

**AMENDED AGENDA
OF THE COUNCIL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, SEPTEMBER 5, 2023 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF QUORUM:

HONOR FLIGHT FLAG PRESENTATION TO INCLUDE PLEDGE OF ALLEGIANCE:

This presentation will be conducted by Don Roberts, Honor Flight Organizer, Peggy Vanyo, Daughters of the American Revolution, Delaine “Del” Hirschmann, Honor Flight Volunteer, and Warren Strandell, April 2022 Honor Flight Participant.

OPEN FORUM:

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

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Council Meeting” for the East Grand Forks, Minnesota City Council of August 15, 2023.
2. Consider approving the minute summary of the “Closed Meeting” for the East Grand Forks, Minnesota City Council of August 15, 2023.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of August 22, 2023.
4. Consider approving the minute summary of the “Closed Meeting” for the East Grand Forks, Minnesota City Council of August 22, 2023.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

5. Consider approving the Exempt Gambling Permit Application for the Bemidji State University Ducks Unlimited to hold a raffle and bingo on October 15, 2023 at the American Legion located at 1009

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.

Central Ave NW East Grand Forks, MN 56721 and waive the 30-day waiting period.

6. Consider adopting Resolution No. 23-09-54 entering into an agreement between the City of East Grand Forks and the State of Minnesota for fixed route transportation in East Grand Forks for 2024.
7. Consider adopting Resolution No. 23-09-55 entering into an agreement between the City of East Grand Forks and the State of Minnesota for paratransit services in East Grand Forks for 2024.
8. Consider adopting the Government Access Channel Policy providing guidelines and standards for the use of the City's local government assess channel.

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

9. Regular meeting minutes of the Water, Light, Power, and Building Commission for August 2, 2023.

COMMUNICATIONS:

10. Reminder the 7th Annual City Showcase will be taking place by restaurant row from 5pm to 7pm on Wednesday, September 6th.

OLD BUSINESS:

11. Consider adopting Ordinance No. 39, 4th Series amending City Code Title IX entitled "General Regulations" by revoking weeds sections 98.35 and amending/replacing section 98.35 weeds with the following: and by adopting by reference City Code Title 1 and section 10.99 which, among other things, contain penalty provisions (2nd Reading).

NEW BUSINESS:

12. Consider approving the loan agreement for Hawkes Manufacturing for \$49,000 at 1% for a 10 year term.
13. Consider approving the Memorandum of Agreement between the City of East Grand Forks and the Law Enforcement Labor Services #152 for the adjustment of wages of Officer Kallinen from Grade 15 Step 5 to Grade 15 Step 6 and back pay to January 1, 2023.
14. Consider authorizing the East Grand Forks Police Department to enter into a five year subscription for in-car and bodycam equipment with services from WatchGuard/Motorola starting at \$24,580 for the first year and \$18,986 for the next four years totaling \$100,524.00.
15. Consider approving the request to declare the 2002 Olympia Ice Resurfacers as surplus and approve the sale to the Greenway Amateur Hockey Association.

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.

16. Consider authorizing staff to enter into an agreement with Brady Martz & Associates LLP for auditing services for the years 2023-2025.
17. Consider adopting Resolution No. 23-09-56 formally suspending the Memorandum of Understanding for School Resource Officer Services with the Independent School District 595 until the statutory issue is adequately addressed.

CLAIMS:

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

COUNCIL/STAFF REPORTS:

ADJOURN:

PLEASE SEE NEXT PAGE FOR SPECIAL MEETING AGENDA

Individuals with disabilities, language barriers or other needs who plan to attend the meeting and will need special accommodations should contact Nancy Ellis, ADA Coordinator at (218)-773-2208. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements. Also, materials can be provided in alternative formats for people with disabilities or with limited English proficiency (LEP) by contacting the ADA Coordinator (218)-773-2208 five (5) days prior to the meeting.

