

**AGENDA  
OF THE COUNCIL MEETING  
CITY OF EAST GRAND FORKS  
TUESDAY, JULY 18, 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 27, 2023.
2. Consider approving the minutes of the “Council Meeting” for the East Grand Forks, Minnesota City Council of July 5, 2023.
3. Consider approving the minute summary of the “Closed Meeting” for the East Grand Forks, Minnesota City Council of July 5, 2023.
4. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of July 11, 2023.
5. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of July 11, 2023.

**SCHEDULED BID LETTINGS: NONE**

**SCHEDULED PUBLIC HEARINGS: NONE**

**CONSENT AGENDA: NONE**

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

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.

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

6. Regular meeting minutes of the Water, Light, Power, and Building Commission for June 21, 2023.

**COMMUNICATIONS: NONE**

**OLD BUSINESS:**

7. Consider adopting Ordinance No. 34, 4<sup>th</sup> 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 (2<sup>nd</sup> Reading).
8. Consider adopting Ordinance No. 35, 4<sup>th</sup> 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 (2<sup>nd</sup> Reading).

**NEW BUSINESS:**

9. Consider adopting Resolution No. 23-07-47 approving a Greater Minnesota Legacy Grant Application to the greater Minnesota Regional Parks And Trails Commission and Minnesota Department of Natural Resources for the Red Lake River Corridor Lafave Park, East Grand Forks project.
10. Consider approving the request to start a promotional process for the rank of corporal in the Police Department.
11. Consider approving the request to start the process to select a new narcotics task force officer for the Police Department.
12. Consider approving the Request for Proposal to request auditing services for a three-year contract.
13. Consider approving the Special Event Application for the Happy Harry's Hot Valley Nights event scheduled for August 18-19, 2023 for a two-day music festival in downtown East Grand Forks in the city parking lot and contingent upon the Administration Office receiving the certificate of liability.
14. Consider approving an off-site Gambling Permit Application for the Confidence Learning Center to hold a raffle and bingo on September 30, 2023 at the Eagles Club located at 227 10<sup>th</sup> St NW East Grand Forks, MN 56721.

**CLAIMS:**

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

**COUNCIL/STAFF REPORTS:**

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.

**ADJOURN:**

**Upcoming Meeting**

- Work Session – Tuesday, July 25, 2023 – Training Room – 5:00 PM
- Council Meeting – Tuesday, August 1, 2023 – Council Chambers – 5:00 PM
- Work Session – Tuesday, August 8, 2023 – Training Room – 5:00 PM
- Council Meeting – Tuesday, August 15, 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 27, 2023 – 5:00 PM**

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for Tuesday, June 27, 2023 was called to order by Council President Olstad at 5:00 P.M.*

**CALL OF ROLL:**

*On a Call of Roll the following members of the East Grand Forks City Council were present: Mayor Steve Gander, Council President Mark Olstad, Council Vice-President Tim Riopelle, Council Members Clarence Vetter, Ben Pokrzywinski, Dale Helms, Brian Larson, and Karen Peterson.*

*Staff Present: Karla Anderson, Finance Director; Jeff Boushee, Fire Chief; Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Michael Hedlund, Police Chief, Charlotte Helgeson, Library Director; Reid Huttunen, Parks and Recreation Superintendent; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.*

**DETERMINATION OF A QUORUM:**

*The Council President Determined a Quorum was present.*

**1. 2050 Street & Highway Element Update – Teri Kouba**

Ms. Kouba said they were going to give an update on the street and highway plan and Mr. Jason Carbee was the consultant that was working with them on the project. She explained this was an update to the transportation plan, it was the last element, and these updates were mandated to be updated every five years. Mr. Carbee told the Council there were already a lot of plans and studies that they were taking advantage of to help evaluate the system. He explained they spoke with stakeholders to help develop goals and objectives, the first open house they held was in November of 2022, and the plan was to prioritize safety, efficiency/reliability of the system, and connections. He stated they came up with five goals with objectives that would allow them to measure how well they were achieving the goal.

Mr. Carbee told the Council they reviewed the current system, how things were connected, and how future development would affect the system. Ms. Kouba said they used local information for the traffic demand model, how East Grand Forks has averaged around .4% of growth over the years, and there had been a lot of growth on both south ends of each city. She stated they also used job information, the industrial areas, employment opportunities, and school information in the model to help determine what was happening. Mr. Carbee added they used the existing land use plan, the information they had gathered, and calibrated the proposed growth to see how that could affect traffic and showed a diagram of forecasted traffic levels for 2050. He reviewed areas that would see additional trips per day, the areas that would be congested, and what the levels of service would be. He stated they were in the process of looking at alternatives, the draft of the plan would be completed in October, and be finished by the end of the year. He asked for questions. Ms. Kouba told the Council they held an open house on June 21<sup>st</sup> and would take public comments through July 14<sup>th</sup>.

Mayor Gander asked how they would respond if they were asked about using Fargo data to project traffic between Grand Forks and East Grand Forks. Ms. Kouba stated it depended on where the data was coming from, or they could use surveys or national data. Mr. Carbee said they start with local data if it was available, sometimes they started with national data, and figure out how the national data fits in with the local observed data. He added that instead of using national data for trips per each household, they started with Fargo information, and went through a validation and calibration process to make adjustments to fit the communities. He said Fargo was a better starting point than using national data. Mayor Gander said he just wanted to make sure they were ready to address that question because it was likely to come. There were no other questions.

This item will be brought back to a future meeting.

## **2. Discussion on City Administrator Position Process – Liza Donabauer**

Ms. Donabauer stated they were unable to host the interviews, there had been four finalists, two had withdrawn from the process. She said they had decided to take a pause, she had prepared a memo of possible options, and she was open to other options as well. Council President Olstad asked her to review the options. Ms. Donabauer started by reviewing possible timelines for the different options taking up to six additional months. She said they could review the list of the semi-finalists to see if there were anymore they would like to bring forward for an interview and this was the most immediate option. She continued with the next option which would take two to three months, post the job for 30 days, and bring in candidates to interview and invite the two finalists. She stated the final option would take about five to six months, they would advertise in September, and someone could take the position in December.

Ms. Donabauer commented there were risks to each of the options, the markets may not have changed, and there were challenges with waiting later in the year to interview and for moving in the winter months. She asked for questions or if there were any suggestions for other options. Mayor Gander said he did not like option two because the market may not have changed at all, so he was in favor of options one or three. Council member Helms stated he was in favor of option one. Council President Olstad said he was in favor of option one and if there was any applicants out of the 12 they did not see that should be brought forward. Ms. Donabauer said she had reviewed the candidates that were not semi-finalists, she still felt that they either did not meet qualifications or there was something in their history such as a lot of job hopping so the eight that were presented met the minimum qualifications and some of the attributes the Council had talked about. Discussion followed about how one had dropped out so there were seven for semi-finalists. Council member Vetter suggested moving forward with options two or three and start the process over. Council President Olstad said he did not like option three, they could not wait that long, and suggested moving forward with option one. He added they needed to give direction to Ms. Donabauer.

Council member Larson asked if option one did not work, if they moved ahead with option two. Ms. Donabauer said she could provide an update once she had contacted the candidates. Mayor Gander said that would be a good starting point. Council President Olstad said they may need to hold a special meeting on July 5<sup>th</sup>. Council member Pokrzywinski asked how many votes the other candidates received. Ms. Donabauer stated candidate one received one vote and candidate eight received three votes. Council member Pokrzywinski said he was not in favor of option three. The consensus was to move forward with option one and have a special meeting on July 5<sup>th</sup>.

This item will be brought forward to a meeting on July 5<sup>th</sup>.

### **3. Request for Concrete Replacement by 4<sup>th</sup> Street NE & 8<sup>th</sup> Ave NE – Steve Emery**

Mr. Emery reminded the Council that Opp Construction was working on improvements to 4<sup>th</sup> Street NE, they would be starting to pave the following week, and Folson Farms was looking at possible improvements to a dip in the an area that was a vacated road. He stated Opp Construction had prepared an estimate totaling \$38,000 to help improve their access and were asking to see if that amount could be included with the special assessments for the overall project. Council President Olstad asked to have them sign off accepting the additional amount. Council member Helms asked if this would create a change order. Mr. Emery said they had not started with the concrete so there would not be any change orders.

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

### **4. Consider Authorizing Plans & Specifications for City Project No. 5 Sidewalk & Multi-use Trail Extensions – Steve Emery**

Mr. Emery said they had been looking at ADA projects and were looking into the multi-use trail connection and sidewalk projects that were previously brought forward but did not proceed. He stated Ms. Ellis had applied for funding for carbon reduction, the City was awarded the grant of \$35,000 and the remainder could be covered by State Aid Maintenance funds but he recently found out about another possible funding source to cover the remainder of the project cost but the project could not be let in order to use the funds. He asked to prepare the plans and specifications, they would have to be approved by the Minnesota Department of Transportation (MNDOT), and they could bid the project out in December or January. Discussion followed about this was a good project, it provided connections, and to possibly consider applying for funding to add a sidewalk along 10<sup>th</sup> Street SE especially along the coulee area.

