bridges the gap by clearly articulating the Council's vision to the staff and public.
- Excels at keeping the Council informed on upcoming projects and initiatives and providing staff updates.
- Is approachable and desires a connection to the community it serves.
- Demonstrates tact while sharing difficult to hear, but needed, information.
- Has a strength in finance and technology. Has a keen ability to walk the organization through an annual budget process that is engaging, allows for citizen, staff, and Council input, and can be understood by all.
- Plays an active role in economic development. Appreciates and pushes for proactive economic development activities that reduces the tax burden on residents.
- Is resourceful and actively involved at the local, regional, and state level (e.g. funding, community and regional awareness, legislative activities, etc.).
- Has robust inter-organizational management and interpersonal skills. Builds on and utilizes the strengths of staff, empowers staff, and encourages departments to work together.
- Has strong experience in working with unions: negotiating, contract language, grievances, responding to, and making decisions as issues arise.
- Is big picture – outcome and solution oriented.



PRIORITIES/GOALS/PROJECTS

- Get to know the individual department heads and Council members. Gain an understanding of each of the department's needs.
- Immediately begin facilitating 2024 Budget and CIP planning process with department heads and appointed Finance Committee members. Work toward developing a funding plan for long-term capital projects including streets, infrastructure, and parks.
- Lead difficult discussions on services and offerings the City cannot afford to offer given levy restraints.
- Facilitate the passing of the Local Options Sales Tax for the renovation of three (3) hockey arenas and a baseball field. Determine the financial impact on taxpayers if this does not receive legislative and voter support.
- Work with stakeholders on the South Bridge Project (project status - consultant is conducting a bridge study).
- Push for proactive economic development activities that are complimentary to the region; grow the business community; develop housing options and walkable/bikeable communities for young families; focus on the need to expand the industrial park.
- Work toward building a public relations strategy to engage and inform the public. Familiarize self with various organizations throughout the community and who within the staff and Council are representing the City with those organizations.
- Continue annual goal setting and visioning sessions.





POSITION ANNOUNCEMENT

CITY: East Grand Forks, Minnesota

POSITION: City Administrator

SALARY: \$110,187 TO \$143,221

APPLICATION DEADLINE: 05/17/2023



JOB SUMMARY: Performs complex executive and administrative work directing the programs and operations of the government, working with department heads to implement and revise policies and planning documents, creating and maintaining applicable records, reports, and files, attending and leading various records, reports, and files, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Council. Organizational supervision is exercised over all personnel within the organization.

MINIMUM QUALIFICATIONS: Bachelor's degree and extensive experience in senior level public administration or equivalent combination of education and experience.

APPLY: Visit <https://daviddrown.hiringplatform.com/159686-east-grand-forks-city-administrator/612838-application-form/en> and complete the application process by May 17, 2023. Finalists will be selected on June 6, 2023, and final interviews will be held on June 26, 2023.

Please direct any questions to Liza Donabauer at liza@daviddrown.com or 612-920-3320 x111.



DDA

Human Resources, Inc.
a David Drown Associates Company

DDA Human Resources, Inc.
Waconia Office
P.O. Box 534
Waconia, MN 55387

Phone: 612-920-3320 x111

Fax: 612-605-2375

liza@daviddrown.com

www.ddahumanresources.com

City Administrator

Department: Administration
Points: 810 Grade: 25

FLSA Status: Exempt

General Definition of Work

Performs complex executive and administrative work directing the programs and operations of the government, working with department heads to implement and revise policies and planning documents, creating and maintaining applicable records, reports and files, attending and leading various records, reports and files, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Council. Organizational supervision is exercised over all personnel within the organization.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Directs the day to day operations of the City, including the supervision and hiring of appointed department heads and administrative personnel; assists departments with resolution of issues.

Prepares for, attends and leads various meetings, committees and trainings; prepares memos and communications on behalf and to the council.

Develops operational plans and evaluation guidelines for and with department heads.

Prepares and coordinates the budget process and capital improvement planning; recommends budget and fiscal policies to the council.

Develops and recommends policies to the City Council, in consultation with department heads.

Establishes and implements the City's personnel policies; represents the City in labor negotiations.

Represents the City at meetings, conferences, seminars, and with the news media.