**AGENDA
OF THE SPECIAL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, SEPTEMBER 5, 2023 – FOLLOWING THE COUNCIL MEETING**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF QUORUM:

1. Discussion on the 2024 Preliminary Budget.
 - a. Information for the special meeting will be provided once it becomes available.

ADJOURN:

Upcoming Meeting

Work Session – Tuesday, September 12, 2023 – Training Room – 5:00 PM
Council Meeting – Tuesday, September 19, 2023 – Council Chambers – 5:00 PM
Work Session – Tuesday, September 26, 2023 – Training Room – 5:00 PM
Council Meeting – Tuesday, October 3, 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 COUNCIL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 15, 2023 – 5:00 PM**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for Tuesday, August 15, 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 Brian Larson.

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, City Administrator; Keith Mykleseth, Water and Light General Manager; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.

DETERMINATION OF QUORUM:

The Council President Determined a Quorum was present.

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

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

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Council Meeting” for the East Grand Forks, Minnesota City Council of August 1, 2023.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of August 8, 2023.

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

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

Voting Nay: None.

Absent: Peterson.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

- 3. Consider approving the Special Event Application for the Grand Forks Marathon group allowing the closure of the Sorlie Bridge for the start of the race on Saturday, August 26th contingent upon approval from the Minnesota Department of Transportation.
- 4. Consider approving the Special Event Application for the 7th Annual City Showcase and allow the closure of the parking lot by restaurant row for the event on Wednesday, September 6th and waive all city license fees for food vendors participating in the event.
- 5. Consider adopting Resolution No. 23-08-51 authorizing Persons listed below (subject to any expressed restrictions) is authorized for ACH origination and for online banking:

Name and Title Signature

- (A) Steven Gander, Mayor
- (B) Reid Huttunen, City Administrator/Clerk-Treasurer
- (C) Megan Nelson, City Clerk
- (D) Terry Knudson, HR Generalist
- (E) Karla Anderson, Finance Director

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE ITEMS THREE (3) THROUGH FIVE (5).

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

Voting Nay: None.

Absent: Peterson.

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

- 6. Regular meeting minutes of the Water, Light, Power, and Building Commission for July 19, 2023.

COMMUNICATIONS:

- 7. Acknowledge the retirement of Sergeant Dennis Robertson who served almost 29 years in the East Grand Forks Police Department.

OLD BUSINESS:

- 8. Consider adopting Ordinance No. 36 4th Series amending City Code Chapter 130 General Offenses by

adding section 130.08 concerning the use of cannabis products in public places within the East Grand Forks city limits and by adopting reference City Code Chapter 1 and Section 10.99 which among other things, contain penalty provisions (2nd Reading).

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT ORDINANCE NO. 36 4TH SERIES AMENDING CITY CODE CHAPTER 130 GENERAL OFFENSES BY ADDING SECTION 130.08 CONCERNING THE USE OF CANNABIS PRODUCTS IN PUBLIC PLACES WITHIN THE EAST GRAND FORKS CITY LIMITS AND BY ADOPTING REFERENCE CITY CODE CHAPTER 1 AND SECTION 10.99 WHICH AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS (2ND READING).

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

9. Consider adopting Ordinance No. 37 4th Series amending City Code Title 11 Business Regulations by adding Chapter 118 concerning licensing and regulation of electric scooter rental system and by adopting by reference City Code Chapter 1 and Section 10.99 which among other things, contain penalty provisions (2nd Reading).

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT ORDINANCE NO. 37 4TH SERIES AMENDING CITY CODE TITLE 11 BUSINESS REGULATIONS BY ADDING CHAPTER 118 CONCERNING LICENSING AND REGULATION OF ELECTRIC SCOOTER RENTAL SYSTEM AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 1 AND SECTION 10.99 WHICH AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS (2ND READING).

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

10. Consider adopting Ordinance No. 38 4th Series amending City Code Title 7 Traffic Code by adding Chapter 78 concerning the use of electric scooters within the East Grand Forks city limits and by adopting by reference City Code Chapter 1 and Section 10.99 which among other things, contain penalty provisions (2nd Reading).