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

### **5. Consider Approving the Hiring of a Police Officer – Mike Hedlund**

Chief Hedlund stated the background had been completed for Ms. Richter, he reviewed her years of experience and how she led trainings, and due to her experience, he was requesting to place her on a Step 5 on Grade 15. There were no questions.

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

### **6. Request for Roof Repairs to Police Department – Mike Hedlund**

Chief Hedlund reminded the Council how all the city facility roofs had been inspected, he had Tecta Roofing come in and review the inspection report along with completing their own inspection, and their quote was for \$10,926 for repairs to the Police Department roof. He said there were funds available for this in the building maintenance fund and requested approval to move forward. There were no questions.

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

### **7. Request to Approve Repairs to VFW Memorial Arena Lobby – Reid Huttunen**

Mr. Huttunen said the wood decking had failed at the VFW Arena lobby area due to late, heavy snows, they had not experienced any leaking, but they needed to repair the area. He informed the Council the

League of Minnesota Cities had reviewed and accepted the quote for the repair work which would start in a couple weeks and anything outside of that scope would not be covered by the insurance claim. He said since they were already working in the lobby area it was suggested to also replace the lighting to LED lighting and he had received a verbal quote that it would not be more than \$5,000 which could be covered by building maintenance funds. Mr. Galstad asked about energy credits from the Water and Light Department. Mr. Huttunen said they would complete that process but typically it was only a few hundred dollars that was received back. There were no other questions.

These items will be referred to a City Council Meeting for action.

### **8. Discussion on Electric Scooter Licensing & Regulations for Rental Scooters – Ron Galstad**

Mr. Galstad explained an ordinance was needed to regulate the licensing and operation of the scooters and he needed more information to help draft the ordinance. He stated he had the Grand Forks ordinance and the model ordinance from Bird Rides and he needed direction from the Council. Council member Helms asked if the scooters would be allowed in the greenway system. Mr. Galstad stated they would follow the greenway rules so they could not be used but it didn't mean that people would not try to use them there. Mayor Gander commented how there were electric bikes in the greenway system and the scooters would have the same feel. Mr. Galstad stated again any restrictions were up to the Council. Mr. Huttunen informed the Council that the scooters were allowed by Grand Forks to be in the greenway system because they stayed under the speed limit and the restriction was for gas powered engines. Council member Pokrzywinski said he did not have a problem with the scooters being in the greenway but did not want them allowed on sidewalks. Discussion followed the scooters were equipped with GPS, they could be shut down if they enter a restricted area, it was asked violations could be tracked, and it needed to be made very clear these scooters were not allowed on sidewalks.

Council member Larson said he had ridden a scooter at UND, it sensed a congested area, the scooter automatically slowed down, and they would react to geofenced areas. More discussion followed about how the scooters should not be left behind on the greenway system, it would take some time to relocate scooters, if a fine could be assessed on a user, and how hard it would be to control or stop bad operators. Mr. Galstad reminded the Council the agreement would need to be renewed annually. Ms. Nelson said Bird Rides had been very responsive and she could either email them or join a meeting to answer questions.

This item will be brought back to a future meeting.

### **9. Consider Making Billboard by Highway 2 Conforming – Megan Nelson**

Ms. Nelson stated the billboard located by the city swimming pool was built in 1998 without MNDOT approval, they had been in contact with staff over the last few years, and a permit was filed for the billboard. She explained because of the location MNDOT considered it nonconforming so no maintenance work could be done with it but if a resolution was passed stating it had legal status, MNDOT would change it to conforming so maintenance would be completed. She added that if that was not going to happen then MNDOT was requesting it be taken down and she asked for direction from the Council.

Mayor Gander told the Council that Cabela's was still interested in being a part of the billboard and the Council would need to decide what would all be included. Council member Peterson asked what kind of revenue it generated. Mayor Gander said none for the city. Discussion followed about looking into the

agreement the City had with Cabela's regarding the billboard, how the Council may want to allow businesses to be on the billboard throughout the year, how it could generate revenue, and at one point a business was interested in putting in a digital billboard but that ended once it was determined it was not allowed. Mayor Gander said it needed to be cleaned up. Council President Olstad asked to bring it forward the next week for a vote.

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

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADJOURN THE JUNE 27, 2023 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:06 P.M.**

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

*Voting Nay: None.*

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Megan Nelson, City Clerk

**UNAPPROVED MINUTES  
OF THE COUNCIL MEETING  
CITY OF EAST GRAND FORKS  
WEDNESDAY, JULY 5, 2023 – 5:00 PM**

**CALL TO ORDER:**

*The Council Meeting of the East Grand Forks City Council for Wednesday, July 5, 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, 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; Michael Hedlund, Police Chief; 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:**

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

**APPROVAL OF MINUTES:**

1. Consider approving the minutes of the “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.

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

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

*Voting Nay: None.*  
*Absent: Larson.*

**SCHEDULED BID LETTINGS: NONE**

**SCHEDULED PUBLIC HEARINGS:**

- 4. Public Hearing on the proposed moratorium prohibiting the sale, testing, manufacturing, cultivating, growing, transporting, delivery, and distribution of cannabis products to collect public comments.

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

*Voting Aye: Helms, Olstad, Peterson, Vetter, Pokrzywinski, and Riopelle.*  
*Voting Nay: None.*  
*Absent: Larson.*

Mr. Galstad said the hearing was in regards to recent legislation and it allowed for a moratorium on the sale of those products for up to two years so the City can determine time, place, and manner of sale. He stated there was a notice that was published about the proposed moratorium asking for public comments. There were no other comments.

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

*Voting Aye: Helms, Olstad, Peterson, Vetter, Pokrzywinski, and Riopelle.*  
*Voting Nay: None.*  
*Absent: Larson.*

**CONSENT AGENDA:**

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

- 5. Consider 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 8<sup>th</sup> St NE East Grand Forks, MN 56721 and waive the 30-day waiting period.
- 6. 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.
- 7. Consider approving the roof repairs at the Police Department to be completed by Tecta America for a total of \$10,926.00.
- 8. 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.

- 9. 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.

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE ITEMS FIVE (5) THROUGH NINE (9).**

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

*Voting Nay: None.*

*Absent: Larson.*

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

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

**COMMUNICATIONS:**

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

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

- 13. 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.

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

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

*Voting Nay: None.*

*Absent: Larson.*

- 14. 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.

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

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

*Voting Nay: None.*

*Absent: Larson.*

15. Consider approving additional concrete work to be completed with the 4<sup>th</sup> Street NE project and allowing the additional work to be assessed to Folson Farms contingent upon the company signing off on a waiver agreeing to pay the additional assessment.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE ADDITIONAL CONCRETE WORK TO BE COMPLETED WITH THE 4<sup>TH</sup> STREET NE PROJECT AND ALLOWING THE ADDITIONAL WORK TO BE ASSESSED TO FOLSON FARMS CONTINGENT UPON THE COMPANY SIGNING OFF ON A WAIVER AGREEING TO PAY THE ADDITIONAL ASSESSMENT.**

Mr. Emery informed the Council the proposed additional work was not needed based on the new concrete street so instead they were asking to have a driveway redone and assessed with the project with a cost estimate of \$10,000 instead of \$38,000. Council member Helms stated there were sections of 4<sup>th</sup> Street that were not being addressed. Mr. Emery reminded everyone about how one of the property owners did not want the project to go in front of their property, so they only went so far with the reconstruction of the street. Council member Helms commented on how more work will need to be done there in the future. Mr. Galstad said allowing the additional work to be assessed did not set a precedent because there was already a project going on in the area and it had been done before.

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

*Voting Nay: None.*

*Absent: Larson.*

16. 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.

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 23-07-45 APPROVING THE HIRING OF VANESSA RICHTER AS A POLICE OFFICER AT A SALARY OF \$32.68 PER HOUR.**

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

*Voting Nay: None.*

*Absent: Larson.*

17. 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.

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

Council member Helms commented that they might need to clean up the area by the billboard. Mayor Gander asked what department would trim trees. Mr. Huttunen stated it had been asked if it could be done and was told no. Mayor Gander suggested getting it done if possible.

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

*Voting Nay: Vetter.*

*Absent: Larson.*

18. Consider approving Ordinance No. 34, 4<sup>th</sup> 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 (1<sup>st</sup> Reading).

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE ORDINANCE NO. 34, 4<sup>TH</sup> 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 (1<sup>ST</sup> READING).**

Mr. Galstad reminded the Council this had been their request and the ordinance prohibited the use. He added that if someone was using one it would be considered non-conforming and would need to be removed if it was no longer used.

