

**AGENDA
OF THE COUNCIL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, JULY 5, 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 “Work Session” for the East Grand Forks, Minnesota City Council of June 13, 2023.
2. Consider approving the minutes of the “Council Meeting” for the East Grand Forks, Minnesota City Council of June 20, 2023.
3. Consider approving the minute summary of the “Closed Meeting” for the East Grand Forks, Minnesota City Council of June 27, 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 approving the Exempt Gambling Permit Application for the East Grand Forks Home Run Club to hold a raffle on August 15, 2023 at Stauss Park located at 327 8th St NE East Grand Forks, MN 56721 and waive the 30-day waiting period.
5. Consider approving the Special Event Permit Application to the Iron Pigs Motorcycle Club for the motorcycle ride on the Kenneth M. Olson Memorial Trail in the greenway system on Saturday, August 12, 2023 between 10:00am and 10:30am.

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 roof repairs at the Police Department to be completed by Tecta America for a total of \$10,926.00.
7. Consider approving the repair work for the VFW Memorial Arena Lobby area to be completed by Adam Cariveau Construction and Triple J Construction for a total of \$56,235.
8. Consider approving additional work at the VFW Memorial Arena Lobby area by replacing the lighting to LED lighting to be completed by Eagle Electric for a price not to exceed \$5,000 to be paid for by building maintenance funds.

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

9. Regular meeting minutes of the Water, Light, Power, and Building Commission for June 7, 2023.
10. City Financial Statements as of May 31, 2023.

COMMUNICATIONS:

11. The Point Bridge will be closed to traffic starting on Thursday, July 13th starting at 6am and will remain closed until Monday, July 17th at 6am so repair work can be completed.

OLD BUSINESS: NONE

NEW BUSINESS:

12. Consider adopting Resolution No. 23-07-43 approving and adopting the 2050 Plan Update to the Long Range Transportation Plan Bike and Pedestrian Element of the East Grand Forks Comprehensive Plan.
13. Consider adopting Resolution No. 23-07-44 directing the City Engineer to prepare plans and specifications for the 2023 City Project No. 5 for Sidewalk and Multi-Use Trail Extensions.
14. Consider approving additional concrete work to be completed with the 4th Street NE project and allowing the additional work to be assessed to Folsom Farms contingent upon the company signing off on a waiver agreeing to pay the additional assessment.
15. Consider adopting Resolution No. 23-07-45 approving the hiring of Vanessa Richter as a Police Officer at a salary of \$32.68 per hour.
16. Consider adopting Resolution No. 23-07-46 declaring the billboard located by the city pool with permit number 25727 be declared as legal and be considered conforming.
17. Consider approving Ordinance No. 34, 4th Series an ordinance regulating the burning of solid fuels in external solid fuel fired heating devices and by adopting by reference City Code Chapter 1 and Section 10.99 which among other things, contain penalty provisions (1st Reading).

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.

18. Consider approving Ordinance No. 35, 4th Series an interim ordinance prohibiting the sale, testing, manufacturing, cultivating, growing, transporting, delivery, and distribution of cannabis products in the City of East Grand Forks (1st Reading).

19. Discussion of city administrator position process.

CLAIMS:

20. Consider authorizing the Interim City Administrator to issue payment of recommended bills and payroll.

COUNCIL/STAFF REPORTS:

ADJOURN:

PLEASE SEE NEXT PAGE FOR CLOSED MEETING AGENDA

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.

**AGENDA
OF THE CLOSED MEETING
CITY OF EAST GRAND FORKS
TUESDAY, JULY 5, 2023 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF QUORUM:

1. The meeting will be closed pursuant to MN Statute 13D.05 Subd. 3(1) to determine the asking price for real or personal property to be sold by the government entity for parcels 83.00933.00, 83.00934.00, and 83.00935.00.

ADJOURN:

Upcoming Meeting

Work Session – Tuesday, July 11, 2023 – Training Room – 5:00 PM
Council Meeting – Tuesday, July 18, 2023 – Council Chambers – 5:00 PM
Work Session – Tuesday, July 25, 2023 – Training Room – 5:00 PM
Council Meeting – Tuesday, August 1, 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 WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, JUNE 13, 2023 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for Tuesday, June 13, 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; Michael Hedlund, Police Chief, Charlotte Helgeson, Library Director; Reid Huttunen, Parks and Recreation Superintendent; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

1. 2022 Audit Presentation – Brady Martz

Ms. Anderson introduced Mr. Brian Opsahl who was in charge of the audit. Mr. Opsahl stated a new draft had been sent out very recently and there were not many changes from the draft they had received on Friday. He explained there was a new lease standard that was adopted which was a change from the previous year, all leases were the same instead of having two different categories, and there were some large liabilities due to the pension plans which were subject to changed because it was based on estimates. He said a difference between last year and this year was the City did not spend more than \$750,000 in federal dollars and the City did not meet that threshold so there was no single audit done. He continued saying the process went smoothly without any disagreements or issues with management and appreciated everyone's help.

Mr. Opsahl started reviewing the financial report with the letter of transmittal which was required for a certificate of excellence. He moved on to the next section which was their unmodified opinion that said the financial statements were good and they gave clean opinion, they point out the change to leases, and how management was responsible for the information provided in the statement which they verify as auditors. He continued with pages 18-25 that contained management discussion and analysis, it gave some comparisons from this year to the previous year, and gave a snapshot of the year. He added the first audited statement was on page 26 which was the Statement of Net Position and reviewed the information. He said page 27 listed changes in accounts and the changes did include depreciation, assets, and other items.

Mr. Opsahl moved on to page 29 which was the balance sheet of the different funds, how the fund balance was \$6,501,303, the unassigned balance was \$6,385,780, which put the reserves at about 53.98%. Ms. Anderson reminded everyone the State recommended having a fund balance of 35%-50%. He stated any accounts with deficits were reviewed to ensure things would be happening in the future of either a transfer or anticipated revenues that would be received to make the fund whole. He continued reviewing transfers, the capital project fund, the bond funds, the actual versus what had been budgeted, and then the business type activity funds. He stated a big reason why the numbers were decreasing was because it included depreciation and there was still about \$4.8 million in the proprietary funds. He continued with the footnotes and the information that was included within them. He stated the breakdown of all the different funds started on page 71, the statistic information started on page 107 which included tax capacity, information on the city, and more. He added the final couple pages was the government standards report and the legal compliance report which was a high-level overview of the internal controls along with State guidelines and it was a clean report. He asked for questions. There were none. Mr. Opdahl said to reach out if there were questions at a later time.

2. Request for Approval of the Bike & Pedestrian Element of the 2050 Metropolitan Transportation Plan – Nancy Ellis

Ms. Ellis said they were looking for preliminary approval and if there were no noticeable changes between the draft and final report it would be brought forward for formal approval in July. Mr. John Cock introduced himself to the Council and explained the plan was completed with funding from the Metropolitan Planning Organization and two cities. He stated they had developed a vision statement based on input trying to make the community a year-round walking and biking areas that were safe, comfortable, convenient, common, and enjoyable for everyone and set six guiding principles to support the statement. He reviewed information for the commuter profile, how there were many people with short commutes, received information from stakeholders, and there were different types of cyclists to consider. He said they reviewed crash information, the locations they were happening at, and that helped form some of the project priorities to help reduce those whenever possible. He said they had received over 700 comments, they worked with an advisory committee, and used online forums and surveys. He said 95% of the people wanted to see investment for biking and walking and 47% of the respondents said the greater Grand Forks area was not good for walking and biking.

Mr. Cock said other input from the public included information about general safety, traffic and congestions, being fiscally responsible, making sure the network was complete, and being prepared for growth and investment. He stated there was some special input on specific corridors in each of the cities. He said they reviewed factors, what the needs were, and were recommending 130 miles of new facilities. He explained the range of facilities depended on the streets, locations, speeds, safe routes to school and how priorities would be set by factors. He added that for implementation there was 13 projects for East Grand Forks and the plan included costs to help with capital planning to help improve walking and biking in the city. He asked for questions. Council President Olstad asked why only one school was reviewed. Ms. Halford said all the schools were reviewed and they used one as an example. There were no other questions.

This item will be brought forward at a future meeting.

3. Review Bid Results for LaFave Park Improvement Project – Steve Emery

Mr. Emery stated bids were opened on May 31st for this project, two bids were received, and the lowest

bid of \$1,957,594 was 50% higher than the estimate. He reminded the Council the City had received \$871,000 in legacy funds to help pay for the project, and there was an 80/20 split. Mr. Huttunen told the Council the application stated the City would have a 25% match, they could go back and request more funding, because other projects were coming in higher than expected so other entities were requesting additional funds. He said if they were going to make that request an application needed to be submitted by July 31st. He stated the application could be prepared without adding any more to the local match. He added they could apply for the additional funds and would be notified in the last quarter if they would receive additional legacy dollars for a project that could be rebid at the end of 2023 or beginning of 2024. Discussion followed about how the applications were pointed, a 25% match received 15 points, they could ask to have the remainder funded with the City committing \$320,000 to the project, and it was not out of the norm for projects to be awarded with cities only committing 5% to the project.

Council Vice-President Riopelle asked what would be cut if they did not get more funding. Mr. Huttunen suggested doing things in phases. Council member Helms commented that the City could not keep accepting inflated bids, he agreed the boat ramp needed to be done, and all the funds were the people's money. Mayor Gander suggested rejecting all the bids and rebid it at a later date. Council member Vetter suggested trying to get more grant dollars and to be prepared to scale back the project. Mr. Huttunen reminded the Council if they changed the scope of work, it would need to be approved by the Commission of the Minnesota Department of Natural Resources.

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

4. Consider Purchase of Jetter Truck – Jason Stordahl

Mr. Stordahl explained there had been an accident with the jetter truck, it was top heavy, and it tipped over. He stated it was deemed a total loss, the City received \$40,000 from the insurance company, and they bought the truck back for \$8,000 to be repurposed. He said they had budgeted to purchase a new truck in 2025 but after speaking with the finance director there were funds available in the enterprise fund to cover the cost of a new truck. He said the cost of a new truck was \$293,085.25. He asked to declare the water pump as surplus and purchase the new jetter truck. He reviewed how this equipment was used for jetting plugged sewers, wash out seals of the bridges, cut ice, and clean areas that had been flooded. He added the new truck would be very similar to what they had but have an additional 400 feet of hose, have a better setup, and include a camera on the hose so they could upload video footage to the GIS system.

Council member Helms asked what year the old truck was. Mr. Stordahl said 2004, he was not sure about the mileage, but it had many hours on it. Discussion followed about how the old truck could be used for a water or brine truck, how the City would still contract each year to have a portion of the sewer pipes cleaned, and hiring someone for an emergency would be a minimum of \$1,100 with an addition of an hourly charge but when there is an emergency, time was of the essence. Council member Larson asked if companies were available 24 hours a day, seven days a week. Mr. Stordahl said they had worked with a few different companies that they could call but usually staff would be ready within 30 minutes to address an issue. Council member Larson asked for rate information. Council member Helms asked how soon they would be able to get the truck. Mr. Stordahl said by July. Council member Pokrzywinski asked how much the last one cost. Mr. Stordahl said he was not sure because it was purchased 20 to 25 years ago.

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

5. Update/Discussion Items from Finance Committee – Clarence Vetter

Council member Vetter told the Council there had been a lot of discussion at the committee and direction was needed by the Council. He said to ask any questions they had right away and started with review of the Police Department and how they had looked into having Polk County cover dispatching but currently the County was not able to take that on due to their staff levels. He continued saying there was talk about the school resource officer position, it did get pulled because of staffing shortages at the police department, so currently the City was paying everything for that position instead of splitting costs with the school. He asked if they should continue with that position in the schools. Council President Olstad asked if there had been any discussion with the school about it. He stated this position was having a good and positive impact so before anything changed, they should really look at impacts of that. Chief Hedlund said the only way to reduce his budget was to cut people and everyone wanted to keep the school resource officer position. Discussion followed about how the teachers appreciated this position, students were comfortable with the officer, and it was a good addition to the schools. Council member Vetter asked if they should ask the school if they could help pay more for the position.

Council member Vetter moved on to the Fire Department, if rescue services were eliminated, it would eliminate the monthly fee, but that fee more than paid for the service. He added that if they changed to a volunteer department, insurance rates would increase to everyone in town so there was nothing to change for the fire department. He continued with the Economic Development office and the suggestion was to eliminate the director position, unemployment would be a cost, and if the position was eliminated in August of 2023 there would be a greater savings in 2024. He stated the only thing talked about for Public Works was the cutting of a position from the department, no one favored eliminating positions, there was an open accounting position, and an upcoming retirement in the Water and Light Department so they might want to consider what should be done with accounting and come up with efficiencies between the departments. Council member Larson asked if that would be a central finance department or having shared services. Council member Vetter said it would be shared services with people that were crossed trained or combine the HR position into others and they would need to determine how everything would then be paid for.

Council member Vetter stated Planning and Zoning was looking into possibly having an in-house engineer and if that would save money or break even and having them work for the city could be the best things for the City. Council President Olstad asked if there was a cost estimate for it. Ms. Ellis told the Council they had information on what the City was charged, how many cities of similar size contract for services, and the City of Bemidji did have in-house engineering which did cost more than what the City had been charged. Discussion followed about the budget for the Bemidji in-house engineering was \$479,000, how larger projects were contracted out, how they would need to look at an average of what the City has been paid out for engineering services, and how assessments could offset salaries.

Council member Vetter said the idea of joining the regional library system was looked at, they could save money, but services would drastically be cut, and the hours open would also be greatly cut. He continued saying they had also looked at having the different clubs run the different programs for Parks and Recreation but they would need time to get prepared to take that on, rates were reviewed to determine what would needed to be charged to break even or cover and maintain, and costs would significantly increase so it was being considered to raise rates to help cover costs. Council Vice-President Riopelle said it was a disaster when that change was made in Crookston so he would be hesitant to let the clubs run the programs. Discussion followed about what the increases could be to programs to cover costs, for some programs it was not much of a change, but for others that use more ice time the increase was as much as

\$650. Council member Larson suggested if changes were made to make gradual increases over time. More discussion followed about costs for ice time, how walkers were not charged to walk in the facilities, and running arenas ended up in a deficit.