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT ORDINANCE NO. 38 4TH SERIES AMENDING CITY CODE TITLE 7 TRAFFIC CODE BY ADDING CHAPTER 78 CONCERNING THE USE OF ELECTRIC SCOOTERS WITHIN THE EAST GRAND FORKS CITY LIMITS AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 1 AND SECTION 10.99 WHICH AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS (2ND READING).

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

Absent: Peterson.

NEW BUSINESS:

11. Consider approving the agreement between the City of East Grand Forks and Widseth Smith Nolting for engineering services from January 2023 through December 2025.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND WIDSETH SMITH NOLTING FOR ENGINEERING SERVICES FROM JANUARY 2023 THROUGH DECEMBER 2025.

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

Voting Nay: Vetter.

Absent: Peterson.

12. Consider approving the retainer agreement between the City of East Grand Forks and Ronald Galstad of Galstad, Jensen, and McCann for legal services from January 2023 through December 2025.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE RETAINER AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND RONALD GALSTAD OF GALSTAD, JENSEN, AND MCCANN FOR LEGAL SERVICES FROM JANUARY 2023 THROUGH DECEMBER 2025.

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

Voting Nay: None.

Absent: Peterson.

13. Consider appointing Mr. Jeremy King as the Interim Park and Recreation Superintendent as of August 16, 2023.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO APPOINT MR. JEREMY KING AS THE INTERIM PARK AND RECREATION SUPERINTENDENT AS OF AUGUST 16, 2023.

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

Voting Nay: None.

Absent: Peterson.

14. Consider approving Ordinance No. 39, 4th Series amending City Code Title IX entitled "General Regulations" by revoking weeds sections 98.35 and amending/replacing section 98.35 weeds with the following: and by adopting by reference City Code Title 1 and section 10.99 which, among other things, contain penalty provisions (1st Reading).

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE ORDINANCE NO. 39, 4TH SERIES AMENDING CITY

CODE TITLE IX ENTITLED "GENERAL REGULATIONS" BY REVOKING WEEDS SECTIONS 98.35 AND AMENDING/REPLACING SECTION 98.35 WEEDS WITH THE FOLLOWING: AND BY ADOPTING BY REFERENCE CITY CODE TITLE 1 AND SECTION 10.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS (1ST READING).

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

15. Consider final approval of the Pace Addition Plat with the requirement that a digital file of the plat be submitted to the Community Development Office.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER VETTER, TO FINAL APPROVAL OF THE PACE ADDITION PLAT WITH THE REQUIREMENT THAT A DIGITAL FILE OF THE PLAT BE SUBMITTED TO THE COMMUNITY DEVELOPMENT OFFICE.

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

16. Consider approving the facility use agreement between the City of East Grand Forks and East Grand Forks Blue Line Club for the use of the VFW Memorial Arena from September 11th through October 13th for a total of \$14,725.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE THE FACILITY USE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND EAST GRAND FORKS BLUE LINE CLUB FOR THE USE OF THE VFW MEMORIAL ARENA FROM SEPTEMBER 11TH THROUGH OCTOBER 13TH FOR A TOTAL OF \$14,725.

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

17. Consider approving the facility use agreement between the City of East Grand Forks and the Northern Lights Figure Skating Club for use of the VFW Memorial Arena from September 18th through October 13th for a total of \$3,975.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE FACILITY USE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND THE NORTHERN LIGHTS FIGURE SKATING CLUB FOR USE OF THE VFW MEMORIAL ARENA FROM SEPTEMBER 18TH THROUGH OCTOBER 13TH FOR A TOTAL OF \$3,975.

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

18. Consider adopting Resolution No. 23-08-52 approving the fees for the licensing of electric scooters within city limits of \$2,000 for the initial application and \$500 for the yearly renewal applications.