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

*Voting Nay: None.*

*Absent: Larson.*

19. Consider approving Ordinance No. 35, 4<sup>th</sup> 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 (1<sup>st</sup> Reading).

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE ORDINANCE NO. 35, 4<sup>TH</sup> 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 (1<sup>ST</sup> READING).**

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

*Voting Nay: None.*

*Absent: Larson.*

20. Discussion of city administrator position process.

Ms. Donabauer said she had an update since the work session where they discussed next steps for the interview process. She stated they had reviewed three options, she had contacted the remaining semi-finalists, none of them wanted to be considered for the position, so if they did a quick turnaround

advertising could start as soon as July 13<sup>th</sup> with someone taking over the position in October. She moved on to option three which would allow for a pause, start advertising in September, and a person taking the position in December. She commented there was a risk of the two remaining candidates not wanting to move forward with the other two options so she did have a fourth option which was to interview the remaining two candidates and asked for input from the Council.

Council member Helms said they have talked about moving forward with option two and repost the position and to be able to see all the candidates instead of only the semi-finalists. Mayor Gander said he considered option two but it would drag out the timeline, for specific reasons the contractor did not see a reason to bring additional candidates forward, and at this time he would favor either option three or four. Council member Vetter said was in favor of option two or three and he would also like to see all the applicants and the Council could pick the semi-finalists for either option. Mayor Gander stated the first part could be completed by the contractor to help reduce the field and keep information private. Council member Pokrzywinski said he liked option four, there was a two-year guarantee if something didn't work out, and option three was not viable.

Council member Helms said if they moved forward with option four, the six-month trial would make it difficult if things did not work, and they owed it to the City not jump into the process quickly. Council member Peterson asked if they were going to have a contingency plan if option two did not work. Council member Helms stated they could have the same issue with option three. Council President Olstad said he favored option four but did not like the probationary period because they would also need to fill a position that would be vacated and allow the person to not have to hold down two jobs. He stated he would like to move forward with option four with the six month period removed, and fill the vacant position. Council Vice-President Riopelle said it was hard to give a position and require them to work two positions so they should fill the open position. Mayor Gander said he was not trying to rush the process, he wanted it done right, and would favor option three or two but he could also favor option 4 because there were two qualified candidates.

**A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER RIOPELLE, TO PROCEED WITH OPTION FOUR TO INTERVIEW THE CANDIDATES AND REMOVE THE SIX MONTH PROBATIONARY PERIOD.**

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

*Voting Nay: Helms and Vetter.*

*Absent: Larson.*

Council President Olstad asked Ms. Donabauer to work on setting up an interview date. Ms. Donabauer said she would.

#### **CLAIMS:**

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

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER RIOPELLE, TO AUTHORIZE THE INTERIM CITY ADMINISTRATOR TO ISSUE**

**PAYMENT OF RECOMMENDED BILLS AND PAYROLL.**

*Voting Aye: Helms, Olstad, Peterson, Vetter, Pokrzywinski, and Riopelle.*  
*Voting Nay: None.*  
*Absent: Larson.*

**COUNCIL/STAFF REPORTS:**

Mayor Gander said in the last few weeks he had attended a few functions for the Air Force Base which included the Change of Command Ceremony, a dinner with the new commander along with others about how to partner with the Air Base, and the retirement ceremony for Colonel Curry. He commented how the new leaders were very excited to be here and how the relationship with the cities affect the morale of the airmen. He added people should thank them for their service, so they know how much they were appreciated. He challenged everyone to think of how they could enrich the lives of the airmen stationed at the Air Base.

Council Vice-President Riopelle asked if the audit had been submitted. Ms. Nelson said she would reach out to confirm it was submitted.

Mr. Emery informed the Council the mainline paving was completed on 4<sup>th</sup> Street NE, driveways were next, so all the paving should be completed by the end of the week. He continued saying there would be preconstruction meetings for the federal subtarget project and for the HAWK system project on Bygland Road would be held the following week.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADJOURN THE JULY 5, 2023 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:30 P.M.**

*Voting Aye: Helms, Olstad, Peterson, Vetter, Pokrzywinski, and Riopelle.*  
*Voting Nay: None.*  
*Absent: Larson.*

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Megan Nelson, City Clerk

**UNAPPROVED MINUTE SUMMARY  
OF THE CLOSED MEETING  
CITY OF EAST GRAND FORKS  
WEDNESDAY, JULY 5, 2023 – 5:00 PM**

**CALL TO ORDER:**

*The Closed Meeting of the East Grand Forks City Council for Wednesday, July 5, 2023 was called to order by Council President Olstad at 5:32 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, and Karen Peterson.*

*Staff Present: Ron Galstad, City Attorney and Megan Nelson, City Clerk.*

**DETERMINATION OF QUORUM:**

*The Council President Determined a Quorum was present.*

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.

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

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

*Voting Nay: None.*

*Absent: Larson.*

Discussion followed in closed session.

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

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

*Voting Nay: None.*

*Absent: Larson.*

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE JULY 5, 2023 CLOSED MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:55 P.M.**

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

*Voting Nay: None.*

*Absent: Larson.*

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Megan Nelson, City Clerk

**UNAPPROVED MINUTES  
OF THE SPECIAL MEETING  
CITY OF EAST GRAND FORKS  
TUESDAY, JULY 11, 2023 – 5:00 PM**

**CALL TO ORDER:**

*The Special Meeting of the East Grand Forks City Council for Tuesday, July 11, 2023 was called to order by Council President Olstad at 5:00pm.*

**CALL OF ROLL:**

*On a Call of Roll the following members of the East Grand Forks City Council were present: Mayor Steve Gander, Council President Mark Olstad, Council Vice-President Tim Riopelle, Council Members Clarence Vetter, Ben Pokrzywinski, and Dale Helms.*

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

**DETERMINATION OF A QUORUM:**

*The Council President Determined a Quorum was present.*

1. Consider declaring the list of vehicles, power chair, bicycles, and sonar equipment as surplus and authorize them to be sold at auction.

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO DECLARE THE LIST OF VEHICLES, POWER CHAIR, BICYCLES, AND SONAR EQUIPMENT AS SURPLUS AND AUTHORIZE THEM TO BE SOLD AT AUCTION.**

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

*Voting Nay: None.*

*Absent: Larson and Peterson.*

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADJOURN THE JULY 11, 2023 SPECIAL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:01 PM.**

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

*Voting Nay: None.*

*Absent: Larson and Peterson.*

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Megan Nelson, City Clerk

**UNAPPROVED MINUTES  
OF THE WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, JULY 11, 2023 – FOLLOWING THE SPECIAL MEETING**

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for Tuesday, July 11, 2023 was called to order by Council President Olstad at 5:01pm.*

**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, and Karen Peterson (5:02pm).*

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

**DETERMINATION OF A QUORUM:**

*The Council President Determined a Quorum was present.*

**1. Update on Recycling from Countrywide Sanitation – Jason Stordahl**

Mr. Stordahl stated representatives from Countrywide Sanitation were going to talk about changes to the recycling program. Ms. Rachel Gornowicz introduced herself to the Council and started explaining that glass would need to be removed from the single stream or not included in the residential recycling bin. She stated there would be another container for just glass that would be in the greensite area and the reason for it was because of all the complications with the glass. She told the Council glass was hard on belts and the floors and the end users now wanted it separated out. She introduced Mr. Cole Hegg who handled business development and operational issues.

Mr. Hegg thanked the City for its business over the last nine years, there had been good communication between their company and the City over the years, and they had informed other communities of this change and were following suit to inform the City. He explained they were trying to take a proactive approach, there were issues happening nationwide with contaminated recycling, and they were working on educating the community to make changes to help with the issue. He added they would be sending out information to residents to help reduce contamination in the residential recycling bins and they were working on signage for the changes at the greensite. Ms. Gornowicz added they would also be sending out postcards to help inform everyone at their own expense. She reminded the Council they had worked with the City for nine years and were working weekly on cart repairs. Mr. Hegg stated there were more repairs needed because the containers were older, they were trying to be proactive, and help reduce issues. Ms. Gornowicz said bigger containers may help with some of the contamination because it seemed that if

the garbage was full, it sometimes ended up in the recycling. Mr. Hegg said some communities had larger containers and there were less issues so it could help mitigate some of the contamination of the recycling.

Council member Vetter said he had been told by some that they don't recycle because it was just brought to the land fill and asked if that was the case. Ms. Gornowicz stated the recycling that was picked up at residences were recycled and did not end up in the landfill. Mr. Hegg said they would be happy to show how they prepared the recycling to ship down to Shakopee. Ms. Gornowicz said some items from the greensite have been taken to the landfill because of the amount of garbage that was put in the containers. Council member Helms asked for a phone number for those that need cart maintenance. Council President Olstad said it was included on the postcard. Council member Helms asked about glass. Mr. Hegg said in August glass would need to either be thrown in the trash or dropped off at the drop sites for glass. There were no other questions.