Council member Vetter stated there was an idea of selling the Senior Center and transferring activities to the library or other facilities, that may not work if they joined the regional library system, and there were no figures on savings for that option. Discussion followed about how Lutheran Social Services would have to find another location to prepare food if the building was sold, a schedule would need to be worked out if activities were moved, and there were already some senior activities taking place at the library. Council member Vetter thanked the department heads for all their work and a lot had been discussed. Council member Pokrzywinski asked if there was a sense of what was needed. Ms. Anderson said the levy was set at 5% and \$480,000 still needed to be cut from the budget to fit the 5% levy increase. Discussion followed about the only strong recommendation was to cut the Economic Development Director position, how Ms. Ault could continue to handle most of the day-to-day tasks because many of the programs were done at the State level. Council member Vetter asked what they would like to see cut or what they should no longer look at.

Council President Olstad asked for better numbers for the in-house engineering to review. Council member Vetter said they could vote on the different items to give priorities. Council President Olstad said he was not in favor of joining the regional system. Council member Larson asked about what the process would be to reduce staff and asked if there was a buyout, severance, or early retirement process. Discussion followed about not rehiring empty positions, how some departments could not handle a reduction of staff, or if there should be a change in the work week. Mayor Gander told the Council that he and Council President Olstad had met with the City Engineer and City Attorney to discuss and negotiate new contracts, how they are looking at where costs could be cut, that Mr. Galstad may freeze his hourly rate for the next few years, and it was something they were working on to bring back to the Council to consider.

Ms. Ellis told the Council that she had a meeting with the Minnesota Department of Transportation and it was confirmed there were only be a 5% local match which was a reduction but they also required the same budget for the next two years. She explained there was a wage study going on for the bus drivers and the budget could not freeze for two years for the City so they were still working with MNDOT to determine what would be used but there may be some savings in transit unless the budget is frozen because the City would then have to pick up the additional costs.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LARSON, TO ADJOURN THE JUNE 13, 2023 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:43 P.M.

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

Voting Nay: None.

Megan Nelson, City Clerk

**UNAPPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JUNE 20, 2023 – 5:00 PM**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for Tuesday, June 20, 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: Jeff Boushee, Fire Chief; Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Charlotte Helgeson, Library Director; Reid Huttunen, Parks and Recreation Superintendent; 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:

Ms. Renee Cardarelle, 525 Demers Ave, and Ms. Nora, 1012 4th Ave, both introduced themselves to the City Council. Ms. Cardarelle said she was there on behalf of a group called Connections, an informal group of people from both communities, they met at the library and have started working with New Hope. Ms. Nora informed the Council that New Hope was a non-profit organization that worked with New Americans and connect them to the great community. Ms. Cardarelle said they were inviting the Council to attend the Eid celebration that was going to be held on June 28th from 4pm to 7pm at Sherlock Park. She added the Connections group and New Hope were trying to bring community members together and they hoped to see them at the celebration. Mayor Gander asked for times again. Ms. Nora said it would be from 4pm to 7pm. Ms. Cardarelle added it would be on June 28th.

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Council Meeting” for the East Grand Forks, Minnesota City Council of June 6, 2023.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE MINUTES OF THE “COUNCIL MEETING” FOR THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL OF JUNE 6, 2023.

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

Voting Nay: None.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

Items under the “Consent Agenda” will be adopted with one motion; however, council members may request individual items to be pulled from the consent agenda for discussion and action if they choose.

2. Consider approving the Temporary Liquor License Application for the International Association of Firefighters Local 3423 for the Cats Incredible Event taking place July 28-30, 2023.
3. Consider approving Special Event Application for the International Association of Firefighters Local 3423 for the Cats Incredible Event taking place July 28-30, 2023 on the banks of the Red River and LaFave Park area.
4. Consider approving the Special Event Application for the Law Enforcement 10-78 5K annual event closing off the parking lot by restaurant row on Saturday, August 12, 2023 starting 8am to noon.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE ITEMS TWO (2) AND FOUR (4).

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

Voting Nay: None.

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

5. Regular meeting minutes of the Water, Light, Power, and Building Commission for May 17, 2023.

COMMUNICATIONS:

6. The City has been notified that there will be change with how glass is being accepted as a recyclable, changes would not be taking place until August 1st, and representatives from Countrywide will be attending the July 13th Work Session to educate the Council and community on the changes and give reminders on best practices for recycling.

OLD BUSINESS: NONE

NEW BUSINESS:

7. Consider adopting Resolution No. 23-06-41 formally requesting \$7.379 million to be included in the 2024 bonding bill for the East Grand Forks Recreation Facility Reinvestment project.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO ADOPT RESOLUTION NO. 23-06-41 FORMALLY REQUESTING

\$7.379 MILLION TO BE INCLUDED IN THE 2024 BONDING BILL FOR THE EAST GRAND FORKS RECREATION FACILITY REINVESTMENT PROJECT.

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

Voting Nay: Helms.

8. Consider adopting Resolution No. 23-06-42 rejecting the bids that were opened on May 31, 2023 for the 2023 City Project No. 2 LaFave Park Improvements.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT RESOLUTION NO. 23-06-42 REJECTING THE BIDS THAT WERE OPENED ON MAY 31, 2023 FOR THE 2023 CITY PROJECT NO. 2 LAFAVE PARK IMPROVEMENTS.

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

Voting Nay: None.

9. Consider approving the renewal agreement for Mutual Aid in Fire and Emergency Services between the City of East Grand Forks and the Grand Forks Air Force Base and authorize the Fire Chief to execute the agreement.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE THE RENEWAL AGREEMENT FOR MUTUAL AID IN FIRE AND EMERGENCY SERVICES BETWEEN THE CITY OF EAST GRAND FORKS AND THE GRAND FORKS AIR FORCE BASE AND AUTHORIZE THE FIRE CHIEF TO EXECUTE THE AGREEMENT.

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

Voting Nay: None.

10. Consider approving the On-sale Weekday and On-sale Sunday Liquor License Renewal for the Spud Jr located at 302 Demers Ave NW East Grand Forks, MN 56721.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE ON-SALE WEEKDAY AND ON-SALE SUNDAY LIQUOR LICENSE RENEWAL FOR THE SPUD JR LOCATED AT 302 DEMERS AVE NW EAST GRAND FORKS, MN 56721.

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

Voting Nay: None.

11. Consider approving the purchase of a Jetter Truck from Flexible Pipe Tool Company for a total of \$293,085.25.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE PURCHASE OF A JETTER TRUCK FROM

FLEXIBLE PIPE TOOL COMPANY FOR A TOTAL OF \$293,085.25.

Mr. Stordahl reminded the Council about some operational items that were addressed by the City using the jetter truck that include during sewer backups, cleaning out catch basins, cleaning out bridge joints, and for clean up after flooding events. He reviewed that in the last 3 years there were 30 sewer backups, averaging 10 calls a year, they run the truck about 66 hours per year, and comparing that information to prices given by contractors it would average about \$51,361 per year. He added that using the cost of the truck it would average out to \$14,654 per year.

Mr. Stordahl told the Council that the contractors informed the City that they could be on call but would need a minimum four hour window to respond and when there is a backup, time was of the essence to stop significant damage. Council member Larson asked what the City's liability was for a sewer backup and how that cost analysis figured into the purchasing of a truck rather than relying on a contractor. Mr. Stordahl said residents were responsible for their private line all the way out to the connection to the sewer main and if there was an issue in their private line there was no liability. He added if there was a blockage in the sewer main the liability of the City would be determined by the insurance adjuster. Council member Helms asked about the truck that was on 20th and if those contractors would still need to be hired. Mr. Stordahl explained the items he had listed were completed by staff and they would continue to hire out sewer cleaning to be done each year based on the recommendation from the League of Minnesota Cities.

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

Voting Nay: None.

12. Consider approving the street repairs on James Avenue and 2nd Street NE to be completed by H&S Construction for a total of \$130,039.00.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE STREET REPAIRS ON JAMES AVENUE AND 2ND STREET NE TO BE COMPLETED BY H&S CONSTRUCTION FOR A TOTAL OF \$130,039.00.

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

Voting Nay: None.

CLAIMS:

13. Consider authorizing the Interim City Administrator to issue payment of recommended bills and payroll.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO AUTHORIZE THE INTERIM CITY ADMINISTRATOR TO ISSUE PAYMENT OF RECOMMENDED BILLS AND PAYROLL.

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Gander reviewed the history of Juneteenth, how it took over two years for the news that slavery was outlawed to reach Texas on June 19, 1865, how the 13th amendment ended slavery in the United States, and this was the history was behind the newest holiday. He commented on how this holiday was for everyone that enjoyed freedom. He added he has gotten to know some Somali immigrants who appreciate the freedom, equality, and opportunity in the US more than most people that have grown up in the US. He stated there are some that might live like they are in slavery and were unaware of the opportunities they may have so he challenged everyone to think of the arbitrary limits they have placed on themselves because everyone was free.

Council Member Helms reminded everyone to drink lots of water during these hot days.

Chief Boushee introduced Austin Coole and Parker Anderson who just successfully passed their one-year probation and met all expectations and exceeded some of them. He stated he wanted to publicly congratulate them, which was followed by a round of applause.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE JUNE 20, 2023 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:15 P.M.

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

Voting Nay: None.

Megan Nelson, City Clerk

**UNAPPROVED MINUTE SUMMARY
OF THE CLOSED MEETING
CITY OF EAST GRAND FORKS
TUESDAY, JUNE 27, 2023 – FOLLOWING THE WORK SESSION**

CALL TO ORDER:

The Closed Meeting of the East Grand Forks City Council for Tuesday, June 27, 2023 was called to order by Council President Olstad at 6:13 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: Ron Galstad, City Attorney, Tessia Melvin, David Drown Associate, Terry Knudson, HR Generalist, and Megan Nelson, City Clerk.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

1. The Closed Meeting is closed pursuant to MN Statute 13D.03 for labor negotiations strategy.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LARSON, TO MOVE INTO CLOSED SESSION.

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

Voting Nay: None.

Discussion followed in closed session.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LARSON, TO MOVE INTO OPEN SESSION.

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

Voting Nay: None.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER HELMS, TO ADJOURN THE JUNE 27, 2023 CLOSED MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:55 P.M.

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

Voting Nay: None.

Megan Nelson, City Clerk

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: East Grand Forks Home Run Club Previous Gambling Permit Number: X-05570

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-1846179

Mailing Address: PO Box 611

City: East Grand Forks State: MN Zip: 56721 County: Polk

Name of Chief Executive Officer (CEO): Deane Stinar

CEO Daytime Phone: 701-741-5531 CEO Email: egfhomerunclub@yahoo.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

A current calendar year Certificate of Good Standing
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Stauss Park

Physical Address (do not use P.O. box): 327 8th St NE

Check one:

City: East Grand Forks Zip: 56721 County: Polk

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 15 August 2023

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

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

**CITY APPROVAL
for a gambling premises
located within city limits**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Deane Stinar Date: 6/26/23
(Signature must be CEO's signature; designee may not sign)

Print Name: Deane Stinar

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

Request for Council Action

Date: 06/29/23

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

Cc: File

From: Administration Office

RE: Annual Kenneth M Olson Memorial Motorcycle Ride

The Administration Office has received the request from the Iron Pigs Motorcycle Club to ride on the Kenneth M. Olson section of the greenway. This would be the 11th annual ride and the 6th time the route included riding on a section of the greenway. This ride is a fundraiser for the Kenneth M. Olson Memorial Scholarship fund.

The ride will be starting at 10am in Grand Forks, the group would make their way across on the greenway system, and exit the trails onto River Road in East Grand Forks. According to the special event application it will take approximately 10 minutes for them to complete the ride on the trail system.

A map of the route has been included.

Megan Nelson

From: noreply@civicplus.com
Sent: Tuesday, June 20, 2023 7:33 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.

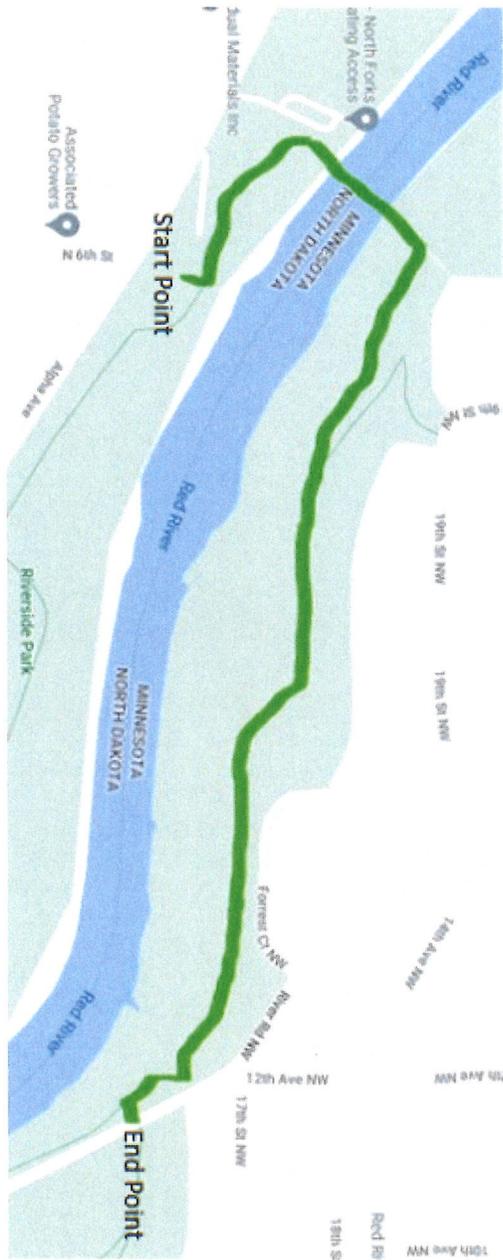
Special Event Application

Please Submit 60 Days Prior to Event

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

Organization Name	Iron Pigs Motorcycle Club, Red River Valley Chapter
Phone Number	218-280-6398
Address1	10030 451st Ave NW
Email Address	anderact@gmail.com
City	East Grand Forks
State	MN
Zip	56721
Applicant Name/Contact Person	Mark Nichols
Email Address	mark.g.nichols@hotmail.com
Phone Number	218-280-6398
Second Contact Person	Mike Anderson
Email Address	anderact@gmail.com
Phone Number	2182301119

(Section Break)



Request for Council Action

Date: 6/22/2023

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 Hedlund – Chief of Police

RE: Police Building Roof Repairs

History: In late 2021 the City of East Grand Forks had the roofs of all city buildings examined by a company called Roof Spec, Inc. Based upon that examination, Roof Spec, Inc. provided a list of recommended work that they felt should be completed on the roof at the Police Department. A copy of this report is available if any council member would like to see it. I have since been in touch with Tecta America Dakotas Roofing and Sheet Metal Services regarding this potential project. Tecta has provided us with a quote to complete these repairs with the total cost of the project being \$10,926.00.