Conducts city outreach activities.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles and practices of public administration; comprehensive knowledge of local government finance practices; thorough knowledge of the laws, ordinances, regulations, policies, procedures and guidelines governing municipal government; thorough knowledge of personnel management policies, processes and procedures; ability to read and understand city and state policies and procedures; ability to communicate complex ideas effectively, both orally and in writing; ability to analyze service problems and participate effectively in solving them; ability to operate standard office equipment and related hardware and software; ability to learn specialized software, systems or equipment related to business need; ability to generate applicable records, reports and files; ability to type accurately at a reasonable rate of speed; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to plan and direct the work of others; ability to establish and maintain effective working relationships with department heads, similar professionals, elected officials and the general public.

Education and Experience

Bachelor's degree and extensive experience in senior level public administration, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or

City Administrator

quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Minnesota.

Last Revised: 4/23/2012

City of East Grand Forks
Administrator Search Timeline

ITEM	TASK	COMPLETION DATE
Decision by City Council to proceed		March 7, 2023
Information gathering	<ul style="list-style-type: none"> ▪ Gather all pertinent background information ▪ Gather salary information and review job description ▪ Meet with staff, stakeholders, and each member of the City Council 	March 27 & 28, 2023
Professional position profile	Develop position profile and advertisement	April 11, 2023
Approve position profile	City Council approves profile, job description, salary range, and hiring process	April 18, 2023
Candidate recruitment	<ul style="list-style-type: none"> ▪ Post position immediately upon approval of profile ▪ Comprehensively advertise ▪ Email and phone calls to prospective candidates 	April 19, 2023- May 17, 2023
Screening of applicants	DDA will review and rank applicants based on job related criteria and select semifinalists	May 18, 2023
Personality Index	DDA will administer a work-related personality index to all semifinalists	May 28, 2023
Video interview	Each semifinalist will complete a video interview	May 28, 2023
Selection of finalists	<ul style="list-style-type: none"> ▪ City Council selects finalists for interviews ▪ DDA will notify candidates not selected as finalists 	June 6, 2023
Background check of all finalists	Includes: <ul style="list-style-type: none"> ▪ Criminal background: county, state, national ▪ Sex offender registry ▪ Social Security number verification ▪ Education verification ▪ Credit check 	June 19, 2023
Reference check on all finalists	DDA will conduct reference checks with current and former employers on all finalists	June 19, 2023
Intellect profile	DDA will administer an intellect profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.	June 19, 2023
Finalist packet	DDA will provide the Council information including: <ul style="list-style-type: none"> ▪ Summary of references ▪ Results of background checks ▪ Personality index reports ▪ Video interview ▪ Resumes, etc. 	June 20, 2023
Interviews	DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that Council interviews be at a special meeting	June 26, 2023 Special Meeting
Decision	City Council will select candidate for offer	June 26, 2023
Offer and agreement	DDA will negotiate agreement with selected candidate	June 29, 2023
Projected start date	New Administrator begins	July 2023