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT RESOLUTION NO. 23-08-52 APPROVING THE FEES FOR THE LICENSING OF ELECTRIC SCOOTERS WITHIN CITY LIMITS OF \$2,000 FOR THE INITIAL APPLICATION AND \$500 FOR THE YEARLY RENEWAL APPLICATIONS.

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

19. Consider approving the ordinance summary for Ordinance No. 37, 4th Series to be used for publication of the ordinance.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE ORDINANCE SUMMARY FOR ORDINANCE NO. 37, 4TH SERIES TO BE USED FOR PUBLICATION OF THE ORDINANCE.

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

CLAIMS:

20. Consider adopting Resolution No. 23-08-53 authorizing the City of East Grand Forks to approve purchases from Border States Trophy the good referenced in check number 41096 for a total of \$95.00 whereas Council Member Riopelle is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LARSON, TO ADOPT RESOLUTION NO. 23-08-53 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM BORDER STATES TROPHY THE GOOD REFERENCED IN CHECK NUMBER 41096 FOR A TOTAL OF \$95.00 WHEREAS COUNCIL MEMBER RIOPELLE IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

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

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

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

Voting Nay: None.

Absent: Peterson.

COUNCIL/STAFF REPORTS:

Mayor Gander stated he has other job duties as mayor, he had been called upon to be in a dunk tank, he was the hotdish judge during Heritage Days which had been a very enjoyable weekend, and he thanked all the volunteers that help out with Heritage Days. He said the Law Enforcement 5K was held on Saturday and the proceeds from that event were going to the officers and families affected by the shooting in Fargo. He added the softball game scheduled on Sunday, August 13th was canceled due to rain, the Jog Your Memory 5K would be held the following weekend with a dunk tank, and Hot Valley Nights concert event would be taking place. He commented there were so many things to do, and people should try to take them all in.

Council Member Helms said everything was great on Saturday during Heritage Days, Sunday there was some rain, but they were still able to complete the tractor pull, and they had both Mayor Gander and Council member Larson as judges for the hotdish contest. He said the contest was within just a couple points from the top to the bottom and thanked them for being judges.

Council Member Larson thanked all the volunteers that helped with Heritage Days, it was an event he attended as a kid, and was now bringing his own kids to the event.

Mr. Huttunen told the Council at 3:40pm the Senate Committee would be stopping at the Civic Center to review the bonding request, they only had 20 minutes to give a presentation, and he would share how things go.

Mr. Galstad personally thanked Mr. Robertson for his years of service, he was always a professional, and would be missed. He gave his condolences to the Patty Burton Family and they were in his thoughts and prayers.

Mr. Emery thanked the Council for renewing the agreement and he was looking forward to working with them for another three years. He stated Opp Construction would be completing work on 5th Ave NE, south of Highway 2, and that area should be open to traffic the following week. He added he was still waiting for the electrical contractor to complete the HAWK system, so he was reaching out to the general contractor for information. He said Ms. Ellis was doing a good job getting the information out to the schools and public about the HAWK system and he thanked her for her work.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO ADJOURN THE AUGUST 15, 2023 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:14 P.M.

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

Voting Nay: None.

Absent: Peterson.

Megan Nelson, City Clerk

**UNAPPROVED MINUTE SUMMARY
OF THE CLOSED MEETING
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 15, 2023 – FOLLOWING THE COUNCIL MEETING**

CALL TO ORDER:

The Closed Meeting of the East Grand Forks City Council for Tuesday, August 15, 2023 was called to order by Council President Olstad at 5:19 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 Brian Larson.

Staff Present: Ron Galstad, City Attorney; Reid Huttunen, City Administrator; 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 LARSON, SECONDED BY COUNCIL MEMBER RIOPELLE, TO MOVE INTO CLOSED SESSION.

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

Voting Nay: None.

Absent: Peterson.

Discussion followed in closed session.

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

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

Voting Nay: None.