Financial Impact: Funding for this project would come from the Building Maintenance Fund.

Recommendations: That the EGF City Council approve the completion of the roof repair project at the East Grand Forks Police Department as described in the Tecta quotation dated June 20, 2023.

Attachments: Quotation from Tecta America Dakotas Roofing and Sheet Metal dated June 20, 2023.

1810 North 6th Street
 PO Box 12878
 Grand Forks, ND 58208
 Office: 701.775.5369
 Fax: 701.775.2419

205 42nd Street SE, Ste. 100
 Minot, ND 58702
 Office: 701.838.5945
 Fax: 701.838.5864

2315 7th Avenue North
 Fargo, ND 58102
 Office: 701.232.7330
 Fax: 701.232.5298

105 7th Avenue SE
 Jamestown, ND 58401
 Phone: 701.252.2403
 Fax: 701.775.2419

213 Riverwood Ave SE
 Mandan, ND 58554
 Phone: 701.663.8972

314 5th Street SE
 Devils Lake, ND 58301
 Office: 701.662.8137
 Fax: 701.662.3190

Equal Opportunity Employer / Toll Free: 1.800.732.4246 / www.tectaamerica.com

TO	City of East Grand Forks Attn: Michael S. Hedlund 600 DeMers Avenue NW East Grand Forks, MN 56721	DATE	June 20, 2023
		PROJECT	EGFPD Roof Repairs 520 DeMers Avenue
		LOCATION	East Grand Forks, MN 56721

WE ARE PLEASED TO QUOTE ON THE FOLLOWING

SCOPE OF WORK

- Set up safety to comply with OSHA standards
- Remove existing capped curbs, membrane, and flashings (3 EA)
- Patch deck openings with flat stock metal
- Backfill curb opening with iso insulation to match existing roof system
- Install EPDM membrane and associated flashings over repair area
- Apply sealant to seams and edges of patch
- Fabricate and install pitch pans as necessary for lines that penetrated curbs
- Install pipe boots as necessary
- Install stack flashings (8 EA)
- Patch open scupper flashing (1 EA)
- Repair detached flashing in corner (1 EA)
- Remove and dispose of roofing related debris upon completion

All of the above listed work will be provided for the sum of \$10,926.00

Exclusions:

1. Pipe supports of any kind
2. Pipe insulation

The parties acknowledge that the potential effects of the global outbreak of the Coronavirus (COVID-19) on the construction industry and the performance of construction projects are not yet fully known and are beyond the control of the parties. The effects of this outbreak may adversely affect the Contractor's (or Subcontractor's) labor force, the supply chain for materials, the delivery of materials and/or otherwise adversely affect the Contractor's (or Subcontractor's) performance of the work, causing delays in the prosecution and completion of the work and the project. The parties agree that delays resulting from the effects of the Coronavirus are beyond the control of the Contractor (or Subcontractor) and the Contractor (or Subcontractor) will be granted a reasonable extension of time and a potential equitable adjustment to complete its work if such delays occur.

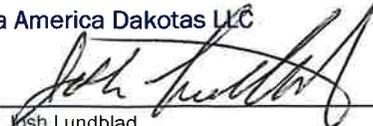
Building Permit. Some cities require a building permit be purchased for re-roofing projects. Unless specifically stated on this proposal, Tecta America Dakotas LLC has not included that cost. Expiration. This proposal expires 30 days from date hereof.

See additional conditions on reverse.

Accepted

By _____
 (Authorized Signature)

Tecta America Dakotas LLC

By 
 Josh Lundblad

TERMS AND CONDITIONS

Nature of Work, Tecta America Dakotas LLC shall furnish the labor and material to perform the work described herein or in the referenced contract documents. Tecta America Dakotas LLC does not provide engineering, consulting or architectural services. It is the Owner's responsibility to retain a licensed architect or engineer to determine proper design and code compliance. Tecta America Dakotas LLC is not responsible for structural integrity and design, including compliance with codes. If plans, specifications or other design documents have been furnished to Tecta America Dakotas LLC, Customer warrants that they are sufficient and conform to all applicable laws and building codes. Tecta America Dakotas LLC is not responsible for loss, damage or expense due to defects in plans or specifications or building code violations unless such damage results from a deviation by Tecta America Dakotas LLC from the contract documents. Customer warrants all structures to be in sound condition capable of withstanding normal roofing construction equipment and operations. Tecta America Dakotas LLC is not responsible for location of roof drains, adequacy of drainage or ponding on the roof.

1. Indemnification. To the fullest extent permitted by law, Tecta America Dakotas LLC shall indemnify and hold harmless the customer, and all of their agents, officers, directors, and employees from and against all claims, damages, and losses directly caused by Tecta America Dakotas LLC's work under this Contract provided that any such claim, damage, loss or expense is caused in whole or in part, and only to the extent from a negligent act or omission of Tecta America Dakotas LLC or anyone for whose work Tecta America Dakotas LLC is responsible under this contract. IN NO EVENT SHALL SUCH LIABILITY INCLUDE INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, PUNITIVE, UNMITIGATED, OR CONSEQUENTIAL DAMAGES.
2. Asbestos and Toxic Materials. This proposal and contract is based upon the work to be performed by Tecta America Dakotas LLC not involving asbestos-containing or toxic materials and that such materials will not be encountered or disturbed during the course of performing the roofing work. Tecta America Dakotas LLC is not responsible for expenses, claims or damages arising out of the presence, disturbance or removal of asbestos-containing or toxic material. In the event that such materials are encountered, Tecta America Dakotas LLC shall be entitled to reasonable compensation for all additional expenses incurred as a result of the presence of asbestos-containing or toxic materials at the work site.
3. Insurance. Tecta America Dakotas LLC shall carry worker's compensation, automobile liability, commercial general liability and such other insurance as required by law. Tecta America Dakotas LLC will furnish a Certificate of Insurance, evidencing the types and amounts of its coverages, upon request. Customer shall purchase and maintain builder's risk and property insurance, upon the full value of the entire Project, including the labor, material and equipment furnished by Tecta America Dakotas LLC, covering fire, extended coverage, windstorm, vandalism and theft on the premises to protect against loss or damage to material and equipment and partially completed work until the job is completed and accepted and Tecta America Dakotas LLC's equipment is removed from the premises.
4. Additional Insured. If Customer requires and Tecta America Dakotas LLC agrees to name Customer or others as an additional insured on Tecta America Dakotas LLC's liability insurance policy, Customer and Tecta America Dakotas LLC agree that the naming of Customer or other parties as an additional insured is intended to apply to claims made against the additional insured to the extent the claim is due to the negligence of Tecta America Dakotas LLC and is not intended to make the Tecta America Dakotas LLC's insurer liable for claims that are due to the fault of the additional insured.
5. Changes in the Work and Extra Work. Customer shall be entitled to order changes in the Work and the total contract price adjusted accordingly. Any penetrations through the roofing to be installed by Tecta America Dakotas LLC not shown on the plans provided to Tecta America Dakotas LLC prior to submittal of this proposal shall be considered an order for extra work. Any carpentry work required to replace rotten or missing wood or deteriorated decking shall be done on a labor and material basis as an extra unless specifically included in the Scope of Work section.
6. Availability of Site. Tecta America Dakotas LLC shall be provided with direct access to the work site for the passage of trucks and materials and direct access to the roof, Tecta America Dakotas LLC shall not be required to begin work until underlying areas are ready and acceptable to receive Tecta America Dakotas LLC's work and sufficient areas of roof deck are available and free from dirt, snow, ice, water or debris to allow continuous full operation until job completion. The expense of snow, ice, water or debris removal and any extra trips by Tecta America Dakotas LLC to the job as a result of the job not being ready for roof application after Tecta America Dakotas LLC has been notified to proceed will be charged as an extra.
7. Site Conditions. Tecta America Dakotas LLC shall not be responsible for additional costs due to the existence of utilities, wet insulation, deteriorated deck or other subsurface or latent conditions that are not disclosed in writing to Tecta America Dakotas LLC. The raising, disconnection or re-connection of any mechanical equipment on the roof that may be necessary for Tecta America Dakotas LLC to perform the roofing work shall be performed by others or treated as an extra.
8. Price Volatility. Asphalt, steel products, isocyanurate and other roofing products are sometimes subject to unusual price volatility due to conditions that are beyond the control or anticipation of Tecta America Dakotas LLC. If there is a substantial increase in these or other products between the date of this proposal and the time when the work is to be performed, the amount of this proposal/contract may be increased to reflect the additional cost to Tecta America Dakotas LLC, upon submittal of written documentation and advance notice to Customer.
9. Fumes and Emissions. Owner and Tecta America Dakotas LLC acknowledge that asphalt may be heated by Tecta America Dakotas LLC, odors and emissions from other roofing products will be released and noise will be generated as part of the roofing operations to be performed by Tecta America Dakotas LLC. Customer shall be responsible for interior air quality, including controlling mechanical equipment, HVAC units, intake vents, wall vents, windows, doors and other openings to prevent fumes and odors from entering the building. Customer is aware that roofing products emit fumes, vapors and odors during the application process, Customer shall hold Tecta America Dakotas LLC harmless from claims from third parties relating to fumes and odors that are emitted during the normal roofing process.
10. Back Charges. No back charges or claims for payment of services rendered or materials and equipment furnished by Customer to Tecta America Dakotas LLC shall be valid unless previously authorized in writing by Tecta America Dakotas LLC and unless written notice is given to Tecta America Dakotas LLC within ten (10) days of the event, act or omission which is the basis of the back charge.
11. Damages and Delays. Tecta America Dakotas LLC will not be responsible for damage done to Tecta America Dakotas LLC's work by others. Any repairing of the same by Tecta America Dakotas LLC will be charged at regular scheduled rates over and above the amount of this proposal. Tecta America Dakotas LLC shall not be responsible for loss, damage or delay caused by circumstances beyond its reasonable control, including but not limited to acts of God, weather, accidents, fire, vandalism, strikes, jurisdictional disputes, failure or delay of transportation, shortage of or inability to obtain materials, equipment or labor; changes in the work and delays caused by others. In the event of these occurrences, Tecta America Dakotas LLC's time for performance under this proposal shall be extended for a time sufficient to permit completion of the Work.
12. Electrical Conduit. Tecta America Dakotas LLC's price is based upon there not being electrical conduit or other materials embedded within the roof assembly unless expressly identified on the face of this proposal. Customer will indemnify Tecta America Dakotas LLC from any personal injury, damage, claim, loss or expense resulting from the presence of electrical conduit, shall render the conduit harmless so as to avoid injury to Tecta America Dakotas LLC's personnel, and shall compensate Tecta America Dakotas LLC for additional time, labor and expense resulting from the presence of such materials.
13. Right to Stop Work. The failure of Customer to make proper payment to Tecta America Dakotas LLC when due shall entitle Tecta America Dakotas LLC, at its discretion, to suspend all work and shipments, including furnishing warranty, until full payment is made or terminate this contract. The contract sum to be paid Tecta America Dakotas LLC shall be increased by the amount of Tecta America Dakotas LLC's reasonable costs of shut-down, delay and start-up.
14. Interior Protection. Customer acknowledges that re-roofing of an existing building may cause disturbance, dust or debris to fall into the interior and possibly, if hot asphalt or pitch is used, drippage may occur depending upon deck conditions. Customer agrees to remove or protect property directly below the roof in order to minimize potential interior damage. Tecta America Dakotas LLC shall not be responsible for disturbance, damage, clean-up or loss to interior property that Customer did not remove or protect prior to commencement of roofing operations. Customer shall notify tenants of re-roofing and the need to provide protection underneath areas being re-roofed. Customer agrees to hold Tecta America Dakotas LLC harmless from claims of tenants who were not so notified and did not provide protection.
15. Working Hours. This proposal is based upon the performance of all work during Tecta America Dakotas LLC's regular working hours. Extra charges will be made for overtime and all work performed other than during Tecta America Dakotas LLC's regular working hours, if required by Customer.
16. Warranty. Tecta America Dakotas LLC's work will be warranted by Tecta America Dakotas LLC in accordance with its standard warranty, which is made a part of this proposal and contract and incorporated by reference. A copy of Tecta America Dakotas LLC's standard warranty is attached or, if not, will be furnished upon request. Tecta America Dakotas LLC SHALL NOT BE LIABLE FOR SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES. The acceptance of this proposal by the Customer signifies his agreement that this warranty shall be and is the exclusive remedy against Tecta America Dakotas LLC for all defects in workmanship furnished by Tecta America Dakotas LLC. A manufacturer's warranty shall be furnished to Customer if a manufacturer's warranty is called for on the face of this proposal. It is expressly agreed that in the event of any defects in the materials furnished pursuant to this contract, Customer shall have recourse only against the manufacturer of such material. Tecta America Dakotas LLC's Liability is waived if Customer does not maintain the roof in accordance with the manufacturer's instructions.
17. Mold. Tecta America Dakotas LLC and Customer are committed to acting promptly so that roof leaks are not a source of potential interior mold growth. Customer will make periodic inspections for signs of water intrusion and act promptly, including notice to Tecta America Dakotas LLC if Customer believes there are roof leaks, to correct the condition. Upon receiving notice, Tecta America Dakotas LLC will make repairs promptly so that water entry through the roofing installed by Tecta America Dakotas LLC is not a source of moisture. Tecta America Dakotas LLC is not responsible for indoor air quality, mold, mildew or any alleged injury resulting therefrom. Owner shall hold harmless and indemnify Tecta America Dakotas LLC from claims due to poor indoor air quality and resulting from a failure by Owner to maintain the interior of the building in a manner to avoid growth of mold.
18. Material References. Tecta America Dakotas LLC is not responsible for the actual verification of Technical specifications of product manufacturers; i.e., R value or ASTM or UL compliance, but rather the materials used are represented as such by the material manufacturer.
19. Arbitration. If a dispute shall arise between Tecta America Dakotas LLC and Customer with respect to any matters or questions arising out of or relating to this Agreement or the breach thereof, such dispute shall be decided by arbitration administered by and in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. This Agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in any Court having jurisdiction thereof. Any legal claim against Tecta America Dakotas LLC, including a claim alleging any breach of this contract or negligence by Tecta America Dakotas LLC must be initiated no later than two (2) years after Tecta America Dakotas LLC completed roof installation. Collection matters may be processed through litigation or arbitration at the discretion of the Tecta America Dakotas LLC.
20. Price Contingency. The price provided for the identified scope of work is contingent upon the final agreement of any contractual terms and conditions.
21. Work Not Included. No repairs to roof deck, installation of wood blocking or cant strips, furnishing and application of sheet metal work or roof drains and lead roof drain flashings, or other items not stated on the face of this proposal are included in this contract. Tecta America Dakotas LLC shall not be responsible for additional costs due to the existence of rotted wood blocking, wet insulation, or other subsurface or latent conditions that are not disclosed in writing to Tecta America Dakotas LLC. The raising, disconnection or re-connection of any mechanical equipment on the roof that may be necessary for Tecta America Dakotas LLC to perform the roofing work shall be performed by others or treated as an extra unless specifically included on the face of this proposal. Roof penetrations and other roof top equipment not shown on drawings that require flashing by Tecta America Dakotas LLC will be considered extra work.
22. Payment. Unless stated otherwise on the face of this proposal, payment, including monthly progress pay requests, shall be made by Customer within 30 days of receipt of invoice. All sums not paid in full when due shall earn interest at the rate of 1-1/2% per month until paid. If Customer does not make payment, Tecta America Dakotas LLC shall be entitled to recover from Customer all costs of collection incurred by Tecta America Dakotas LLC, including attorney's fees and litigation expenses. Collection matters may be processed through litigation or arbitration at the discretion of Tecta America Dakotas LLC. Failure of Customer to make proper payment to Tecta America Dakotas LLC when due shall entitle Tecta America Dakotas LLC, at its discretion, to suspend all work and shipments, including furnishing warranty, until final payment is made or terminate this contract. The contract sum to be paid to Tecta America Dakotas LLC shall be increased by the amount of Tecta America Dakotas LLC's reasonable costs of shutdown, delay and start up.
23. The parties acknowledge that the potential effects of the global outbreak of the Coronavirus (COVID-19) on the construction industry and the performance of construction projects are not yet fully known and are beyond the control of the parties. The effects of this outbreak may adversely affect the Contractor's (or Subcontractor's) labor force, the supply chain for materials, the delivery of materials and/or otherwise adversely affect the Contractor's (or Subcontractor's) performance of the work, causing delays in the prosecution and completion of the work and the project. The parties agree that delays resulting from the effects of the Coronavirus are beyond the control of the Contractor (or Subcontractor) and the Contractor (or Subcontractor) will be granted a reasonable extension of time and a potential equitable adjustment to complete its work if such delays occur.