## **2. Request to Re-apply for Additional LaFave Park Funding – Reid Huttunen**

Mr. Huttunen told the Council he was working on the application for additional funding and he needed direction from the Council on the amount for the local match. He reviewed the information that had been included in the packet which included the information from the previous application and how they had a 25% local match with that application. He explained the costs for engineering and what would be eligible for grant reimbursement. He said with the additional costs the current local match was around 15%, reviewed the pointing processes awarded for the different percentages for a local match, and adding about \$70,000 would increase the local match to 20%. He stated the best option was to use the uncommitted American Rescue Plan Act (ARPA) dollars which still had a balance of \$650,000 which had been set aside for park improvements.

Council President Olstad said other communities were in the same situation and asked if others would also be applying for additional funds. Mr. Huttunen stated he was not sure about many of the cities but did know that Crookston would be applying for additional funds. Discussion followed about applying for additional funds, it would not affect the funds that were already awarded, the additional funding could come from the ARPA funding, and how the deadline to use the ARPA dollars was December of 2024. Mr. Huttunen said there were not enough funds to complete one project and reminded the Council how there was interest from the Commission that was issuing the grant dollars to see the projects completed. Mr. Mykleseth asked about the ARPA funds to be used towards replacing lead lines. Ms. Anderson commented on how there was grant programs for replacing lead lines. Council President Olstad stated he would support moving forward with 20% local match. Mr. Huttunen told the Council if the amounts come down, it could also decrease the local match.

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

## **3. Request to Being Promotional Process for Rank of Corporal – Michael Hedlund**

Chief Hedlund told the Council they had to pull the School Resource Officer out of the schools due to staffing shortages, with the recent hiring they would be able to but that officer back into the school and it would leave an opening of the corporal position on that shift. He asked to start a list and process for hiring a corporal. There were no questions.

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

**4. Request to Begin Selection Process for Position of Police Investigations Position Assigned to the Pine to Prairie Drug Task Force – Michael Hedlund**

Chief Hedlund stated there would be some personnel moves in the Police Department, there was going to be a retirement the following month, and he had been meeting with Mayor Gander and Council President Olstad to discuss changes. He said one of the changes would be to move an officer into the drug task force, Sergeant Schrage was still the commander, so time was needed to transition the new person in and allow Sergeant Schrage work on the paperwork and not work in the field, and time was needed to fill the commander role. Discussion followed about how there were new officers that started working for the task force in recent years, transitions will take months to complete, and it wasn't determined how long the person would be in the task force position. Chief Hedlund told the Council there was not much interest from others on the task force to take over as the commander otherwise they were recently appointed and did not have much experience. Council President Olstad added they had lost the border patrol agents and other federal officers as well. Mayor Gander thanked Chief Hedlund for working on the process of cycling people through positions.

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

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO ADJOURN THE JULY 11, 2023 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:40 P.M.**

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

*Voting Nay: None.*

*Absent: Larson.*

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Megan Nelson, City Clerk

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held on June 21, 2023, at 8:00 am in the City Council Chambers.

Present: Quirk, Beauchamp, Riopelle

Absent: Grinde

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

It was moved by Commissioner Beauchamp seconded by Commissioner Riopelle to approve the minutes of the previous regular meeting held on June 7, 2023.

Voting Aye: Quirk, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Riopelle to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$769,987.48.

Voting Aye: Quirk, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Riopelle to approve Juneteenth (June 19<sup>th</sup>) as a recognized Federal Holiday for all Union and Non-Union employees and to direct the President of the Commission to sign the Teamsters Local 120 Memorandum of Agreement.

Voting Aye: Quirk, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Riopelle to approve providing complimentary power and water for the 2023 CATS Incredible Celebration to be held July 28-30, 2023.

Voting Aye: Quirk, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Riopelle to have the Civil Service secretary to begin the process of filling the Billing Clerk/Cashier position after the internal process for the Senior Billing Clerk/Commission Secretary position is filled.

Voting Aye: Quirk, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Riopelle to adjourn at 8:22 am to the next regular meeting on July 5, 2023, at 8:00 am to be held in the City Council Chambers.

Voting Aye: Quirk, Beauchamp, Riopelle

Voting Nay: None

Lori Maloney  
Commission Secretary

# 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

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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 10<sup>th</sup> 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 18<sup>th</sup> day of July, 2023.

*Voting Aye:*

*Voting Nay:*

*Absent:*

The President declared the Ordinance passed.

ATTEST:

PASSED:

July 18, 2023

\_\_\_\_\_  
City Clerk

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

I hereby approve the foregoing Ordinance this 18<sup>th</sup> day of July, 2023.

\_\_\_\_\_  
Mayor

**ORDINANCE NO. 35, 4<sup>th</sup> 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  
DISTRIBUTION 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 appropriate 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 18, 2023

\_\_\_\_\_  
City Clerk

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

I hereby approve the foregoing Ordinance this 18<sup>th</sup> day of July, 2023.

\_\_\_\_\_  
Mayor

# Request for Council Action

Date: July 18, 2023

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

Cc: File

From: Reid Huttunen

RE: Request to re-apply for LaFave Park funding through Greater MN Parks and Trails Commission

---

## **Background:**

The deadline to re-apply for additional funds for the LaFave Park project is July 31<sup>st</sup>. We will need to approve a new resolution of support for the project, committing to our project scope and agreed upon local match percent.

Included in the RCA enclosure is the GMRPTC Funding Guidelines and Scoring Criteria. Projects are scored out of 100 pts, and a 25% match receives 15 points. A 20-24% Match scores 12 points, and a 15-19%% match scores 9 points.

- In our 2021 application, we committed to a 25% local match, which totaled \$290,193.41 in eligible funds.
- The City also planned on covering an additional \$52,975.13 in engineering/construction services above the grant eligible 10%.
- This brought the City's total dollar amount planned to commit to the project to \$343,168.53
- Total project cost of the low bid from our May bid opening, including engineering is \$2,213,974.70
- A 25% Local Match of this project total is \$553,493.68
- **A 20% Local Match of the new project total is \$442,794.94**
- A 15% Local Match would be \$332,096.21

If we choose to bring a 20% match, the new estimated total project match of eligible expenses would be \$442,794.94.

## **Budget Impact:**

A 20% match would mean approximately \$99,626.41 in additional local non-state matching funds.

## **Recommendation:**

Recommend committing to a 20% local non-state funds match of the LaFave Park project, using ARPA (American Rescue Plan Act) funding for the City's local/non-state matching funds.

## **Enclosure:**

Project guidelines and scoring criteria

Project Budget Comparison 2021 Application to 2023 May low bid opening

**RESOLUTION NO. 23 – 07 - 47**

**RESOLUTION APPROVING A GREATER MINNESOTA LEGACY GRANT APPLICATION TO THE GREATER MINNESOTA REGIONAL PARKS AND TRAILS COMMISSION AND MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR THE RED LAKE RIVER CORRIDOR LAFAVE PARK, EAST GRAND FORKS PROJECT.**

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

WHEREAS, the City of East Grand Forks, as a member of the Red Lake River Corridor Joint Powers Board, has the right and legal public authority to sponsor a grant funding request to the Greater Minnesota Regional Parks and Trails Commission (GMRPTC).

WHEREAS, the City of East Grand Forks has a right and authority to act as Legal Sponsor for the State Grant Application (the “Application”) and will work with the Minnesota Department of Natural Resources (“DNR”), in developing a Grant Agreement relating to the funding which may be awarded by the GMRPTC.

THEREFORE, BE IT RESOLVED, That the City of East Grand Forks certifies it has read and understands the Office of Grants Management Conflict of Interest Policy 08-01, will maintain an adequate Conflict of Interest Policy and monitor and report any actual, potential, or perceived conflicts of interest to the GMRPTC and DNR.

BE IT FURTHER RESOLVED, that as we are fully aware of the information provided in the funding request, including any non-state match of 20% of eligible project expenses and other long-term commitments (as defined in the funding request), and any supporting information as submitted.

BE IT FURTHER RESOLVED, that the City of East Grand Forks, as a member of the Red Lake River Corridor Joint Powers Board, confirms all of the information in its Application and further confirms that it has no expectation of, or entitlement to, reimbursement of costs incurred prior to grant agreement execution date and, if applicable, it has not entered into a written purchase agreement to acquire property described in its Application if grant funds are to be used for the purchase.

BE IT FURTHER RESOLVED, that the City of East Grand Forks, as a member of the Red Lake River Corridor Joint Powers Board, has ownership or permanent easement over the land described in the Application for regional parks and regional special feature parks as applicable. The applicant has permanent or perpetual easement over the land described in the Application for regional trails or regional special feature parks, as applicable and approved, before the project proceeds.

BE IT FURTHER RESOLVED, that the Applicant agrees that it will comply with all applicable laws, regulations and requirements as stated in the Grant Agreement with the DNR, including dedicating the park property for uses consistent with the grant agreement into perpetuity or for trails, committing to maintain the trails for a period of not less than twenty (20) years, and dedicating all land acquired under the project for uses consistent with the grant agreement into perpetuity.