Absent: Peterson.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LARSON, TO ADJOURN THE AUGUST 15, 2023 CLOSED MEETING OF THE

EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:42 P.M.

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

Voting Nay: None.

Absent: Peterson.

Megan Nelson, City Clerk

**UNAPPROVED MINUTES
OF THE WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 22, 2023 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for Tuesday, August 22, 2023 was called to order by Council President Olstad at 5:00 P.M.

CALL OF ROLL:

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

Staff Present: Karla Anderson, Finance Director; 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, City Administrator; Jeremy King, Interim Parks & Recreation Superintendent; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

Council President Olstad stated Mr. Emery would be giving an update. Mr. Emery informed the Council Opp Construction was starting construction on Demers Avenue on Monday, August 28th for street and ADA improvements from 4th Street NW up to 10 Street NE. He stated this section would be closed for about five to six weeks and a letter was prepared and delivered to many of the businesses about the project. He added they might try to open some areas as they are completed to help minimize the time the area was closed. He told the Council he was still working on the delays on the HAWK system and they could consider liquidating damages on that project and 5th Avenue south of Highway 2 would be opened back up at the end of the week.

1. Consider Approving the 2024 Fixed Route and Dial-A-Ride MNDOT Applications – Nancy Ellis

Ms. Ellis explained the City was considered 5307 small urban transit management type of agency which meant the City received State and federal funds each year. She stated the City received funds from the federal government for operations and capital, the State of Minnesota had rules listing how the federal funds could be spent, and how the remainder came from the State and local shares. She said the State has found it has come more difficult to fund the systems, the City did not have much capital purchases because the system ran through Grand Forks, the appropriations fund continued to grow, so there was a new agreement with the State to allow the City to use more federal funds for operating. She stated they had to review the number of items when renewing the yearly agreement with the State, a cost allocation plan was used to help determine costs of the system or for services, and it involves Grand Forks, the University of North Dakota, and East Grand Forks. She said the plan included direct and indirect costs for the system, it included 25% of her salary, and there was usually a split between the State and local share.

She reviewed the costs for dial-a-ride services, audits were changing, and that required a cost allocation plan for dial-a-ride services just like fixed route services. She added they had determined the 2024 costs, the had been an influx of revenue from the State, the split changed to a 95/5 with the City, and added a maximum amount requested in the application was based on previous applications. She said it was a concern because of the cost of running the system increased every year and the State would not be providing any additional funding other than what had been included in the application so anything over that amount would be the City's responsibility. She stated she would budget more for the City's local share because the budget did not include for non-routine maintenance and last year, they had to replace an engine for a bus that should have been replaced because she ordered a bus in 2022 but it would not be coming until 2024.

Ms. Ellis reviewed that when the City was audited, the audits went back three years, and if the City had received additional funding, it would have to be paid back. She said at a staff level they would be making sure they were more exact with the final numbers; they were planning on budgeting \$100,000-\$115,000 which was about \$40,000 to \$50,000 less and it was possible there could be more savings. She said the biggest concern in future years were large increases in operations so small urban transit managers were going to work towards new formulas or find ways to get additional funding.

2. Request to Purchase In-Car & Body Cameras – Michael Hedlund

Chief Hedlund said the body cams were purchased in 2018, the company would no longer extend the warranty, so it was time to replace the cameras. He explained they had looked at different options and it was recommended to continue with WatchGuard. He reviewed how the cost would be split over years. There were no questions.

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

3. Review the Proposed PEG Channel Policy – Ron Galstad

Mr. Galstad stated staff had been working on the policy, the proposed policy limited the channel to government, and education, and it was a work in progress so it could be changed in the future. He added that there were concerns about who would oversee the applications, monitor the system, or make decisions on first come, first serve basis. He said again this was for government usage and it was based on FCC and policies currently in use. There were no questions.

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

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE AUGUST 22, 2023 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:20 P.M.

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

Voting Nay: None.