Tecta America Dakotas LLC agrees that it and each subcontractor shall to the extent applicable by law comply with (1) the terms of the Equal Opportunity and Affirmative Action clauses, which are incorporated herein by this reference, and program requirements contained in 41 CFR §§ 60-1.4(a), 250.5(a) and 741.5(a), or their successors, concerning women, minorities, eligible veterans and individuals with a disability, (2) Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity (41 CFR § 60-4.2(d)), or its successor, (3) the EEO-1 and VETS-100 form filing requirements contained in 41 CFR §§ 60-1.7 and 61-250.5(a) or their successors, and (4) all applicable Executive Orders, laws and regulations relating to any of the above.

INITIALS _____

Request for Council Action

Date: June 27, 2023

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

Cc: File

From: Reid Huttunen, Parks & Recreation

RE: Request to approve repair estimate for VFW Memorial Arena Front Lobby

Background:

In March 2023, the front lobby roof of the VFW Arena sustained damage due to the snow/ice load on the roof. Adam Cariveau Construction and Triple J Construction responded on an emergency basis to build a temporary wall in the space, and Park & Rec staff worked to safely remove the snow load from the roof. This quick response greatly reduced the total potential damage to the facility, but there are still interior damages that need to be repaired.

I have worked with the League of MN Insurance Trust, Adam Cariveau Construction & Triple J Construction, and Widseth's structural engineer to come up with a plan that will repair the damage, including additional support to limit potential for future failure, and at a repair estimate approved by the League insurance.

Total estimate for the proposed work, including subcontractors is \$56,235.00

Additional work scope: While this work is being completed, I've asked for a price to replace all the fluorescent lighting in the remaining lobby space with LED Lights. Eagle Electric is preparing a price estimate for this work, but it has not been received yet. We do not expect this total to exceed \$5,000.

I would recommend completing the complete LED retrofit as part of this project, and use building maintenance funds for the portion that would not be covered by insurance.

Budget Impact:

The City insurance deductible on this claim is \$1,000. That would be the total amount owed on the \$56,235 repair estimate.

Additional LED Retrofit would be paid for with building maintenance funds.

Recommendation:

Approve estimate for repairs from Adam Cariveau Construction.

Enclosure:

Estimate from Adam Cariveau Construction



NEW CONSTRUCTION, REMODEL AND MORE!

Estimate for Services

Description of Services	VFW Arena lobby ceiling	Amount
<p>To demo the roof above concession window, build temp walls, jack the ceiling joist straight, remove the damaged ledger board and replace it with a new one and re anchor it and re hang all the joist. Insulate the ceiling with a 6" and a 3" batt and install new poly.R & R the 2 exhaust fans that were ripped down and soaked with water. Then install the cedar nickel gap on the ceiling. Also to add angle iron support under the new ledger to help prevent failure again. RE paint the walls to cover old paint and marring from Elec conduits being ripped down.</p>		
Materials	Lumbermart cedar, insulation & poly, lumber, anchors etc....	\$ 14,045.00
	GF Welding iron	\$ 350.00
	R & R 2 exhaust fans and inspect roof curbs and make new duct work.	\$ 2,200.00
Subs	Eagle electric fix electrical	\$ 8,368.00
	DR Hilde Paint walls	\$ 1,800.00
Labor		\$ 19,500.00
Permit		\$ 600.00
10% Profit		\$ 4,686.00
10% Overhead		\$ 4,686.00
Total Estimate Amount		\$ 56,235.00

 Signature

6-15-23

 Date

701.739.6944 23424 430TH AVENUE SW EAST GRAND FORKS. MN 56721

15+ YEARS OF EXPERIENCE LICENSED / BONDED IN MINNESOTA AND NORTH DAKOTA

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held on June 7, 2023, at 8:00 am in the City Council Chambers.

Present: Quirk, Grinde, Beauchamp, Riopelle

Absent: None

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

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp to approve the minutes of the previous regular meeting held on May 17, 2023.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Grinde to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$926,031.57.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

Brian Opsahl of Brady Martz & Associates presented the results of the Water & Light 2022 Annual Comprehensive Report.

Item #8 concerning the Juneteenth Holiday was tabled at this time.

It was moved by Commissioner Beauchamp seconded by Commissioner Grinde to accept the letter of resignation effective 9-30-23 from Lori Maloney, Senior Billing Clerk/Secretary to the Commission and to notify the Civil Service Commission to begin the hiring process for the position.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp to adjourn at 8:51 am to the next regular meeting on June 21, 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

General Ledger As of MAY 31, 2023

Council Monthly Rev Budgt Report

User: kanderson
 Printed: 06/28/23 16:40:30
 Period 01 - 05
 Fiscal Year 2023

Fund Description	2023 Budget	Amt collected as of May 31	Remaining Balance	% left to collect
101 General				
31 Taxes	\$ 8,150,768.41	\$ 928,546.72	\$ 7,222,221.69	88.61%
32 Licenses & Permits	\$ 105,775.00	\$ 82,524.24	\$ 23,250.76	21.98%
33 Intergovernmental	\$ 2,613,304.00	\$ 24,385.95	\$ 2,588,918.05	99.07%
34 Charges for Services	\$ 1,376,805.00	\$ 522,884.45	\$ 853,920.55	62.02%
35 Fines & Forfeitures	\$ 118,000.00	\$ 32,896.44	\$ 85,103.56	72.12%
36 Special Assessment/Misc Rev	\$ 36,400.00	\$ 163,766.06	\$ (127,366.06)	-349.91%
39 Other Financing Sources	\$ 224,873.50	\$ -	\$ 224,873.50	100.00%
Revenue	\$ 12,625,925.91	\$ 1,755,003.86	\$ 10,870,922.05	86.10%
209 State Aid Street				
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%
210 Transit				
33 Intergovernmental	\$ 708,315.00	\$ 198,007.50	\$ 510,307.50	72.05%
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	\$ 198,519.00	\$ 615,083.30	75.60%
214 Resurrection Cemetery				
34 Charges for Services	\$ 40,500.00	\$ 7,530.00	\$ 32,970.00	81.41%
39 Other Financing Sources	\$ 41,551.54	\$ -	\$ 41,551.54	100.00%
Revenue	\$ 82,051.54	\$ 7,530.00	\$ 74,521.54	90.82%
215 Insect				
34 Charges for Services	\$ 47,800.00	\$ 19,820.33	\$ 27,979.67	58.53%
Revenue	\$ 47,800.00	\$ 19,820.33	\$ 27,979.67	58.53%
217 Greenway Maint				
34 Charges for Services	\$ 99,000.00	\$ 41,622.49	\$ 57,377.51	57.96%
Revenue	\$ 99,000.00	\$ 41,622.49	\$ 57,377.51	57.96%
280 Housing/Lot Sale				
36 Special Assessment/Misc Rev	\$ 52,000.00	\$ 94,245.14	\$ (42,245.14)	-81.24%
Revenue	\$ 52,000.00	\$ 94,245.14	\$ (42,245.14)	-81.24%
400 Grants				
33 Intergovernmental	\$ -	\$ 49,999.54	\$ (49,999.54)	0.00%
36 Donations	\$ -	\$ 6,300.00	\$ (6,300.00)	0.00%
Revenue	\$ -	\$ 56,299.54	\$ (56,299.54)	0.00%
401 Infrastructure Projects				
36 Special Assessment/Misc Rev	\$ -	\$ 421.90	\$ (421.90)	0.00%
Revenue	\$ -	\$ 421.90	\$ (421.90)	0.00%
414 City AJ Projects				
33 Intergovernmental	\$ -	\$ 1,252.06	\$ (1,252.06)	0.00%
Revenue	\$ -	\$ 1,252.06	\$ (1,252.06)	0.00%
415 City Capital Projects				