BE IT FURTHER UNDERSTOOD, that the GMRPTC will confirm at such time that it has made the award of funds authorizing a Grant Agreement to be developed between the DNR and the City of East Grand Forks.

NOW, THEREFORE BE IT RESOLVED that the City Administrator and Mayor are hereby authorized to execute such agreements as are necessary to implement the project on behalf of the City of East Grand Forks, as a member of the RLRC JPB.

*Voting Aye:*

*Voting Nay:*

*Absent:*

The President declared the resolution passed.

Attest:

Passed:

\_\_\_\_\_  
City Clerk

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

I hereby approve the foregoing resolution this 18<sup>th</sup> day of July, 2023.

\_\_\_\_\_  
Mayor

# 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: Michael S. Hedlund – Chief of Police

RE: Request to Begin a Promotional Process for the Rank of Corporal

---

**History:** In 2019 the City of East Grand Forks/East Grand Forks Police Department established the rank of Police Corporal within the East Grand Forks Police Department. The primary purpose of this rank was to establish a true second in command to assist with the supervision of each of our four Patrol shifts. Police corporals can also serve in the role of School Resource Officer (SRO) or as an Investigator. The EGFPD currently has Cpl. Nick Gunderson, who is the SRO for the department, serving as the corporal on our “B” Shift. Our plan is for Cpl. Gunderson to return to the SRO position at some point in the Fall of 2023. At that time, we will need a Corporal on “B” Shift, so I am requesting permission to begin a promotional process. Officers would be eligible for promotion to the rank of corporal if they have at least two years of experience as an officer with the EGFPD or three years of experience as a police officer with at least one year at the EGFPD.

**Financial Impact:** This position is in the EGFPD 2023 Budget.

**Recommendations:** That the EGF City Council authorize a promotional process for the rank of corporal for the EGFPD.

**Enclosures:** None

# Request for Council Action

Date: July 6, 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: Request to Begin a Selection Process for the Position of a Police Investigations Position Assigned to the Pine to Prairie Drug Task Force

---

**Background:** The East Grand Forks Police Department currently has three Police Investigator positions. One of those positions is assigned to the Pine to Prairie Drug Task Force. The Police Department is currently in the process of making several personnel moves, one of which would involve having a new officer assigned to the Pine to Prairie Drug Task Force. We are requesting that the East Grand Forks City Council authorize the East Grand Forks Police Department and the East Grand Forks Human Resources Department to develop a selection process for the purposes of selecting a new narcotics task force officer. Employees who would be eligible for this selection process would include all sergeants, all corporals and any officer who has at least three years of experience as a police officer (with at least one year at the EGFPD).

**Recommendation:** That the East Grand Forks City Council authorize a process to select a new narcotics task force officer for the East Grand Forks Police Department.

**Financial Impact:** Sgt. Aeiiso Schrage is currently the EGFPD officer that is assigned to the Pine to Prairie Drug Task Force and he serves as the Task Force Commander. This process will be discussed with the PTPDTF Board but the tentative plan would be for Sgt. Schrage to continue serving as the Task Force Commander at this time but he would be stepping back from any active narcotics investigations as the new narcotics task force officer would step into the investigatory role. Per the LELS contract, officers who serve in the position of Police Investigator will be paid at the level of a Police Sergeant (Grade 17). The exact financial impact would not be able to be determined until the new investigator is selected.

**Enclosures:** None

# Request for Council Action

Date: 7/14/23

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

Cc: File

From: Karla Anderson

RE: Request for Proposal for Auditing Services for the years 2023, 2024 and 2025

---

## Background:

The City recently completed the 2022 audit. Last year the City requested proposals for auditing services and only awarded the auditing services for one year. The request is being made to request proposals again for a three-year contract for auditing services for years 2023-2025.

Attached is the "Request for Proposal for Auditing Services"

Couple of questions to consider:

Who do you want on the audit committee? Last year, the City Administrator had the Finance Director, the Water & Light Accountant and the City Accounting Technician review and make a recommendation for the proposals received.

Last year, 14 Accounting firms that have auditing services were contacted. Three firms submitted proposals. How many firms do you want contacted?

## Recommendation:

The council approve the Request for Proposal for Auditing services and start the process of selecting a Certified Public Accounting firm.

# City of East Grand Forks

## Request for Proposal for Auditing Services

July 19, 2023

Karla Anderson, CPA, Finance Director  
600 DeMers Ave NW  
East Grand Forks, MN 56721

[kanderson@egf.mn](mailto:kanderson@egf.mn)  
[www.egf.mn](http://www.egf.mn)

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## **I. INTRODUCTION**

### **A. General Information**

The City of East Grand Forks is requesting proposals from qualified firms of certified public accountants to audit all funds for the fiscal years ending December 31, 2023, December 31, 2024, and December 31, 2025. These audits are to be performed in accordance with US Generally Accepted Auditing Standards and the provisions of the Minnesota Legal Compliance Guide. Auditors may be called upon to comply with the standards for financial audits set forth by the General Accounting Office (GAO) or the provisions of the federal Single Audit Act of 1984/1996 - OMB Circular A133, if applicable.

There is no expressed or implied obligation for the City of East Grand Forks to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the engagement letter between the City of East Grand Forks and the firm selected.

To be considered, four originals and an electronic copy of a proposal must be received by Karla Anderson, CPA, Finance Director, at 600 DeMers Ave NW, East Grand Forks, MN 56721 by 4:00 p.m. on August 14, 2023. The City of East Grand Forks reserves the right to reject any or all proposals submitted.

Proposals submitted may be evaluated by an Audit Committee, which may consist of industry experts in addition to City Staff.

During the evaluation process, the City reserves the right to request additional information or clarifications from responding firms, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

It is anticipated that the selection of a firm will be completed by September 5, 2023. Following the notification of the selected firm, it is expected that an engagement letter will be executed by September 15, 2023.

### **B. Term of Engagement**

A 3-year contract is contemplated, subject to annual review of price and performance, along with an option to renew for an additional 3-year period. The 3-year renewal option will be at the sole discretion of the City, with scope of services and pricing to be negotiated.

### **C. Subcontracting**

No subcontracting will be allowed without the express prior written consent of the City of East Grand Forks.

## II. NATURE OF SERVICES REQUIRED

### A. General

The City of East Grand Forks is soliciting the services of qualified firms of certified public accountants to audit and prepare its financial statements for the fiscal years ending December 31, 2023, 2024, and 2025 and audit and prepare the financial statements for the Water and Light Department for the same period. These audits are to be performed in accordance with the provisions contained in this request for proposals.

### B. Scope of Work to be Performed

The City of East Grand Forks desires the auditor to express an opinion on the fair presentation of the City's basic financial statements and also the Water and Light Department's basic financial statements in conformity with generally accepted accounting principles. The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards. The auditor is not required to audit the introductory or statistical sections of the report.

An annual review of the Annual Comprehensive Financial Report shall be done to determine necessary steps so that the City can continue to receive a Certificate of Achievement for Excellence in Financial Reporting during this engagement.

### C. Auditing Standards to Be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with:

- The auditing standards generally accepted in the United States of America.
- The provisions of the Minnesota Legal Compliance Audit Guide for Local Governments
- The standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, if applicable.
- The provisions of the Single Audit Act of 1984 (as amended in 1996 and any new amendments), if applicable.
- The provisions of U.S. Office of Management and Budget (OMB) Circular A-133, if applicable.

### D. Reports to be Issued

Following the completion of both audits of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles for both the City and the Water and Light Department.

2. A report on the compliance and internal control over financial reporting based on the audit of the financial statements.
3. A report on compliance with applicable laws and regulations.

In the required report on internal controls, the auditor shall communicate any reportable conditions or material weaknesses, as defined by Government Auditing Standards.

Irregularities and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the City Administrator and the City Council.

E. Reporting to the Audit Committee

Auditors shall assure themselves that the City of East Grand Forks Audit Committee is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards
2. Planned scope and timing of the audit
3. Significant findings from the audit
4. Significant audit adjustments
5. Other information in documents containing audited financial statements
6. Disagreements with management
7. Management consultation with other accountants
8. Major issues discussed with management prior to retention
9. Difficulties encountered in performing the audit

F. Special Considerations

1. The City of East Grand Forks will send its Annual Comprehensive Financial Report to the Government Finance Officers Association of the United States and Canada for review in their Certificate of Achievement for Excellence in Financial Reporting program. It is anticipated that the auditor will be required to provide assistance to the City of East Grand Forks to meet the requirements of that program.
2. The auditor shall be required, if requested, to provide assistance with implementation and compliance with reporting requirements mandated by future GASB Statements.