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: 4/14/2023 - 12:47 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
40355	04/18/2023	ABS001	Absolute Refrigeration, LLC	808.35	0
40356	04/18/2023	ACM001	Acme Electric Companies	11.99	0
40357	04/18/2023	ADV001	Advanced Business Methods Inc	852.96	0
40358	04/18/2023	AME005	Aramark Uniform Services	435.84	0
40359	04/18/2023	BEC001	Becker Arena Products Inc	6,402.00	0
40360	04/18/2023	GFF001	Timothy Brooks	498.50	0
40361	04/18/2023	BRO013	Craig Brott	595.00	0
40362	04/18/2023	CEN006	Century Link	253.51	0
40363	04/18/2023	COL004	Coldspring Memorial	128.00	0
40364	04/18/2023	COM003	Complete Pest Control Inc	1,050.00	0
40365	04/18/2023	DAK006	Dakota TV & Appliance	1,206.88	0
40366	04/18/2023	DAY002	Daydreams Specialties, LLC	853.30	0
40367	04/18/2023	DIS001	Display Sales Co	394.00	0
40368	04/18/2023	BLU003	East Grand Forks Blue Line Club	1,150.00	0
40369	04/18/2023	ECO001	Economy Plumbing	2,555.48	0
40370	04/18/2023	ENV002	Environmental Equipment & Services	1,158.05	0
40371	04/18/2023	GAL003	Galstad Jensen & McCann PA	25,775.51	0
40372	04/18/2023	GAL006	Galstad Jensen McCann PA Trust Acct	2,438.56	0
40373	04/18/2023	GAR001	Garden Hut Inc	73.50	0
40374	04/18/2023	GGF001	GGF Convention & Visitors Bureau	2,930.92	0
40375	04/18/2023	GLO003	Global Safety Network, Inc.	115.56	0
40376	04/18/2023	GOP002	Gopher State Lawn Sprinklers	375.00	0
40377	04/18/2023	GRA0018	Grand Forks Baseball Tournaments	425.00	0
40378	04/18/2023	GFW001	Grand Forks Welding & Machine	157.25	0
40379	04/18/2023	HBS001	HB Sound & Light Inc	1,542.50	0
40380	04/18/2023	INP001	In-Prints Screen Printing	1,072.00	0
40381	04/18/2023	PSD001	JEJK Inc.	2,075.00	0
40382	04/18/2023	NOR037	KNSM Enterprises, LLC	165.97	0
40383	04/18/2023	KNU001	Knutson Printing Company	812.43	0
40384	04/18/2023	LAR014	Melanie Larson	30.00	0
40385	04/18/2023	HAR081	Local Ace	27.16	0
40386	04/18/2023	HAR087	Local Ace	213.83	0
40387	04/18/2023	HAR089	Local Ace	19.16	0
40388	04/18/2023	MAC002	MacQueen Equipment	4,592.86	0
40389	04/18/2023	MAR008	Marshall and Polk Rural Water System	9.90	0
40390	04/18/2023	MEN001	Menards	129.90	0
40391	04/18/2023	MND020	Minnesota DEED	788.44	0
40392	04/18/2023	MND006	MN Dept of Revenue	8,086.00	0
40393	04/18/2023	MNM002	MN Municipal Utilities Assoc	3,989.87	0
40394	04/18/2023	MNS002	MN State Fire Chiefs Association	285.00	0
40395	04/18/2023	NOR024	Northland Yard Service	4,285.00	0
40396	04/18/2023	ORE001	O'Reilly Automotive, Inc.	376.07	0
40397	04/18/2023	OFF002	ODP Business Solutions, LLC	11.99	0
40398	04/18/2023	OPP001	Gregory T Opp	285.00	0
40399	04/18/2023	ORC002	Orchard Oil Company	2,976.75	0
40400	04/18/2023	DIA001	Richard Papenfuss	713.40	0
40401	04/18/2023	PET001	Peterson Veterinary Clinic P.C.	1,123.00	0
40402	04/18/2023	PKM001	PKM Electric Cooperative, Inc	1,188.16	0
40403	04/18/2023	POL015	Polk County Administrator	70,924.00	0
40404	04/18/2023	PCR001	Polk County Recorder	46.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
40405	04/18/2023	PRE001	Premium Waters Inc	49.99	0
40406	04/18/2023	R&R001	R&R Specialties of Wisconsin Inc	400.00	0
40407	04/18/2023	SAN0001	Jim Sandbeck	4,282.62	0
40408	04/18/2023	SAN005	Sanford Health OccMed	540.00	0
40409	04/18/2023	ROT001	Schwingler Enterprises, Inc.	575.00	0
40410	04/18/2023	MIK001	SJA Thunder Corp	600.00	0
40411	04/18/2023	SCR001	St. Cloud Refrigeration, Inc.	19,405.00	0
40412	04/18/2023	STU001	Stuart's Towing	100.00	0
40413	04/18/2023	THU002	Thur-O-Clean	342.66	0
40414	04/18/2023	USB002	US Bank	500.00	0
40415	04/18/2023	USB005	US Bank Corporate Payment System	69,766.74	0
40416	04/18/2023	USB004	US Bank Equipment Finance	241.47	0
40417	04/18/2023	VER001	Verizon Wireless	742.36	0
40418	04/18/2023	VIL001	Vilandre Heating & A/C	787.42	0
40419	04/18/2023	WAT001	Water & Light Department	14,342.79	0
40420	04/18/2023	DOW001	Alesander Blue Weber	10,000.00	0
40421	04/18/2023	WID001	Widseth Smith Nolting & Associates	50,816.00	0
40422	04/18/2023	XCE001	Xcel Energy	4,379.62	0
40423	04/18/2023	ZAM001	Frank J. Zamboni & Co. Inc.	121,333.05	0
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Check Total:				455,619.27	
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