33	Intergovernmental	\$	-	\$	143,750.00	\$	(143,750.00)	0.00%
	Revenue	\$	-	\$	143,750.00	\$	(143,750.00)	0.00%
419	CP's 23rd St NW Construction							
39	Other Financing Sources	\$	200,187.06	\$	-	\$	200,187.06	100.00%
	Revenue	\$	200,187.06	\$	-	\$	200,187.06	100.00%
425	Building Improvements							
39	Other Financing Sources	\$	350,000.00	\$	350,000.00	\$	-	0.00%
	Revenue	\$	350,000.00	\$	350,000.00	\$	-	0.00%
531	12-01-01 Improvement Bond							
36	Special Assessment/Misc Rev	\$	-	\$	5,700.42	\$	(5,700.42)	0.00%
	Revenue	\$	-	\$	5,700.42	\$	(5,700.42)	0.00%
532	12-01-03 Improvement Bond							
36	Special Assessment/Misc Rev	\$	-	\$	1,459.51	\$	(1,459.51)	0.00%
	Revenue	\$	-	\$	1,459.51	\$	(1,459.51)	0.00%
533	12-01-04 Improvement Bond							
36	Special Assessment/Misc Rev	\$	-	\$	3,096.80	\$	(3,096.80)	0.00%
	Revenue	\$	-	\$	3,096.80	\$	(3,096.80)	0.00%
535	12-1-07 Improvement Bond							
36	2007 Bond Assessment	\$	-	\$	7,988.40	\$	(7,988.40)	0.00%
	Revenue	\$	-	\$	7,988.40	\$	(7,988.40)	0.00%
537	2012 Imp Bond							
36	2012 Bond assessments	\$	-	\$	3.79	\$	(3.79)	0.00%
	Revenue	\$	-	\$	3.79	\$	(3.79)	0.00%
538	2015 Improvement Bond							
36	2015 Bond assessments	\$	-	\$	15,724.54	\$	(15,724.54)	0.00%
	Revenue	\$	-	\$	15,724.54	\$	(15,724.54)	0.00%
539	2017 Improvement Bond							
36	2017 Bond assessments	\$	-	\$	2,332.69	\$	(2,332.69)	0.00%
	Revenue	\$	-	\$	2,332.69	\$	(2,332.69)	0.00%
601	Electric							
37	Utility Sales	\$	16,097,175.88	\$	6,773,117.31	\$	9,324,058.57	57.92%
	Revenue	\$	16,097,175.88	\$	6,773,117.31	\$	9,324,058.57	57.92%
602	Water							
37	Utility Sales	\$	2,706,334.26	\$	962,053.99	\$	1,744,280.27	64.45%
	Revenue	\$	2,706,334.26	\$	962,053.99	\$	1,744,280.27	64.45%
603	Refuse							
34	Charges for Services	\$	1,042,000.00	\$	446,410.62	\$	595,589.38	57.16%
	Revenue	\$	1,042,000.00	\$	446,410.62	\$	595,589.38	57.16%
605	Sewage							
36	Special Assessment/Misc Rev	\$	-	\$	31,000.00	\$	(31,000.00)	0.00%
37	Utility Sales	\$	2,001,622.00	\$	801,071.11	\$	1,200,550.89	59.98%
	Revenue	\$	2,001,622.00	\$	832,071.11	\$	1,169,550.89	58.43%
609	Storm Water							
33	Intergovernmental	\$	-	\$	125,905.73	\$	(125,905.73)	0.00%
34	Charges for Services	\$	710,000.00	\$	295,273.04	\$	414,726.96	58.41%
	Revenue	\$	710,000.00	\$	421,178.77	\$	288,821.23	40.68%
620	EDA General							
36	Special Assessment/Misc Rev	\$	-	\$	10.00	\$	(10.00)	0.00%
39	Other Financing Sources	\$	229,306.22	\$	-	\$	229,306.22	100.00%
	Revenue	\$	229,306.22	\$	10.00	\$	229,296.22	100.00%
623	EDA TIF 1-2 E of BN Tri							
36	Special Assessment/Misc Rev	\$	-	\$	94.42	\$	(94.42)	0.00%

	Revenue	\$	-	\$	94.42	\$	(94.42)	0.00%
625	EDA IRP Loan Subfund							
36	Interest Earnings	\$	-	\$	825.19	\$	(825.19)	0.00%
	Revenue	\$	-	\$	825.19	\$	(825.19)	0.00%
626	MIF (DRLF-97-0003-V-FY98)							
36	Special Assessment/Misc Rev	\$	-	\$	9,899.61	\$	(9,899.61)	0.00%
	Revenue	\$	-	\$	9,899.61	\$	(9,899.61)	0.00%
627	MN DEED MIF							
36	Special Ass/Misc	\$	-	\$	368.86	\$	(368.86)	0.00%
	Revenue	\$	-	\$	368.86	\$	(368.86)	0.00%
630	Sunshine Terrace							
34	Charges for Services	\$	526,572.00	\$	208,516.00	\$	318,056.00	60.40%
36	Special Assessment/Misc Rev	\$	7,000.00	\$	5,382.72	\$	1,617.28	23.10%
	Revenue	\$	533,572.00	\$	213,898.72	\$	319,673.28	59.91%
682	Infill Building							
36	Special Assessment/Misc Rev	\$	77,490.00	\$	32,643.75	\$	44,846.25	57.87%
	Revenue	\$	77,490.00	\$	32,643.75	\$	44,846.25	57.87%
849	Perpetual Care Cemetery							
34	Charges for Services	\$	15,000.00	\$	-	\$	15,000.00	100.00%
	Revenue	\$	15,000.00	\$	-	\$	15,000.00	100.00%

General Ledger As of MAY 31, 2023

Council Monthly Exp Budget Report

User: kanderson
 Printed: 06/28/23 16:37:40
 Period 01 - 05
 Fiscal Year 2023

Fund Description	2023 Budget	Amt Spent as of May 31	Remaining Balance	% left to spend
101 General				
41 General Government	\$ 1,546,919.21	\$ 572,811.02	\$ 974,108.19	62.97%
42 Public Safety	\$ 5,162,320.02	\$ 1,757,122.15	\$ 3,405,197.87	65.96%
43 Public Works	\$ 1,969,854.98	\$ 674,210.06	\$ 1,295,644.92	64.55%
45 Culture and Recreation	\$ 3,038,100.06	\$ 1,073,575.55	\$ 1,964,524.51	64.34%
46 Community Development	\$ 65,000.00	\$ (17,063.53)	\$ 82,063.53	126.25%
49 Unallocated	\$ 970,740.26	\$ 303,402.22	\$ 667,338.04	68.75%
Expense	\$ 12,752,934.53	\$ 4,364,057.47	\$ 8,388,877.06	65.51%
204 Community & Economic Growth				
46 Community Development	\$ 10,000.00	\$ -	\$ 10,000.00	100.00%
Expense	\$ 10,000.00	\$ -	\$ 10,000.00	100.00%
209 State Aid Street				
49 Unallocated	\$ 518,481.00	\$ 960.00	\$ 517,521.00	99.81%
Expense	\$ 518,481.00	\$ 960.00	\$ 517,521.00	99.81%
210 Transit				
49 Transit	\$ 813,602.30	\$ 130,667.01	\$ 682,935.29	83.94%
Expense	\$ 813,602.30	\$ 130,667.01	\$ 682,935.29	83.94%
214 Resurrection Cemetery				
49 Unallocated	\$ 82,051.54	\$ 27,643.15	\$ 54,408.39	66.31%
Expense	\$ 82,051.54	\$ 27,643.15	\$ 54,408.39	66.31%
215 Insect				
43 Public Works	\$ 50,071.00	\$ -	\$ 50,071.00	100.00%
Expense	\$ 50,071.00	\$ -	\$ 50,071.00	100.00%
217 Greenway Maint				
43 Public Works	\$ 10,000.00	\$ -	\$ 10,000.00	100.00%
Expense	\$ 10,000.00	\$ -	\$ 10,000.00	100.00%
280 Housing/Lot Sale				
47 Other L-T Debt	\$ 343,800.00	\$ 47,821.26	\$ 295,978.74	86.09%
49 Unallocated	\$ 65,000.00	\$ -	\$ 65,000.00	100.00%
Expense	\$ 408,800.00	\$ 47,821.26	\$ 360,978.74	88.30%
400 Grants				
42 Public Safety	\$ -	\$ 54,663.50	\$ (54,663.50)	0.00%
45 Culture and Recreation	\$ -	\$ 17,012.26	\$ (17,012.26)	0.00%
Expense	\$ -	\$ 71,675.76	\$ (71,675.76)	0.00%
414 City AJ Projects				
43 Public Works	\$ -	\$ 89,182.30	\$ (89,182.30)	0.00%
Expense	\$ -	\$ 89,182.30	\$ (89,182.30)	0.00%
415 City Capital Projects				
43 Public Works	\$ -	\$ 48,498.57	\$ (48,498.57)	0.00%
45 Culture and Recreation	\$ -	\$ 118,139.16	\$ (118,139.16)	0.00%
Expense	\$ -	\$ 166,637.73	\$ (166,637.73)	0.00%

419 CP's 23rd St NW Construction					
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%	
425 Building Improvements					
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	\$ 16,093.71	\$ 193,906.29	92.34%	
Expense	\$ 339,775.00	\$ 16,093.71	\$ 323,681.29	95.26%	
434 Dwntwn CDBG Close 493/496					
43 Public Works	\$ -	\$ 2,732.50	\$ (2,732.50)	0.00%	
Expense	\$ -	\$ 2,732.50	\$ (2,732.50)	0.00%	
533 12-01-04 Improvement Bond					
47 2004 Improvement Bond	\$ -	\$ 184,575.00	\$ (184,575.00)	0.00%	
Expense	\$ -	\$ 184,575.00	\$ (184,575.00)	0.00%	
534 03-01-06 Improvement Bond					
47 2006 Improvement Bond	\$ -	\$ 43,687.50	\$ (43,687.50)	0.00%	
Expense	\$ -	\$ 43,687.50	\$ (43,687.50)	0.00%	
535 12-1-07 Improvement Bond					
47 2007 Improvement Bond	\$ -	\$ 201,052.50	\$ (201,052.50)	0.00%	
Expense	\$ -	\$ 201,052.50	\$ (201,052.50)	0.00%	
537 2012 Imp Bond					
47 Other L-T Debt	\$ -	\$ 35,293.75	\$ (35,293.75)	0.00%	
Expense	\$ -	\$ 35,293.75	\$ (35,293.75)	0.00%	
538 2015 Improvement Bond					
47 Dept	\$ -	\$ 115,350.00	\$ (115,350.00)	0.00%	
Expense	\$ -	\$ 115,350.00	\$ (115,350.00)	0.00%	
539 2017 Improvement Bond					
47 2017 Improvement Bond	\$ -	\$ 355,940.00	\$ (355,940.00)	0.00%	
Expense	\$ -	\$ 355,940.00	\$ (355,940.00)	0.00%	
601 Electric					
16 Construction Projects	\$ -	\$ 32,324.55	\$ (32,324.55)	0.00%	
49 Electric Utilities	\$ 16,320,601.71	\$ 6,364,688.17	\$ 9,955,913.54	61.00%	
Expense	\$ 16,320,601.71	\$ 6,397,012.72	\$ 9,923,588.99	60.80%	
602 Water					
16 Construction Projects	\$ -	\$ 45,238.54	\$ (45,238.54)	0.00%	
49 Water Utilities	\$ 2,977,213.75	\$ 503,536.98	\$ 2,473,676.77	83.09%	
Expense	\$ 2,977,213.75	\$ 548,775.52	\$ 2,428,438.23	81.57%	
603 Refuse					
49 Unallocated	\$ 1,125,400.12	\$ 281,766.08	\$ 843,634.04	74.96%	
Expense	\$ 1,125,400.12	\$ 281,766.08	\$ 843,634.04	74.96%	
605 Sewage					
49 Unallocated	\$ 2,177,190.48	\$ 338,661.58	\$ 1,838,528.90	84.43%	
Expense	\$ 2,177,190.48	\$ 338,661.58	\$ 1,838,528.90	84.43%	
609 Storm Water					
43 Public Works	\$ 1,030,409.67	\$ 150,783.67	\$ 879,626.00	85.37%	
Expense	\$ 1,030,409.67	\$ 150,783.67	\$ 879,626.00	85.37%	
620 EDA General					
49 Unallocated	\$ 229,306.22	\$ 71,316.30	\$ 157,989.92	68.90%	
Expense	\$ 229,306.22	\$ 71,316.30	\$ 157,989.92	68.90%	
627 MN DEED MIF					
47 Dept	\$ -	\$ 4,730.64	\$ (4,730.64)	0.00%	

	Expense	\$	-	\$	4,730.64	\$	(4,730.64)	0.00%
630	Sunshine Terrace							
46	Community Development	\$	569,216.79	\$	230,986.19	\$	338,230.60	59.42%
	Expense	\$	569,216.79	\$	230,986.19	\$	338,230.60	59.42%
681	DeMers Professional Building							
46	Community Development	\$	-	\$	-	\$	-	0.00%
	Expense	\$	-	\$	-	\$	-	0.00%
682	Infill Building							
46	Community Development	\$	90,273.96	\$	24,828.64	\$	65,445.32	72.50%
	Expense	\$	90,273.96	\$	24,828.64	\$	65,445.32	72.50%
703	Central Equipment							
47	Other L-T Debt	\$	-	\$	800.00	\$	(800.00)	0.00%
	Expense	\$	-	\$	800.00	\$	(800.00)	0.00%
705	Benefit Accrual							
49	Unallocated	\$	-	\$	29,939.00	\$	(29,939.00)	0.00%
	Expense	\$	-	\$	29,939.00	\$	(29,939.00)	0.00%
849	Perpetual Care Cemetery							
49	Unallocated	\$	20,000.00	\$	-	\$	20,000.00	100.00%
	Expense	\$	20,000.00	\$	-	\$	20,000.00	100.00%
851	Campbell-Olson							
45	Dept	\$	-	\$	418.95	\$	(418.95)	0.00%
	Expense	\$	-	\$	418.95	\$	(418.95)	0.00%

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: 06/28/23 16:35:31
Period 05 - 05
Fiscal Year 2023