#### G. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three years, unless the firm is notified in writing by the City of East Grand Forks of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

- City of East Grand Forks
- MN State Auditor
- U.S. General Accounting Office (GAO)
- Parties designated by the federal or state governments or by the City of East Grand Forks as part of an audit quality review process
- Auditors of entities of which the City of East Grand Forks is a sub-recipient of grant funds
- Others as they become known or required by the City of East Grand Forks

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

### **III. DESCRIPTION OF THE GOVERNMENT**

#### A. Major Contact Person

The auditor's principal contact with the City will be Karla Anderson, Finance Director, or a designated representative, who will coordinate the assistance to be provided by the City of East Grand Forks to the auditor.

#### B. Background Information

- The City of East Grand Forks is in Polk County and has land area of nearly six square miles with a population of 9,105.
- The City of East Grand Forks' fiscal year begins on January 1 and ends on December 31.
- The City is a home-rule charter city with a Mayor-Council form of government.
- The City provides basic governmental services to its residents and businesses, including public Library, public safety (police and fire), construction and maintenance of local streets, neighborhood parks and trails, Housing and Economic Development and general administrative services. The City has its own municipal Electric and Water Department and Commission. Sewer and Storm Water services are also provided by the City.

- More detailed information about the City and its finances can be found in the 2022 ACFR and the 2023 budget. These documents and previous years are available on the City’s website at <http://www.egf.mn>. in the Finance Department section.

C. Budgetary Basis of Accounting

The City prepares its budgets on a basis consistent with generally accepted accounting principles.

D. Federal and State Financial Assistance

During the fiscal years to be audited, the City might expend in excess of \$500,000 of State and Federal assistance from various programs. This is dependent on when American Rescue Dollars Act and Transit federal dollars are spent. The specific programs and information will be available prior to the interim work.

E. Pension Plans

All full-time and certain part-time employees of the City are covered by defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). The association administers the Public Employees Retirement Fund (PERF) and the Public Employees Police and Fire Fund (PEPFF) which are cost sharing, multiple employer retirement plans.

F. Finance Department

The finance department is headed by Karla Anderson, CPA, Finance Director. The Finance Department has a Water and Light Accountant.

**IV. TIME REQUIREMENTS**

A. Proposal Calendar:

Request for proposal issued	July 19, 2023
Due date for proposals	August 14, 2023
Interview Final Choices	August 16-30, 2023

B. Notification and Contract Dates:

Selected firm notified	September 6, 2023
Engagement Letter executed	September 15, 2023

C. Schedule for 2023 Fiscal Year Audit

The City will have all records ready for audit and all management personnel available to meet with the firm's personnel at a date that is mutually convenient. Each of the following should be

completed by the auditor no later than the dates indicated.

1. Detailed Audit Plan: The auditor shall provide to the City by December 1, each year starting with 2023, both a detailed audit plan and a list of all schedules to be prepared by the City.
2. Fieldwork: The auditor shall complete all fieldwork, including an onsite inventory count at the Water & Light Department Distribution Service Center, 1010 5<sup>th</sup> Ave NE, East Grand Forks, MN 56721, other items may have to be tested in person, by April 30, of each year.
3. Draft Reports: The auditor shall provide reviewed drafts of the financial statements to the Finance Director by May 15, each year. City staff will use these financial statements for preparation of the MD&A.

D. Due Dates - Final Report

The auditor shall meet with the City's Audit Committee to discuss the financial statements, notes, required supplementary schedules, management letter, and report on legal compliance by May 15, each year.

Six to twelve bound copies and one copy in pdf format of the City's ACFR. Fifteen bound copies and one copy in pdf format of the Water and Light Department's Annual Comprehensive Financial Report shall be delivered to the Finance Director by June 1, of each year.

The auditor shall present the ACFR, Report on Legal Compliance, and Management Letter to City Council no later than the second Council Meeting in June of each year. The auditor shall present the Annual Comprehensive Financial Report to the Water and Light commission no later than the first meeting in July of each year.

The auditor shall also prepare the Minnesota State Auditor's reporting form, and any additional reporting requirements imposed by the Office of the State Auditor.

**V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR & REPORT PREPARATION**

A. Finance Department

The finance department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation, and explanations. Preparation of confirmations will be the responsibility of the Auditor with assistance from the City.

B. Statements and schedules to be prepared by the Finance Department

The Finance Department staff will help prepare as many audit worksheets and schedules as is practical. The Finance Department will help prepare or help gather information for the Statistical Section of the ACFR and the Statistical section of the Water and Light Department ACFR.

C. Work Area, Telephones, Photocopying, FAX Machine, and the internet.

The City will provide the auditor with reasonable work space, desks, and chairs. The auditor will also be provided with access to telephone lines, photocopying facilities and FAX machines. Wireless internet connection may be available.

D. Report Preparation (ACFR) for the City and Water and Light Department by June 1, of each year.

Report preparation, editing, and printing shall be the responsibility of the Auditor.

## **VI. PROPOSAL REQUIREMENTS**

A. General Requirements

1. Time will be made available to Audit Firms for an on-site visit, should one be desired.
2. Inquiries concerning the request for proposals and the subject of the request for proposals should be made to:

Karla Anderson, CPA, Finance Director  
kanderson@egf.mn  
218-399-3244

3. Submission of Proposals

Four originals and an electronic copy (e-mailed) of the proposal must be received by 4:00 p.m. on August 14, 2023, for a proposal to be considered. The proposal shall include the following:

- a. Title page showing the request for proposals subject; the firm's name; the name, address, and telephone number of the contact person; and the date of the proposal.
- b. Table of contents
- c. Transmittal letter - A signed letter of transmittal, stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes it to be best qualified to

perform the engagement, and a statement that the proposal is a firm and irrevocable offer for 60 days.

- d. Detailed proposal - The detailed proposal should follow the order set forth in Section VI B of this request for proposals.

The completed proposal should be sent to:

Karla Anderson, Finance Director  
600 DeMers Ave NW  
East Grand Forks, MN 56721  
[kanderson@egf.mn](mailto:kanderson@egf.mn)

## B. Proposal

### 1. General Requirements

The purpose of the Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of East Grand Forks in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The Proposal should address all the points outlined in the request for proposals. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items No. 2 through 10, must be included. They represent the criteria against which the proposal will be evaluated.

### 2. Independence

The firm should provide an affirmative statement that is independent of the City as defined by generally accepted auditing standards.

The firm should also list and describe the firm's professional relationship involving the City or any of its agencies for the past five years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the City written notice of any relevant professional relationships entered into during the period of this agreement.

### 3. License to Practice in Minnesota

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Minnesota.

#### 4. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three years with state regulatory bodies or professional organizations.

#### 5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is licensed to practice as a certified public accountant in Minnesota. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, or other assigned staff may be changed if those personnel leave the firm, are promoted, or are assigned to another office, provided that the replacements have substantially the same or better qualifications or experience. The City retains the right to approve or reject replacements.

#### 6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (minimum of 3, maximum of 5) performed in the last three years that are similar to the engagement described in this request for proposal. Indicate whether or not the Annual Comprehensive Financial Report received the GFOA Certificate of Achievement for the most recent audit. Provide three municipal references with contact name, telephone number and email address.

## 7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information as the City's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

## 8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City.

## 9. Report Format

The proposal should include sample formats for required reports.

## 10. Audit Schedule

The proposal should include an acknowledgement of the required audit schedule and a statement as to the firm's ability to meet the schedule.

## C. Dollar Cost Bid

### 1. Total All-Inclusive Maximum Price

The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price shall contain all direct and indirect costs including all out-of-pocket expenses for the (1) City of East Grand Forks audit and Annual Comprehensive Financial Report and (2) East Grand Forks Water and Light Department's audit and Annual Comprehensive Financial Report (3) Single Audit (4) filing of the State Auditor reporting form and (5) any other charges. Please fill out the attached forms appropriately.

The City will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

3. Hourly rates for partners, managers, supervisors, and other staff, with number of hours anticipated for each. The dollar cost bid should include a schedule of professional fees and expenses, presented in the format provided in Attachment B, that supports the total all-inclusive maximum price.

3. Estimated out-of-pocket expenses to be reimbursed should be presented in the format provided in Attachment B. All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

4. Rates for Additional Professional Services

If the City requests the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City and the firm. Any such additional work agreed to between the City and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost bid.

5. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billing shall cover a period of not less than a calendar month.

## **VII. EVALUATION PROCEDURES**

### **A. Audit Committee**

Proposals submitted may be evaluated by an Audit Committee. The City of East Grand Forks reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

### **B. Evaluation Criteria**

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in Minnesota.
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the City
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal
- d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work

## 2. Technical Qualifications

### a. Expertise and Experience

- i. The firm's past experience and performance on comparable government engagements
- ii. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation

### b. Audit Approach

- i. Adequacy of a proposed staffing plan for various segments of the engagement
- ii. Adequacy of sampling techniques
- iii. Adequacy of analytical procedures

## 3. Price

Price will be a factor in the selection of an audit firm. However, price will not be the sole determining factor in the selection process.