Megan Nelson, City Clerk

**UNAPPROVED MINUTE SUMMARY
OF THE CLOSED MEETING
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 22, 2023 – FOLLOWING THE WORK SESSION**

CALL TO ORDER:

The Closed Meeting of the East Grand Forks City Council for Tuesday, August 22, 2023 was called to order by Council President Olstad at 5:22 P.M.

CALL OF ROLL:

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

Staff Present: Ron Galstad, City Attorney and Reid Huttunen, City Administrator.

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 (C)(1) for discussion on determining the asking price for real or personal property to be sold by the government entity parcel 31.00051.01 and a portion of parcel 31.00053.00.

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

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

Voting Nay: None.

Absent: Helms.

Discussion followed in closed session.

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

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

Voting Nay: None.

Absent: Helms.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADJOURN THE AUGUST 22, 2023 CLOSED MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:57 P.M.

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

Voting Nay: None.

Absent: Helms.

Megan Nelson, City Clerk

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)
 Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.
 Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Bemidji State University Ducks Unlimited Previous Gambling Permit Number: X-36565-23-013

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

Mailing Address: 2504 Calihan Ave NE

City: Bemidji State: MN Zip: 56601 County: Beltrami

Name of Chief Executive Officer (CEO): Devon Day

CEO Daytime Phone: 612-836-8292 CEO Email: devonday30@gmail.com
 (permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): drosin@ducks.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): East Grand Forks American Legion

Physical Address (do not use P.O. box): 1009 Central Ave NW

Check one:

City: East Grand Forks Zip: 56721 County: Polk

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 10/15/2023

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

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

LG220 Application for Exempt Permit

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: _____ Date: 08/17/2023
(Signature must be CEO's signature; designee may not sign)

Print Name: Devon Day

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's 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.

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

Request for Council Action

Date:

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: Nancy Ellis, Transit Manager

RE: 2024 Fixed Route and Dial a Ride MnDOT applications

RECOMMENDATION:

Staff recommends approval for the City of East Grand Forks to enter into an agreement with MnDOT for FY2024 transit funding.

BACKGROUND INFORMATION:

This is an annual application and contract with MnDOT to receive operating funds for the Fixed Route and Paratransit/Senior Rider (DAR) service. This year, MnDOT has been given additional funds from the state's budget surplus. While they are still reviewing its funds for the outgoing years; they are, at a minimum, providing a 95/5 split for one year – possibly two years. We also have been given MnDOT permission to use 75% of our Federal appropriated dollars for operating. (In the past Fed dollars are a 50/50 split with operating and capital – and we may now use 75 operating and 25 capital.)

When we approve our final City budget in November or December, I will have the State's approved cost share of each transit service for the year of service, 2024. At this time, the cost of services is correct; however, the funds from the State, the amount used from our Federal allocation, and our local share is still a work in progress. Our costs for fixed route purchase of service are a percentage of the total cost to operate Cities Area Transit split between GF, EGF and UND. Dial-a Ride with Grand Forks will go up because operations for DAR/SR service is increasing and the total cost to run the service is now separated from the Fixed Route billing. We now have Cost Allocation Models for both services that breaks out direct and indirect costs using past years total charges with a 3% increase. Both are used for our MnDOT operating applications and for our use to budget transit.

I am preparing the applications for the estimated costs we currently have available to us, which are worst case scenario. We will know more after the application is reviewed from the State and can make changes to the fund requests.

SUPPORT MATERIALS:

Resolutions for both Fixed Route and DAR contracts
Cost allocation for Fixed Route _ updated as of 8/14/2023

FUNDING SOURCES:

Fixed Route cost estimate with salary and incidentals: **\$500,051**
Federal funds: **-\$203,730**
Contract and Farebox revenue: **\$4500**
State Funding estimated: **\$277,230 (total minus fares and 75% of 2023 Fed allocation at 95%)**
Local share: - **\$19091 plus travel, trainings, and any overages that exceeds the contract**

DAR cost estimate with salary: **\$199422**
Farebox Revenue: **\$14400(\$3 per passenger)**
State Funding estimated: **\$175,771 (95%)**
Local share: **-\$23650 (with admin and incidentals)**

TOTAL LOCAL SHARE ESTIMATE: **\$42741** for operating based on Cost Allocation Model. I expect additional local share costs from maintenance charges, increase in fuel or overages on billing.