Fund	Description	Beg Bal	Debits	Credits	End Bal
101	General	3,865,905.00	902,678.28	1,386,952.79	3,381,630.49
201	COVID	704,439.90	0.00	0.00	704,439.90
204	Community & Economic Growth	72,490.97	0.00	0.00	72,490.97
209	State Aid Street	481,702.92	0.00	0.00	481,702.92
210	Transit	-203,496.00	0.00	18,140.85	-221,636.85
212	Sales Tax Pool	399,743.93	0.00	0.00	399,743.93
214	Resurrection Cemetery	-10,214.19	75.00	9,220.43	-19,359.62
215	Insect	295,262.62	3,967.41	0.00	299,230.03
217	Greenway Maint	37,552.15	8,331.47	0.00	45,883.62
222	Police/Forfeiture Fund	23,231.78	0.00	0.00	23,231.78
280	Housing/Lot Sale	58,058.93	29,391.17	1,404.90	86,045.20
400	Grants	168,843.65	52,499.54	6,992.00	214,351.19
401	Infrastructure Projects	945,215.54	0.00	0.00	945,215.54
414	City AJ Projects	364,598.57	0.00	8,228.78	356,369.79
415	City Capital Projects	-441,341.92	143,750.00	34,179.74	-331,771.66
419	CP's 23rd St NW Construction	128,151.65	0.00	0.00	128,151.65
425	Building Improvements	399,352.12	0.00	0.00	399,352.12
434	Dwntwn CDBG Close 493496	13,915.08	0.00	335.00	13,580.08
527	04-01-04 Refunding '95 Bond	256,044.77	0.00	0.00	256,044.77
531	12-01-01 Improvement Bond	527,610.75	0.00	0.00	527,610.75
532	12-01-03 Improvement Bond	384,386.66	0.00	0.00	384,386.66
533	12-01-04 Improvement Bond	-23,364.62	0.00	0.00	-23,364.62
534	03-01-06 Improvement Bond	142,347.34	0.00	0.00	142,347.34
535	12-1-07 Improvement Bond	775,980.37	0.00	0.00	775,980.37
537	2012 Imp Bond	275,631.16	0.00	0.00	275,631.16
538	2015 Improvement Bond	-5,678.35	15,000.00	0.00	9,321.65
539	2017 Improvement Bond	-167,378.02	0.00	0.00	-167,378.02
601	Electric	17,100,808.16	2,596,363.04	2,460,087.43	17,237,083.77
602	Water	1,047,516.52	270,107.73	228,834.75	1,088,789.50
603	Refuse	436,572.78	89,907.20	103,864.98	422,615.00
605	Sewage	2,565,625.18	163,843.70	82,455.07	2,647,013.81
609	Storm Water	1,120,400.34	103,006.14	34,021.21	1,189,385.27
620	EDA General	-66,521.43	10.00	14,158.60	-80,670.03
623	EDA TIF 1-2 E of BN Tri	381,182.73	2,458.11	0.00	383,640.84
625	EDA IRP Loan Subfund	305,107.79	5,412.53	0.00	310,520.32
626	MIF (DRLF-97-0003-V-FY98)	1,600,973.87	72,949.29	0.00	1,673,923.16
627	MN DEED MIF	16,294.20	1,314.06	0.00	17,608.26

Fund	Description	Beg Bal	Debits	Credits	End Bal
630	Sunshine Terrace	1,443,893.91	46,732.13	32,989.42	1,457,636.62
633	Downpayment Assistance	237,129.77	0.00	0.00	237,129.77
635	Town Square	185,392.05	0.00	0.00	185,392.05
681	DeMers Professional Building	73,034.68	0.00	0.00	73,034.68
682	Infill Building	477,709.38	6,528.75	2,448.97	481,789.16
703	Central Equipment	390,269.43	0.00	0.00	390,269.43
705	Benefit Accrual	642,760.58	0.00	0.00	642,760.58
849	Perpetual Care Cemetery	278,618.68	0.00	0.00	278,618.68
851	Campbell-Olson	80,978.23	0.00	396.00	80,582.23
852	Employee Flex Benefits	11,684.13	0.00	0.00	11,684.13

Request for Council Action

Date: July 05, 2023

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

Cc: File

From: Nancy Ellis, Community Development Director

RE: Approval of the Bicycle and Pedestrian Element of the 2050 Metropolitan Transportation Plan

STAFF RECOMMENDATION:

The Planning Commission recommends final approval of the Bicycle and Pedestrian Element of the 2050 Metropolitan Transportation Plan.

BACKGROUND AND INFORMATION:

The Bicycle and Pedestrian Element is part of the 2050 Metropolitan Transportation Plan (MTP). The Plan is updated every five years. The Bicycle and Pedestrian Element was last updated in 2018. The Greater Grand Forks pedestrian and bicycle draft plan was developed from public & steering committee input, analysis of existing conditions, and the needs & demands analysis.

Bicycling and walking are increasingly important parts of urban transportation. They're simple, affordable, and healthy ways to get around cities, but they need planning and investment for people to make an easy choice to bike or walk for more trips. Throughout 2022 and into 2023 the Grand Forks and East Grand Forks Metropolitan Planning Organization (MPO) and community partners has been updating the Bicycle and Pedestrian Element. The Element is part of the larger Metropolitan Transportation Plan, which guides planning and investment through 2050. This updated bicycle and pedestrian plan will be used to prioritize improvements in bicycling and walking that will make Grand Forks and East Grand Forks better places to walk and bicycle for all transportation needs.

MPO staff will provide a brief presentation of the information in the draft plan. The draft plan itself can be found on the MPO's website or at the attached link: <https://clients.bolton-menk.com/gfegf-bikeped/>.

RESOLUTION NO. 23 – 07 - 43

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

WHEREAS, the city of East Grand Forks has an adopted East Grand Forks Comprehensive Plan; and

WHEREAS, the proposed plan update is in general agreement with the other elements of the East Grand Forks Comprehensive Plan, those other elements being the following:

1. The Grand Forks – East Grand Forks 2009 Downtown Plan Update Element, together with all maps, information and data contained therein.
2. 2050 Plan Update of the East Grand Forks Land Use Plan Element, together with all maps, information and data contained therein.
3. The Grand Forks – East Grand Forks 2045 Metropolitan Transportation Plan Update, which contains the following sections:
 - a. Bikeway Element, together with all maps, information and data contained therein.
 - b. Pedestrian Element, together with all maps, information and data contained therein.
 - c. Transit Element, together with all maps, information and data contained therein.
 - d. Street and Highway Element, together with all maps, information and data contained therein.
 - e. Intelligent Transportation Systems (ITS) Strategy Element, together with all maps, information and data contained therein.
4. The 1998 East Grand Forks Downtown Plan prepared by Field – Paoli, together with all maps, information and data contained therein.
5. The 2000 Urban Design Plan, together with all maps, information and data contained therein.
6. Greenway Plan Element Update, together with all maps, information and data contained therein.

And

WHEREAS, The Grand Forks – East Grand Forks Metropolitan Planning Organization has prepared a Year 2050 Plan Update of the Grand Forks –East Grand Forks Metropolitan Transportation Plan Bike and Pedestrian Element of the East Grand Forks Comprehensive Plan; and

WHEREAS, 2050 Plan Update of the Grand Forks –East Grand Forks Metropolitan Transportation Plan Bike and Pedestrian Element of the East Grand Forks Comprehensive Plan is a guide for future sidewalk, trails and bike facility growth for the City; and

WHEREAS, the Grand Forks –East Grand Forks Metropolitan Transportation Plan Bike and Pedestrian Element may be amended to reflect bike and pedestrian transportation changes in the community; and

WHEREAS, the Grand Forks –East Grand Forks Metropolitan Transportation Plan Bike and Pedestrian Element is a representation of the transportation goals and values of the city; and

WHEREAS, the Metropolitan Planning Organization further held public meetings at the East Grand Forks City Hall on June 15, 2022 and online on March 29, 2023 to get input from the citizens of the community; and

WHEREAS, the East Grand Forks Planning and Zoning Commission forwards a recommendation that the 2050 Plan Update to the Grand Forks –East Grand Forks Metropolitan Transportation Plan Bike and Pedestrian Element, be hereby approved and adopted;

NOW THEREFORE BE IT RESOLVED, By the City Council of the City of East Grand Forks, Minnesota, that the 2050 Plan Update to the Grand Forks –East Grand Forks Long Range Transportation Plan Bike and Pedestrian Element of the East Grand Forks Comprehensive Plan, and proposed amendments, be hereby approved and adopted with any further amendments as stated:

Voting Aye:
Voting Nay
Absent:

The President declared the resolution passed.

Passed: July 5, 2023

Attest:

City Clerk

President of Council

I hereby approve the foregoing resolution this 5th of July, 2023.

Mayor

Request for Council Action

Date: June 22, 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, Ben Pokrzywinski and Karen Peterson

Cc: File

From: Steve Emery, P.E.

RE: Authorization to Prepare Plans & Specifications
 2023 City Project No. 5
 Sidewalk & Multi-Use Trail Extensions
 S.P. 119-090-007
 East Grand Forks, Mn

Background:

The City of East Grand Forks has received funding through the Carbon Reduction Program (CRP) to help fund the construction of sidewalks and multi-use trails along 5th Ave and 4th St NW (See attached drawing). Funding will be administered through MNDOT which will require MNDOT review and approval prior to bidding.

Estimated Project Costs:

Construction:	\$81,592.00
Plans / Specifications (10%):	\$8,159.20
Staking / Inspection (10%):	\$8,159.20
Construction Contingencies (10%):	<u>\$8,159.20</u>
Total Project Cost	\$106,069.60

Funding:

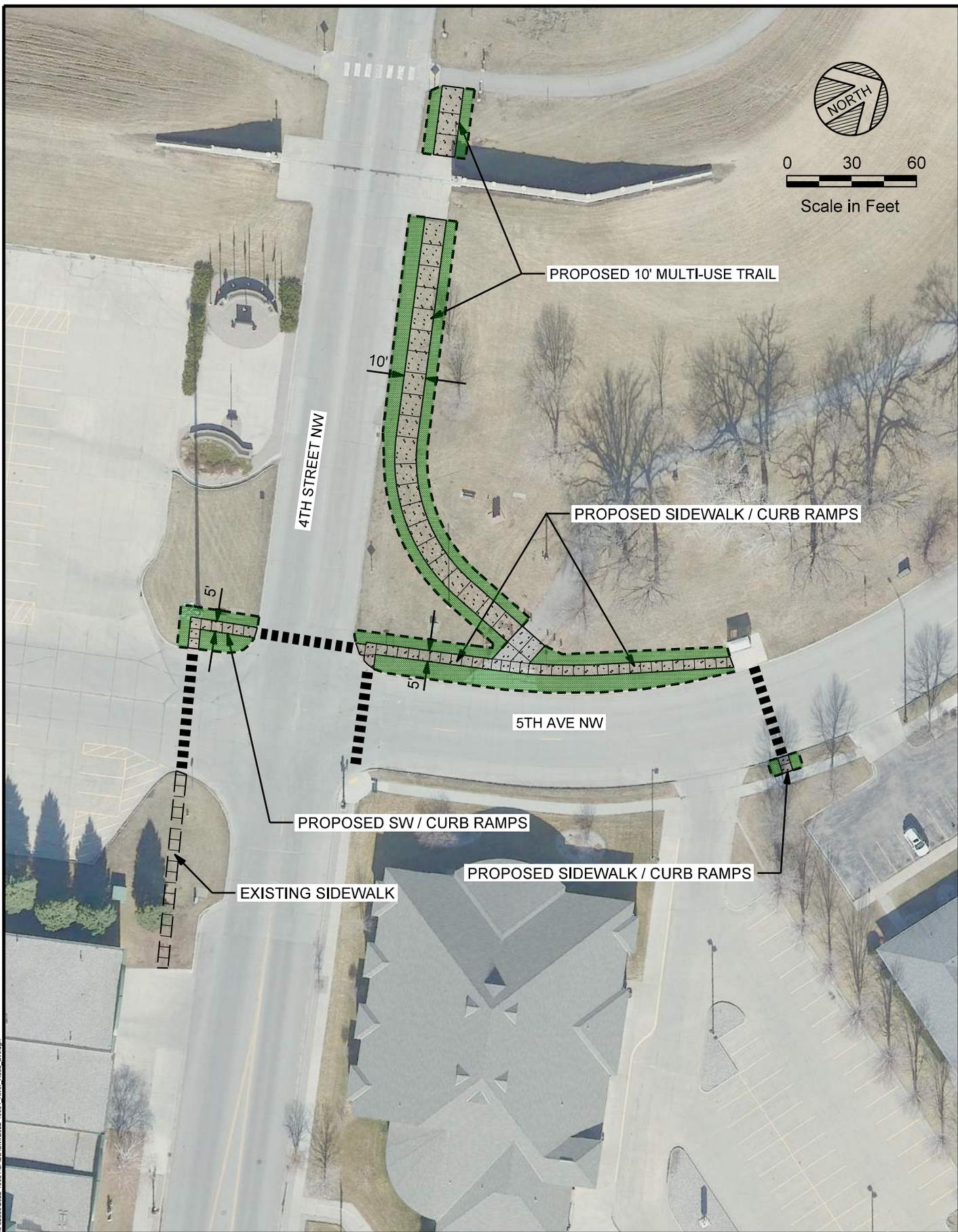
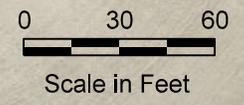
Carbon Reduction Program: \$35,020.00 Grant
 State Aid Maintenance: \$71,049.60

Recommendation:

Authorize Widseth to prepare plans and specifications

Enclosures:

Concept Plan Drawing



PROPOSED 10' MULTI-USE TRAIL

4TH STREET NW

PROPOSED SIDEWALK / CURB RAMPS

5TH AVE NW

PROPOSED SW / CURB RAMPS

EXISTING SIDEWALK

PROPOSED SIDEWALK / CURB RAMPS

WIDSETH
 ARCHITECTS ■ ENGINEERS ■ SCIENTISTS ■ SURVEYORS

DATE: 10/05/22
 SCALE: AS SHOWN
 DRAWN BY: RAB
 CHECKED BY: SRE
 JOB NUMBER: 40 2022-10054

CITY OF EAST GRAND FORKS
 PROPOSED SIDEWALK & RAMPS
 EAST GRAND FORKS, MINNESOTA

PROJECT LOCATION MAP

SHEET NO.
C1.0
 SHEET OF

10/12/2022: City of East Grand Forks-232358-2022-10054-CADD/Civil/2022-10054_River_Road_SW.dgn

RESOLUTION NO. 23 – 07 - 44

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR 2023 CITY PROJECT NO. 5 SIDEWALK & MULTI-USE TRAIL EXTENSIONS

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

WHEREAS, the City Council desires plans and specifications for 2023 City Project No. 5 for sidewalk and multi-use trail extensions;

NOW THEREFORE, BE IT RESOLVED the Council of East Grand Forks directs the City Engineer to prepare plans and specifications for the 2023 City Project No. 5 per the guidelines of the existing engineering services agreement with Widseth Smith Nolting Engineering.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: July 5, 2023

Attest:

City Clerk

President of Council

I hereby approve the foregoing resolution this 5th day of July, 2023.