## C. Oral Presentations

During the evaluation process the City may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City may have on a firm's proposal.

## D. Final Selection

The City Administrator, Finance Director, and Water and Light Accountant will recommend to the City Council the appointment of a CPA firm judged to be the most responsive and responsible proposer for the auditing services requested. The final decision with respect to the appointment will be made by the City Council.

## E. Right to Reject Proposals

The City of East Grand Forks reserves the right, without prejudice, to reject any or all proposals. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the engagement letter between the City and the firm selected.

**ATTACHMENT A**

**PROPOSER WARRANTIES**

Proposer warrants that it is willing and able to comply with State of Minnesota laws with respect to foreign (non-state) corporations.

Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City.

Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: \_\_\_\_\_

Name (typed or printed): \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT B**

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR  
THE AUDIT OF THE 2023 CITY'S FINANCIAL STATEMENTS**

	<b><u>HOURS</u></b>	<b><u>STANDARD HOURLY RATES</u></b>	<b><u>QUOTED HOURLY RATES</u></b>	<b><u>TOTAL</u></b>
PARTNERS	_____	_____	_____	_____
MANAGERS	_____	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____	_____
STAFF	_____	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____	_____
 SUBTOTAL	_____			_____
 CITY AUDIT AND AUDIT ADJUSTMENTS				_____
ACFR STATEMENT/PREPARATION				_____
OFFICE OF STATE AUDITOR REPORT				_____
SINGLE AUDIT				_____
 SUBTOTAL		(THE ABOVE SUBTOTAL SHOULD EQUAL)		_____
 OUT-OF-POCKET EXPENSES (SPECIFY)				
_____				_____
_____				_____
_____				_____
_____				_____
 <b>TOTAL NOT-TO-EXCEED COST FOR THE 2023 AUDIT</b>				_____

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR  
THE AUDIT OF THE 2023 WATER AND LIGHT FINANCIAL STATEMENTS**

	<u>HOURS</u>	<u>STANDARD HOURLY RATES</u>	<u>QUOTED HOURLY RATES</u>	<u>TOTAL</u>
PARTNERS	_____	_____	_____	_____
MANAGERS	_____	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____	_____
STAFF	_____	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____	_____
 SUBTOTAL	_____			_____
 WATER & LIGHT AUDIT AND AUDIT ADJUSTMENTS				_____
ACFR STATEMENT/PREPARATION				_____
 SUBTOTAL			(THE ABOVE SUBTOTAL SHOULD EQUAL)	_____
 OUT-OF-POCKET EXPENSES (SPECIFY)				
_____				_____
_____				_____
_____				_____
_____				_____
 <b>TOTAL NOT-TO-EXCEED COST FOR THE 2023 AUDIT</b>				_____

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR  
THE AUDIT OF THE 2024 CITY'S FINANCIAL STATEMENTS**

	<u>HOURS</u>	<u>STANDARD HOURLY RATES</u>	<u>QUOTED HOURLY RATES</u>	<u>TOTAL</u>
PARTNERS	_____	_____	_____	_____
MANAGERS	_____	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____	_____
STAFF	_____	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____	_____
 SUBTOTAL	_____			_____
 CITY AUDIT AND AUDIT ADJUSTMENTS				_____
ACFR STATEMENT/PREPARATION				_____
OFFICE OF STATE AUDITOR REPORT				_____
SINGLE AUDIT				_____
 SUBTOTAL		(THE ABOVE SUBTOTAL SHOULD EQUAL)		_____
 OUT-OF-POCKET EXPENSES (SPECIFY)				_____
_____				_____
_____				_____
_____				_____
_____				_____
 <b>TOTAL NOT-TO-EXCEED COST FOR THE 2024 AUDIT</b>				_____

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR  
THE AUDIT OF THE 2024 WATER AND LIGHT FINANCIAL STATEMENTS**

	<u>HOURS</u>	<u>STANDARD HOURLY RATES</u>	<u>QUOTED HOURLY RATES</u>	<u>TOTAL</u>
PARTNERS	_____	_____	_____	_____
MANAGERS	_____	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____	_____
STAFF	_____	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____	_____
 SUBTOTAL	_____			_____
 WATER & LIGHT AUDIT AND AUDIT ADJUSTMENTS				_____
ACFR STATEMENT/PREPARATION				_____
 SUBTOTAL		(THE ABOVE SUBTOTAL SHOULD EQUAL)		_____
 OUT-OF-POCKET EXPENSES (SPECIFY)				
_____				_____
_____				_____
_____				_____
_____				_____
 <b>TOTAL NOT-TO-EXCEED COST FOR THE 2024 AUDIT</b>				_____

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR  
THE AUDIT OF THE 2025 CITY'S FINANCIAL STATEMENTS**

	<u>HOURS</u>	<u>STANDARD HOURLY RATES</u>	<u>QUOTED HOURLY RATES</u>	<u>TOTAL</u>
PARTNERS	_____	_____	_____	_____
MANAGERS	_____	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____	_____
STAFF	_____	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____	_____
 SUBTOTAL	_____			_____
 CITY AUDIT AND AUDIT ADJUSTMENTS				_____
ACFR STATEMENT/PREPARATION				_____
OFFICE OF STATE AUDITOR REPORT				_____
SINGLE AUDIT				_____
 SUBTOTAL		(THE ABOVE SUBTOTAL SHOULD EQUAL)		_____
 OUT-OF-POCKET EXPENSES (SPECIFY)				_____
_____				_____
_____				_____
_____				_____
_____				_____
 <b>TOTAL NOT-TO-EXCEED COST FOR THE 2025 AUDIT</b>				_____

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR  
THE AUDIT OF THE 2025 WATER AND LIGHT FINANCIAL STATEMENTS**

	<u>HOURS</u>	<u>STANDARD HOURLY RATES</u>	<u>QUOTED HOURLY RATES</u>	<u>TOTAL</u>
PARTNERS	_____	_____	_____	_____
MANAGERS	_____	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____	_____
STAFF	_____	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____	_____
 SUBTOTAL	_____			_____
 WATER & LIGHT AUDIT AND AUDIT ADJUSTMENTS				_____
ACFR STATEMENT/PREPARATION				_____
 SUBTOTAL			(THE ABOVE SUBTOTAL SHOULD EQUAL)	_____
 OUT-OF-POCKET EXPENSES (SPECIFY)				
_____				_____
_____				_____
_____				_____
_____				_____
 <b>TOTAL NOT-TO-EXCEED COST FOR THE 2025 AUDIT</b>				_____

**SUMMARY SCHEDULE FOR BOTH EGF CITY AND WATER AND LIGHT**

<b><u>YEAR</u></b>	<b><u>NOT-TO-EXCEED AMOUNT</u></b>
2023	_____
2024	_____
2025	_____
<b>GRAND TOTAL</b>	<b>=====</b>

**Megan Nelson**

---

**From:** noreply@civicplus.com  
**Sent:** Thursday, May 4, 2023 4:47 PM  
**To:** Megan Nelson; City Administration  
**Subject:** [EXTERNAL]Online Form Submittal: Special Event Application

**Categories:** Yellow Category

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

### Special Event Application

Please Submit 60 Days Prior to Event

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

Organization Name	The Spud Jr
Phone Number	7013062166
Address1	<i>Field not completed.</i>
Email Address	thespudjr@gmail.com
City	East Grand Forks
State	<i>Field not completed.</i>
Zip	<i>Field not completed.</i>
Applicant Name/Contact Person	Justin LaRocque
Email Address	thespudjr@gmail.com
Phone Number	7013062166
Second Contact Person	Tyler Piper
Email Address	Tyler.piper26@gmail.com
Phone Number	7017405686

(Section Break)

## Special Event Information

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

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

Event Title	Happy Harry's Hot Valley Nights
Type of Event	Concert(s)
Date(s) and Time of Event	8/18/2023 5:00 PM - 8/19/2023 5:00 PM
Description/Narrative of the Event	Two day music festival consisting of 3 concerts each day starting at 5pm each day. Potential attendance of 4-5k people per day. Needs: garbage cans, picnic tables, barricade stations

(Section Break)

Event Site Plan/Map	<a href="#">River Cinema.jpeg</a>
---------------------	-----------------------------------

(Section Break)

## Power & Water Requests

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

(Section Break)

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

(Section Break)

Use of DNR Property	No
If yes, complete the form	<a href="#">The MN DNR Special Use Permit Application</a>

(Section Break)



EGF Campbell Library

MINNESOTA LAWFUL GAMBLING  
LG230 Application to Conduct Off-Site Gambling

6/15 Page 1 of 2

No Fee

**ORGANIZATION INFORMATION**

Organization Name: CONFIDENCE LEARNING CENTER License Number: 00691  
Address: 1620 mary fawcett memorial dr City: east gull lake, MN Zip: 56401  
Chief Executive Officer (CEO) Name: Travis Grossman Daytime Phone: 2188282344  
Gambling Manager Name: Michael Voeltz Daytime Phone: 2184140121

**GAMBLING ACTIVITY**

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 09 / 30 / 23 to 09 / 30 / 23

Check the type of games that will be conducted:

Raffle  Pull-Tabs  Bingo  Tipboards  Paddlewheel

**GAMBLING PREMISES**

Name of location where gambling activity will be conducted: east grand forks fraternal order of eagles

Street address and City (or township): 227 10th st NW, east grand forks Zip: 56721 County: polk

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

Yes If yes, a lease is not required.  
 No If no, the lease agreement below must be completed, and signed by the lessor.

**LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)**

Rent to be paid for the leased area: \$0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lessor's Signature: Dan Lindquist  
Print Lessor's Name: Daniel Lindquist

Date: 7-7-23

CONTINUE TO PAGE 2

**Acknowledgment by Local Unit of Government: Approval by Resolution**

<b>CITY APPROVAL for a gambling premises located within city limits</b>	<b>COUNTY APPROVAL for a gambling premises located in a township</b>
City Name: <u>East Grand Forks, MN</u> Date Approved by City Council: _____ Resolution Number: _____ (If none, attach meeting minutes.) Signature of City Personnel: _____ Title: _____ Date Signed: _____	County Name: _____ Date Approved by County Board: _____ Resolution Number: _____ (If none, attach meeting minutes.) Signature of County Personnel: _____ Title: _____ Date Signed: _____ TOWNSHIP NAME: _____ <b>Complete below only if required by the county.</b> On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date Signed: _____
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p><b>Local unit of government must sign.</b></p> </div>	

**CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT**

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.

  
 \_\_\_\_\_  
**Signature of CEO (must be CEO's signature; designee may not sign)**

5/11/2023  
 \_\_\_\_\_  
 Date

**Mail or fax to:**

Minnesota Gambling Control Board  
 Suite 300 South  
 1711 West County Road B  
 Roseville, MN 55113  
**Fax: 651-639-4032**

**No attachments required.**

Questions? Contact a Licensing Specialist at 651-539-1900.

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

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 your organization's 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 Department 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.

# Accounts Payable

## Check Register Totals Only

User: mnelson  
Printed: 7/14/2023 - 11:19 AM



# City of East Grand Forks

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

Check	Date	Vendor No	Vendor Name	Amount	Voucher
40855	07/18/2023	ACM001	Acme Electric Companies	277.71	0
40856	07/18/2023	ADV007	Advanced Auto Parts	99.54	0
40857	07/18/2023	ADV001	Advanced Business Methods Inc	301.28	0
40858	07/18/2023	ALL003	All Seasons Garden Center	459.60	0
40859	07/18/2023	ALL011	Allstream	136.34	0
40860	07/18/2023	AND015	Anderson Uniform Co Inc	301.93	0
40861	07/18/2023	AME005	Aramark Uniform Services	732.80	0
40862	07/18/2023	ATV001	Auto Value Grand Forks	596.38	0
40863	07/18/2023	BEC001	Becker Arena Products Inc	16,897.35	0
40864	07/18/2023	GFF001	Timothy Brooks	320.00	0
40865	07/18/2023	BSN001	BSN Sports Inc.	1,148.40	0
40866	07/18/2023	C&R001	C&R Cleaners & Laundry	237.90	0
40867	07/18/2023	CIN001	Cintas Corporation No. 2	130.01	0
40868	07/18/2023	GFC002	City of Grand Forks	100,881.00	0
40869	07/18/2023	GFP002	City of Grand Forks	1,857.12	0
40870	07/18/2023	COM003	Complete Pest Control Inc	640.00	0
40871	07/18/2023	DAK006	Dakota TV & Appliance	1,649.90	0
40872	07/18/2023	EAG001	Eagle Electric	3,334.09	0
40873	07/18/2023	FLE001	Flexible Pipe Tool Company	293,085.25	0
40874	07/18/2023	FOR001	Forks Freightliner	368.64	0
40875	07/18/2023	GAL003	Galstad Jensen & McCann PA	22,056.55	0
40876	07/18/2023	GER001	Gerrells Sport Center	28.99	0
40877	07/18/2023	GOP002	Gopher State Lawn Sprinklers	221.35	0
40878	07/18/2023	GFW001	Grand Forks Welding & Machine	30.24	0
40879	07/18/2023	GTS003	Grand Trailer Sales	7.99	0
40880	07/18/2023	GRE018	Greenworks Landscaping & Fencing	26,840.00	0
40881	07/18/2023	GRE002	Greg's Lawn Care	509.59	0
40882	07/18/2023	HAW001	Hawkins Chemical	3,242.65	0
40883	07/18/2023	HOM001	Home of Economy	184.15	0
40884	07/18/2023	HOR001	Horizon Commercial Pool Supply	51.32	0
40885	07/18/2023	HUG001	Hugo's	21.92	0
40886	07/18/2023	JOH026	Johnson Controls	4,476.88	0
40887	07/18/2023	LIT001	Lithia Motors	184.95	0
40888	07/18/2023	HAR081	Local Ace	1,459.64	0
40889	07/18/2023	HAR086	Local Ace	91.98	0
40890	07/18/2023	HAR087	Local Ace	198.15	0
40891	07/18/2023	M&K001	M&K Porta Potties	175.00	0
40892	07/18/2023	MAR008	Marshall and Polk Rural Water System	9.12	0
40893	07/18/2023	MID003	Midcontinent Communications	113.08	0
40894	07/18/2023	MND003	MN Dept of Labor & Industry	200.00	0
40895	07/18/2023	MNP004	MN Public Facilities Authority	759,912.88	0
40896	07/18/2023	MSC001	MSC Industrial Supply Co	202.06	0
40897	07/18/2023	MSC005	MSC Industrial Supply Co	42.66	0
40898	07/18/2023	MTI001	MTI Distributing Company	2,632.01	0
40899	07/18/2023	NOR004	Northern Plumbing Supply	322.00	0
40900	07/18/2023	NOR024	Northland Yard Service	300.00	0
40901	07/18/2023	ORE001	O'Reilly Automotive, Inc.	301.83	0
40902	07/18/2023	OFF002	ODP Business Solutions, LLC	23.69	0
40903	07/18/2023	ORC002	Orchard Oil Company	4,933.50	0
40904	07/18/2023	PDQ001	PDQ Sanitary Services	580.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
40905	07/18/2023	PET001	Peterson Veterinary Clinic P.C.	680.00	0
40906	07/18/2023	PKM001	PKM Electric Cooperative, Inc	1,081.16	0
40907	07/18/2023	POW003	Powerplan OIB	9,193.14	0
40908	07/18/2023	PRE001	Premium Waters Inc	23.59	0
40909	07/18/2023	PSD001	PS Garage Doors	961.06	0
40910	07/18/2023	RDO004	RDO Equipment Co.	46,000.00	0
40911	07/18/2023	RIG001	Right Choice Electric Inc	570.09	0
40912	07/18/2023	ZAV001	RJ Zavoral & Sons, Inc	22,905.00	0
40913	07/18/2023	SAN0001	Jim Sandbeck	1,760.00	0
40914	07/18/2023	ROT001	Schwingler Enterprises, Inc.	500.00	0
40915	07/18/2023	SIM001	Simonson Station Stores	10.61	0
40916	07/18/2023	MIK001	SJA Thunder Corp	600.00	0
40917	07/18/2023	SPR002	Spray Advantage	52.41	0
40918	07/18/2023	SRF001	SRF Consulting Group Inc	7,457.60	0
40919	07/18/2023	STO001	Stone's Mobile Radio Inc	677.63	0
40920	07/18/2023	STA005	Strata Corp	771.21	0
40921	07/18/2023	STU001	Stuart's Towing	100.00	0
40922	07/18/2023	TLC001	Team Laboratory Chemical LLC	2,657.50	0
40923	07/18/2023	THU002	Thur-O-Clean	342.66	0
40924	07/18/2023	TRU003	True North Equipment	2,184.20	0
40925	07/18/2023	USB001	US Bank	4,693.75	0
40926	07/18/2023	USB005	US Bank Corporate Payment System	40,013.11	0
40927	07/18/2023	VAL001	Valley Petroleum Equipment	29.68	0
40928	07/18/2023	VAL002	Valley Truck Parts and Services Inc.	1,467.59	0
40929	07/18/2023	VER001	Verizon Wireless	1,061.25	0
40930	07/18/2023	VIL001	Vilandre Heating & A/C	6,299.21	0
40931	07/18/2023	WAT001	Water & Light Department	27,326.96	0
40932	07/18/2023	WIL008	William E. Young Company	375.00	0
40933	07/18/2023	XCE001	Xcel Energy	2,300.16	0
				<hr/>	
				Check Total:	
				1,434,903.99	
				<hr/>	