** We also have local share costs for a bus that was approved in 2022 and ordered in 2023**

**CITY OF EAST GRAND FORKS
RESOLUTION NO. 23 – 09 - 54**

YEAR 2024 (Regular Route/Fixed Route Services)

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

The City of East Grand Forks has resolved to apply for the 2024 Greater Minnesota Transit Operating Grant and enter into an Agreement with the State of Minnesota to provide public transit service.

FURTHER RESOLVED that the City of East Grand Forks agrees to provide a local share of up to 5 percent of the total operating costs and up to 20 percent of the total capital costs.

FURTHER RESOLVED that the City of East Grand Forks agrees to provide 100 percent of the local share necessary for expenses that exceed funds available from the State.

FURTHER RESOLVED that the City of East Grand Forks authorizes the City Administrator and Mayor to execute the aforementioned Agreement and any amendments.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: September 5, 2023

Attest:

City Administrator/Clerk-Treasurer

President of the Council

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

Mayor

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the City of East Grand Forks, Minnesota, at a duly authorized meeting thereof held on the ____ day of _____, 2023.

Signature

Notary

**CITY OF EAST GRAND FORKS
RESOLUTION NO. 23 – 09 - 55**

YEAR 2024 (Paratransit)

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

The City of East Grand Forks has resolved to apply for the 2024 Greater Minnesota Transit Operating Grant and enter into an Agreement with the State of Minnesota to provide public transit service.

FURTHER RESOLVED that the City of East Grand Forks agrees to provide a local share of up to 5 percent of the total operating costs and up to 20 percent of the total capital costs.

FURTHER RESOLVED that the City of East Grand Forks agrees to provide 100 percent of the local share necessary for expenses that exceed funds available from the State.

FURTHER RESOLVED that the City of East Grand Forks authorizes the City Administrator and Mayor to execute the aforementioned Agreement and any amendments.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: September 5, 2023

Attest:

City Administrator/Clerk-Treasurer

President of the Council

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

Mayor

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the City of East Grand Forks, Minnesota, at a duly authorized meeting thereof held on the ____ day of _____, 2023.

Signature

Notary

COST ALLOCATION MODEL - OPERATING BUDGET

Basis of Assignment	Total Expenses Assigned	Percentage of Total Cost	Total Operating Statistics	Unit Cost
Vehicle Hours	\$2,148,177	59.37%	35,847	\$59.9256 (a)
Vehicle Miles	\$645,910	17.85%	401,636	\$1.60819 (b)
Peak Vehicle	\$824,464	22.78%	12	\$68,705 (c)
	\$3,618,551			

*Annual Cost - Grand Forks = $(59.9256 \times 26,617) = 1,595,039.70$ $(1.60819 \times 299,740) = 482,038.87$
 $(\$68,705 \times 7) = 480,935.00$ $\{ \$1,595,039.70 + \$482,038.87 + \$480,935.00 \} = \$2,558,013.57$

*Annual Cost - East Grand Forks = $(\$59.9256 \times 4,326) = 259,238.15$ $(1.60819 \times 53,310) = 85,732.61$
 $(\$68,705 \times 2) = 137,410.00$ $\{ \$259,238.15 + \$85,732.61 + \$137,410.00 \} = \$482,380.76^*$

*Annual Cost - UND = $(\$59.9256 \times 4905) = 293,935.07$ $(1.60819 \times 48,586) = 78,135.52$
 $(\$68,705 \times 3) = 206,115.00$ $\{ \$293,935.07 + \$78,135.52 + \$206,115.00 \} = \$577,186.59^*$

*Some slight differences will occur due to rounding throughout.