Mayor

Request for Council Action

Date: June 22, 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, Ben Pokrzywinski and Karen Peterson

Cc: File

From: Steve Emery, P.E.

RE: Folsom Farms – Concrete Replacement – 4th St & 8th Ave NE

Background:

Folsom Farms has requested some additional concrete replacement on 8th Ave NE to be removed and replaced as part of the 4th St NE paving project. Removal and Replacement of this additional concrete would allow for raising of a storm area inlet that is in the middle of the intersection thus minimizing a fairly substantial dip in the street which has been there for years. Most of this additional work would be out of the city street right of way as 8th Ave NE was vacated a few years ago. Opp Construction has provided a cost estimate to complete the additional work which is attached. Folsom Farms is asking the City to consider adding the cost of this work to their Special Assessments

Funding:

Folsom Farms – Special Assessments

Recommendation:

No recommendation.

Enclosures:

Quote from Opp Construction
Plan Sheet showing location of proposed work.



P.O. Box 13530
 Grand Forks, ND 58208-3530
 Business - 701.775.3322
 Fax - 701.795.7020

PROPOSAL

Folson Farms
East Grand Forks, MN 56721

June 13, 2023

Opp Construction is pleased to offer the following pricing on the aforementioned project.

Item No.	Description	Total
	Remove and Replace driveway	
	- 7 inch reinforced concrete	
	- 6" Aggregate Base Course	
	- Install new sanitary manhole casting	
	- Raise and install new storm areas drain (Casting and Chimney Seal)	
		\$ 39,600.00
		\$ 38,100.00

Notes:

- This proposal shall be incorporated into our contract or agreement.
- Proposal is based on the same design and materials as the city project. Cost savings may be available with different design details (Aggregate thickness, concrete thickness, etc....)
- Assumes work will be performed while constructing 4th Ave.
- Final payment is due upon completion.

Exclusions:

- Private Utility locations and permits must be provided by others.

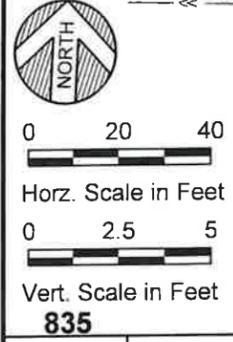
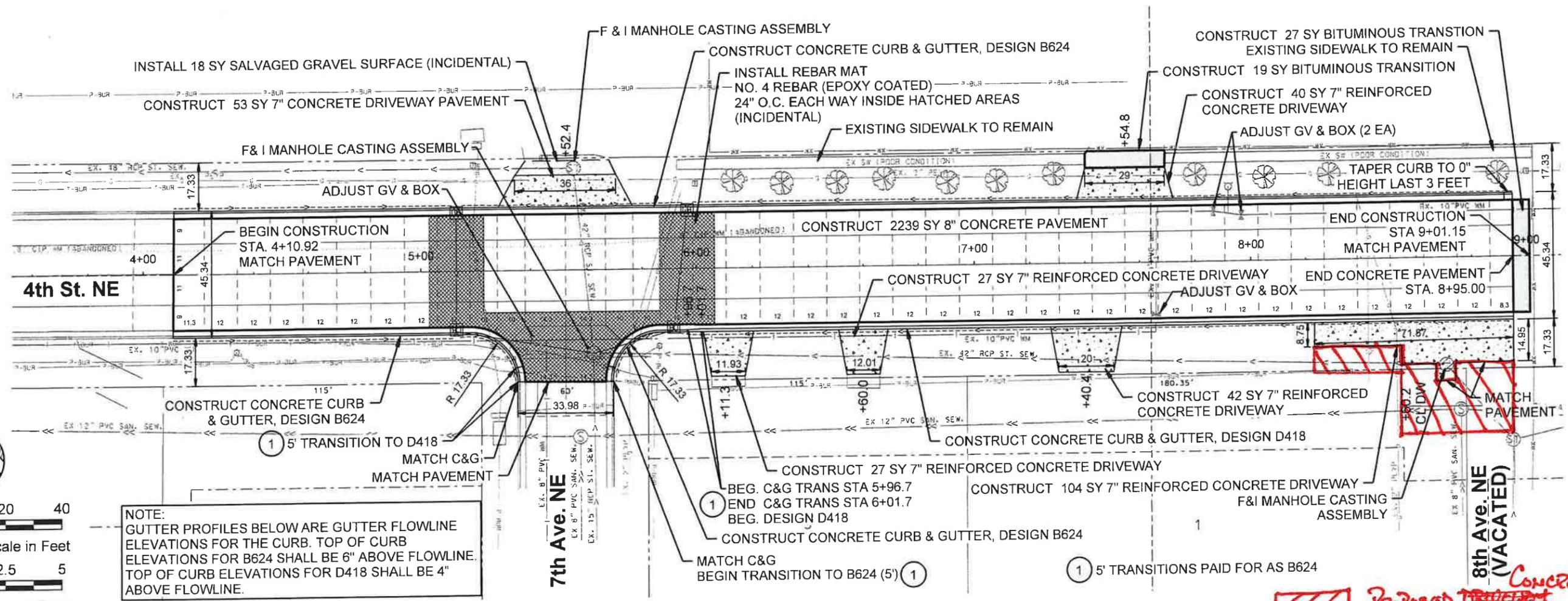
DATE: 01/18/2023
LIC. NO. 41394

BY: [Signature]
DATE: [Blank]
REVISION: [Blank]

DATE: [Blank]
SCALE: [Blank]
DRAWN BY: [Blank]
CHECKED BY: [Blank]
JOB NUMBER: 32558-2022-11049

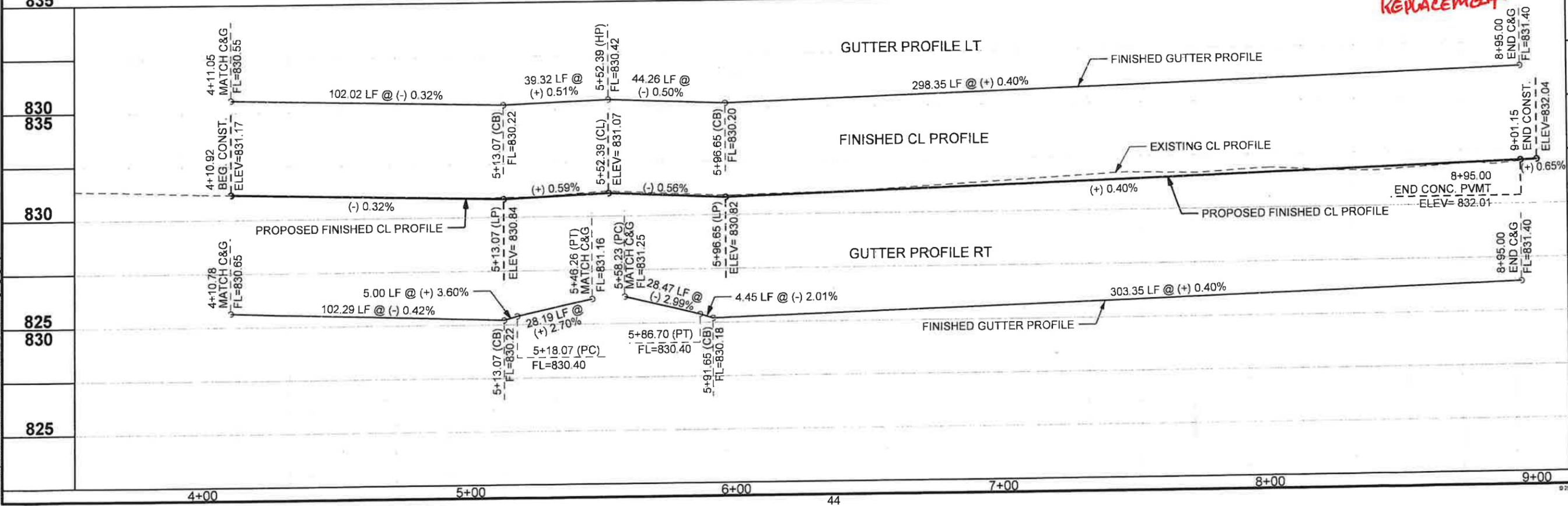
2022 ASSESSMENT JOB NO. 2
UTILITIES & STREET RECONSTRUCTION
EAST GRAND FORKS, MINNESOTA

SHEET NO. **C5.0**
SHEET OF



NOTE:
GUTTER PROFILES BELOW ARE GUTTER FLOWLINE ELEVATIONS FOR THE CURB. TOP OF CURB ELEVATIONS FOR B624 SHALL BE 6" ABOVE FLOWLINE. TOP OF CURB ELEVATIONS FOR D418 SHALL BE 4" ABOVE FLOWLINE.

Proposed Concrete Replacement



MODEL: D:\a\...
DATE: 1/18/2023

Request for Council Action

Date: 6/21/2023

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: Request to Hire Vanessa Richter for the Position of Police Officer

Background: The East Grand Forks Police Department has conducted a hiring process and are requesting the approval to hire Vanessa Richter for the position of Police Officer. The Department is currently two officers short, and Ms. Richter will fill one of those positions. Ms. Richter has completed all phases of the Background. Her start date is tentatively scheduled for July 10, 2023 pending Council approval. Ms. Richter has eight years of experience with the Grand Forks Police Department and was a Corporal with the GFPD. During her time with the GFPD she also served as the Regional Bomb Squad Commander and a law enforcement instructor in a variety of topics. Ms. Richter worked for the Harvey, ND Police Department for a short time before being hired by the GFPD. Since she left the GFPD she has worked as a part-time officer with the University of North Dakota Police Department. Based upon her extensive and varied experience we are requesting that Ms. Richter be hired at Step 5 of the 2023 Wage Scale.

Recommendation: That the East Grand Forks City Council authorize the hiring of Vanessa Richter as a Police Officer at Grade 15 Step 5 of the 2023 Wage Scale at a date to be determined (tentatively July 10, 2023).

Enclosures: None.

RESOLUTION NO. 23 – 07 - 45

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

WHEREAS, the City of East Grand Forks has an opening for position of “Police Officer”, and

WHEREAS, a hiring process was completed with candidates being reviewed by the Civil Service Commission and interviewed by City Staff, and

WHEREAS, City Staff has recommended the hiring of Vanessa Richter as Police Officer, and

WHEREAS, due to her experience Ms. Richter would be placed on the current Grade 15 Step 5 which is \$32.68 per hour; and

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

1. Approve the hiring of Vanessa Richter as a Police Officer at a salary of \$32.68 per hour.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: July 5, 2023

Attest:

City Clerk

President of Council

I hereby approve the foregoing resolution this 5th day of July, 2023.

Mayor

RESOLUTION NO. 23 – 07 - 46

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

WHEREAS, the billboard located in the city park by the city swimming pool was built in 1998; and

WHEREAS, this billboard is currently permitted by the Minnesota Department of Transportation (MNDOT) and is permit number 25727 but is currently listed as non-conforming; and

WHEREAS, MNDOT has informed the City a resolution was needed to declare the billboard as legal to change the status to conforming which will allow for maintenance work to be completed on the billboard; and

NOW, THEREFORE, BE IT RESOLVED by the Council of East Grand Forks the billboard located by the city pool with permit number 25727 be declared as legal and be considered conforming.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: July 5, 2023

Attest:

City Clerk

President of Council

I hereby approve the foregoing resolution this 5th day of July, 2023.

Mayor

Request for Council Action

Date: 06/30/23

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 Ordinance to Not Allow Outdoor Fire Boilers

Some time ago a request was made by a resident about if an outdoor fire boiler could be allowed in a residential area. A discussion took place over a few months and based on findings from staff and input council members received from the community, at the January 10th meeting, the consensus from the Council was to have an ordinance drafted to not allow the use. The ordinance has been drafted and before the Council for a first reading.

ORDINANCE NO. 34 4th SERIES

AN ORDINANCE OF THE CITY OF EAST GRAND FORKS, MINNESOTA, REGULATING THE BURNING OF SOLID FUELS IN EXTERNAL SOLID FUEL- FIRED HEATING DEVICES, AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 1 AND SECTION 10.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY OF EAST GRAND FORKS DOES ORDAIN AS FOLLOWS:

SECTION 1. Purpose

This ordinance is intended to promote the public health, safety and welfare and to safeguard the health, comfort, living conditions, safety and welfare of the citizens of the City of East Grand Forks by regulating the air pollution and fire hazards of external solid fuel- fired heating devises.

SECTION 2. Applicability

This ordinance applies to all outdoor fire boilers within the City of East Grand Forks, Minnesota.

- 2.1 This ordinance does not apply to grilling or cooking food using charcoal, wood, propane or natural gas in cooking or grilling appliances.
- 2.2 This ordinance does not apply to burning for the purpose of generating heat in a stove, furnace, fireplace or other heating device within a building used for human habitation.
- 2.3 This ordinance does not apply to the use of propane, acetylene, natural gas, gasoline or kerosene in a device intended for heating, construction or maintenance activities.
- 2.4 This ordinance does not apply to campfires; a small outdoor fire intended for recreation or cooking but not including a fire intended for disposal of waste wood or refuse.

SECTION 3. Definitions

- 3.1 “External solid fuel-fired heating device” means a device designed for external solid fuel combustion so that usable heat is derived for the interior of a building and includes solid fuel-fired stove, solid fuel-fired cooking stoves, and combination fuel furnaces or boiler which burn solid fuel. Solid fuel-fired heating devices do not include natural gas-fired fireplace logs or wood-burning fireplaces or wood stoves in the interior of a dwelling.
- 3.2 “Stacks or chimneys” means any vertical structure incorporated into a building and enclosing a flue or flues that carry off smoke or exhaust from a solid fuel- fired heating device, especially the part of such a structure extending above a roof.
- 3.3 “Person” means an individual, partnership, corporation, company or other association.

SECTION 4. Requirements

No external solid fuel-fired heating devices designed and intended and/or used, for the purpose of heating the principal structure or another accessory structure on the premises are allowed to be installed within the City of East Grand Forks.

SECTION 5. Non-conforming use

- 5.1 At such time as the useful life of a non-conforming wood-burning unit or solid fuel-fired heating device has elapsed or would need to be repaired to function properly, the unit cannot be replaced and must be abandoned, not used, and removed from the property immediately.
- 5.2 No pre-existing, non-conforming wood-burning unit or solid fuel-fired heating device shall hereafter be extended, enlarged, or expanded.
- 5.3 The lawful use of any existing wood-burning unit or solid fuel-fired heating device existing at the time of the effective date of this ordinance may be continued, although such use may not conform to the provision of this ordinance.

SECTION 6. Enforcement

The City Community Development Director, City Administrator, or other designated officials shall enforce the provisions of this ordinance.

SECTION 7. Penalty

Any person convicted or violating a provision of this ordinance is guilty of a misdemeanor and shall be punished by fine of at least \$150.00 per occurrence plus the costs of prosecution in any case.

SECTION 8. Effective date

This ordinance shall take effect upon its passage and publication.

Passed and adopted by the East Grand Forks City Council this _____ day of _____, 2023.

Voting Aye:

Voting Nay:

Absent:

The President declared the Ordinance passed.

ATTEST:

PASSED: July ____, 2023

City Clerk

President of Council

I hereby approve the foregoing Ordinance this ___ day of July, 2023.

Mayor

ORDINANCE NO. 35, 4th Series

**CITY OF EAST GRAND FORKS
COUNTY OF POLK
STATE OF MINNESOTA**

**AN INTERIM ORDINANCE PROHIBITING THE SALE, TESTING,
MANUFACTURING, CULTIVATING, GROWING, TRANSPORTING, DELIVERY, AND
DISTRIBUPTION OF CANNABIS PRODUCTS IN THE CITY OF EAST GRAND FORKS**

The City Council of the City of East Grand Forks ordains:

SECTION 1. BACKGROUND.

- A. By enacting 2022 Session Law Chapter 98, Article 13, the Minnesota Legislature amended Minn. Stat. § 151.72 and permitted the sale of edible and nonedible cannabinoid products that contain no more than 0.3% of Tetrahydrocannabinol, commonly known as THC (“THC Products”).
- B. The 2023 Legislature has expanded both the legalization of types of THC and cannabis products and also the types of THC and cannabis businesses permitted. The House passed HF100, and the Senate passed a similar companion bill, SF73. A conference committee worked out the minor differences and the Governor has signed the resulting bill.
- C. This final bill established a regulatory framework for adult-use cannabis, as well as the lower potency hemp edibles; move the medical cannabis program under a newly created state agency called the Office of Cannabis Management; establish taxes on regulated products; create grants to assist individuals entering into the legal cannabis market; amend criminal penalties; provide for expungement and resentencing of certain convictions; provide for temporary regulation of hemp-derived edible cannabinoid products; reschedule marijuana; and appropriates money.
- D. The state licensing agency will become effective July 1, 2023, and may establish a model ordinance for cities, which the City of East Grand Forks would benefit from reviewing and analyzing before making any decisions related to cannabis businesses and products in the City.
- E. The final bill specifies what distance restrictions cities can put in place under their zoning power. The city would benefit from having time to study and analyze acceptable time, place and manner restrictions that would be feasible for the City of East Grand Forks.

- F. Pursuant to Minn. Stat. § 462.355, subd. 4, and section 342.13 Chapter 63-H.F.No. 100. the City is authorized to enact by ordinance a moratorium to regulate, restrict or prohibit land uses within its jurisdiction to protect the public health, safety, and welfare. Specifically, the City is authorized to enact a moratorium ordinance to allow it to undertake a study to determine whether to adopt any regulations or restrictions, including siting and location of uses, related to the sales, testing, manufacturing, cultivating, growing, transporting, delivery and distribution of Cannabis Products.

- G. Pursuant to its general police powers, both under its Charter and also set forth in Minn. Stat. § 421.221, subd. 32, and under section 342.13 Chapter 63-H.F.No. 100. the City may enact and enforce regulations or restrictions on Cannabis Products within the City to Protect the public safety, health, and welfare, including restrictions and a moratorium on the sales, testing, manufacturing, cultivating, growing, transporting, delivery and distribution, during the pendency of a study to determine the need for police power regulations, including but not necessarily limited to any additional licensing and permitting that may be allowed, if any, by the State.

- H. Pursuant to the language of the passed bill signed into law by Governor Walz, cities, as soon as the bill becomes effective, have authority to adopt an interim ordinance to prohibit a cannabis business from opening until January 1, 2025, to conduct studies or consider adopting or amending allowed restrictions on the operation of a cannabis business. Because the effective date of the bill is July 1, 2023, the City can take advantage of this authorization by having the effective date of the interim ordinance after July 1, 2023. Accordingly, the City Council can extend the interim ordinance moratorium to January 1, 2025.

SECTION 2. FINDINGS.

- A. The City Council finds there is a need to study (i) cannabis products, including products; using any part of the genus Cannabis plant; containing cannabis concentrate; infused with cannabinoids (including but not limited to tetrahydrocannabinol); extracted or derived from cannabis plants or cannabis flower; synthetically derived cannabinoids; and any lower potency hemp edibles that contain more than 0.3% of Tetrahydrocannabinol, (ii) cannabis businesses related thereto, and (iii) the impact of those businesses and products as related to allowed land uses and zoning, in order to assess the necessity for and efficacy of regulation and restrictions relating to the retail sales, wholesale sales, testing, growing, cultivating, manufacturing, transporting, delivery of or distribution of any of the products referenced herein, including through zoning ordinances or licensing, if allowed, in order to protect the public health, safety, and welfares of its residents.

- B. The study will allow the City Council to determine the appropriate changes, if any, that it should make to the East Grand Forks City Code, including any necessary zoning changes.

- C. The time will allow for any state agency licensing cannabis businesses to rule make and adopt its model ordinances which will further aid the Council in studying and considering restrictions on the operation of a cannabis businesses and the use of the products listed in paragraph 1 above.
- D. The City Council, therefore, finds that there is a need to adopt a city-wide moratorium on the retail sale, wholesale sale, testing, growing, cultivating, manufacturing, transporting, delivery of and distribution of Cannabis Products, including products; using any part of the genus Cannabis plant; containing cannabis concentrate; infused with cannabinoids (including but not limited to tetrahydrocannabinol); extracted or derived from cannabis plants or cannabis flower; synthetically derived cannabinoids, or lower potency hemp edibles that contain more than 0.3% of Tetrahydrocannabinol, within the City while City staff studies the issue.

SECTION 3. MORATORIUM.

- A. No individual, establishment, organization, or business may engage in the retail sale, wholesale sale, testing, growing, cultivating, manufacturing, transporting, delivery of or distribution of Cannabis Products, including products using any part of the plant of the genus Cannabis plant; containing cannabis concentrate; infused with cannabinoids (including but not limited to tetrahydrocannabinol); or extracted or derived from cannabis plants or cannabis flower; synthetically derived cannabinoids, or lower potency hemp edibles that contain more than 0.3% of Tetrahydrocannabinol, for either twelve (12) months from the effective date of this ordinance until January 1, 2025 unless sooner rescinded.
- B. Planning or zoning applications related to any of the products listed in Subsection A of Section 3 herein or applications from individuals, establishments, organizations, or businesses involved in the proposed sale, testing, growing, cultivating, manufacturing, transporting, delivery of or distribution of Cannabis Products within the City of East Grand Forks shall not be accepted or considered until January 1, 2025.
- C. This moratorium does not apply to the selling, testing, manufacturing, or distributing of Cannabis Products related to the Medical Cannabis Program as administered by the Minnesota Department of Health, provided that such activity is done in accordance with the regulations and laws of Minnesota regarding Medical Cannabis.
- D. This moratorium does not apply to the continued sale of THC Products allowed under the 2022 Legislation, which included edible and nonedible cannabinoid products that contain no more than 0.3% of Tetrahydrocannabinol, by retailers in existence before July 1, 2023.

SECTION 4. STUDY. The City Council directs City Staff to study the need for local regulation regarding the retail sale, wholesale sale, testing, growing, cultivating, manufacturing, transporting, delivery or distribution of Cannabis Products listed in Section 3 (A) herein within the City East Grand Forks. Staff must also study the need for creating or amending zoning ordinances, licensing ordinances, as allowed by the state or any other ordinances, as allowed and not preempted by the state, to protect the citizens of East Grand Forks from any potential negative impacts. Upon completion of the study, the City Council, together with such commission as the City Council deems appropriate or, as may be required by law, will consider the advisability of adopting new ordinances or amending its current ordinances.

SECTION 5. ENFORCEMENT. The City may enforce this Ordinance by mandamus, injunctive relief, or other appropriate civil remedy in any court of competent jurisdiction. The City Council hereby authorizes the City Manager, in consultation with the City Attorney, to initiate any legal action deemed necessary to secure compliance with this Ordinance. A violation of this Ordinance is also subject to the City’s general penalty in City Code Chapter 10 and City Charter.

SECTION 6. TERM. Unless earlier rescinded by the City Council, the moratorium established under this ordinance shall remain in effect until January 1, 2025, as provided in section 342.13 Chapter 63-H.F.No. 100.

SECTION 7. EFFECTIVE DATE. This ordinance shall take effect the day after its adoption and publication.

Voting Aye:

Voting Nay:

Absent:

The President declared the Ordinance passed.

ATTEST:

PASSED: July ____, 2023

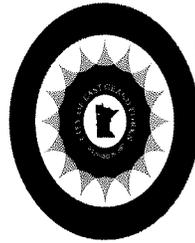
City Clerk

President of Council

I hereby approve the foregoing Ordinance this ____ day of July, 2023.

Mayor

Accounts Payable
Check Register Totals Only



City of East Grand Forks

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

User: mnelson
Printed: 6/29/2023 - 7:31 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
40773	07/05/2023	ACM001	Acme Electric Companies	527.97	0
40774	07/05/2023	ADV001	Advanced Business Methods Inc	566.62	0
40775	07/05/2023	ALT001	Altru Health System	2,000.00	0
40776	07/05/2023	ANY001	Anytime Plumbing	100.00	0
40777	07/05/2023	AME005	Aramark Uniform Services	365.50	0
40778	07/05/2023	BAK001	Baker & Taylor Co	229.41	0
40779	07/05/2023	BEA008	Beam Insurance Administrators LLC	116.44	0
40780	07/05/2023	BEC001	Becker Arena Products Inc	2,772.75	0
40781	07/05/2023	BER001	Bert's Truck Equipment	488.46	0
40782	07/05/2023	BNS001	BNSF Railway Company	864.12	0
40783	07/05/2023	BRI004	Brian's Flooring Inc	3,556.80	0
40784	07/05/2023	GFF001	Timothy Brooks	471.76	0
40785	07/05/2023	CEN001	Center Point Large Print	117.45	0
40786	07/05/2023	CIN001	Cintas Corporation No. 2	159.52	0
40787	07/05/2023	COL002	Cole Papers Inc	750.78	0
40788	07/05/2023	COM003	Complete Pest Control Inc	450.00	0
40789	07/05/2023	COP002	Copy Cat Printing	220.00	0
40790	07/05/2023	COU008	Countrywide Sanitation Company	78,678.68	0
40791	07/05/2023	DOM001	Domson BG Service	293.74	0
40792	07/05/2023	EAG001	Eagle Electric	2,337.85	0
40793	07/05/2023	ECO001	Economy Plumbing	104.36	0
40794	07/05/2023	EGF006	EGF City Petty Cash Ckng	6,164.29	0
40795	07/05/2023	EME001	Emergency Apparatus Maintenance In	220.99	0
40796	07/05/2023	FAS001	Fastenal Company	24.38	0
40797	07/05/2023	FLA002	Flat Plains Services Inc	800.00	0
40798	07/05/2023	CEN002	Gale	41.23	0
40799	07/05/2023	GAR001	Garden Hut Inc	574.99	0
40800	07/05/2023	GER001	Gerrells Sport Center	365.99	0
40801	07/05/2023	GGF001	GGF Convention & Visitors Bureau	5,763.47	0
40802	07/05/2023	GLO003	Global Safety Network, Inc.	55.29	0
40803	07/05/2023	GOP002	Gopher State Lawn Sprinklers	427.55	0
40804	07/05/2023	GFW001	Grand Forks Welding & Machine	809.19	0
40805	07/05/2023	HLM001	H&L Mesabi Company	10,343.74	0
40806	07/05/2023	HAW001	Hawkins Chemical	3,505.84	0
40807	07/05/2023	HTG002	Higher Ground	350.00	0
40808	07/05/2023	HIL003	Hildi Incorporated	2,900.00	0
40809	07/05/2023	HUG001	Hugo's	191.19	0
40810	07/05/2023	ING003	Ingram Library Services	1,674.42	0
40811	07/05/2023	KEI001	Keith's Security World	18.00	0
40812	07/05/2023	LEA008	League of Minnesota Cities Insurance	1,000.00	0
40813	07/05/2023	HAR086	Local Ace	150.23	0
40814	07/05/2023	HAR087	Local Ace	227.70	0
40815	07/05/2023	HAR088	Local Ace	11.08	0
40816	07/05/2023	LUN001	Lunseth Plumbing & Heating	284.15	0
40817	07/05/2023	MARCD1	Marco Technologies LLC	86.34	0
40818	07/05/2023	MEN001	Menards	45.90	0
40819	07/05/2023	MPO001	Metropolitan Planning Organization	10,022.58	0
40820	07/05/2023	MID001	MidAmerica Books	668.58	0
40821	07/05/2023	MND020	Minnesota DEED	788.44	0
40822	07/05/2023	MNL002	MN Life Insurance Company	69.44	0