(a) From 2023 bus schedules

(b) From actual Distance Measuring Meter reading (on-board vehicle computer).

(c) Cities Area Transit, including service to East Grand Forks and UND.

OPERATING BUDGET

	TOTAL COST	G.F. SHARE	EGF SHARE	UND SHARE
1. Vehicle Hours (Drivers)	\$2,148,177	\$1,595,040	\$259,238	\$293,900
2. Vehicle Miles	\$645,910	\$482,039	\$85,733	\$78,138
3. Peak Vehicle	\$824,464	\$480,935	\$137,410	\$206,119
GRAND TOTAL	\$3,618,551	\$2,558,014	\$482,381	\$578,157
Percentages assigned each area:	G.F. Share	E.G.F. Share	UND Share	TOTAL %
Vehicle Hours	74.251%	12.068%	13.681%	100.00%
Vehicle Miles	74.629%	13.273%	12.097%	100.00%
Peak Vehicle	58.333%	16.667%	25.000%	100.00%

* Some slight differences will occur due to rounding throughout.

GF Total System Cost	\$2,558,014			
		All Routes		
Fixed Cost Factor (TFC as % of TVC)	23.2%	29.5%		
Fixed Cost as % of Total Costs	18.8%	13.3%		
EGF Total System Cost	\$482,381			
Fixed Cost Factor (TFC as % of TVC)	39.8%			
Fixed Cost as % of Total Costs	28.5%			
UND Total System Cost	\$578,157			
Fixed Cost Factor (TFC as % of TVC)	55.4%			
Fixed Cost as % of Total Costs	35.7%			

SUMMARY OF SERVICE AND COST COMPILATION

DESCRIPTION OF SERVICE:

Two fixed routes (4 & 6 & Night Bus 6) provide service in East Grand Forks on a Monday through Friday basis during normal operating hours. Two fixed routes (4 & 6 & Night Bus 6) provide service on Saturdays during normal operating hours. Routes 4 & 6 & Night Bus 6 also have transfer capability in downtown Grand Forks, with both routes connecting on the hour and on the half-hour.

DESCRIPTION OF ESTIMATED COST AND REVENUE COVERING JANUARY 1, 2024 TO DECEMBER 31, 2024:

A. FIXED ROUTE SERVICE

1. Cost

Vehicle Hour	\$59.9256	x	4,326	\$259,238
Peak Vehicles	\$68,705	x	2	\$137,411
Total Operating Cost				\$396,649

2. Revenue (Estimated Farebox): 3,500

3. Net Balance (1-2): \$393,149

B. PREVENTIVE MAINTENANCE

1. Cost

Vehicle Miles	\$1.60819	x	53,310	\$85,732
Net Balance:				<u>\$85,732</u>

C. ESTIMATED NET OPERATING COST TO EGF \$478,881

Some rounding differences will exist throughout.

Note: Unit costs for fixed route service were developed from the adopted 2024 Cities Area Transit Budget. Cost estimates for fixed-route service reflect a scenario that assumes that all operating dollars will be expended.

EAST GRAND FORKS - EXPENSE ASSIGNMENT

ACCOUNT ITEMS	BASIS FOR ASSIGNMENT		
	<u>Vehicle Hours</u>	<u>Vehicle Miles</u>	<u>Peak Vehicles</u>
TRANSIT OPERATING EXPENSES - ACCOUNT 5500			
	12.1%	13.3%	16.7%
<u>Personnel Services</u>			
400 0010 - Permanent			
Drivers	\$123,406		
Mechanics		\$13,745	
Administrative			\$28,046
400 0020 - Temporary			
Drivers	\$62,795		
Mechanics		\$0	
Administrative			\$0
400 0030 - Overtime			
Drivers	\$2,414		
Mechanics		\$664	
400 0040 - Holiday			
Drivers	\$1,689		
Mechanics			
Administrative			
430 0014 - Reimbursement			\$31,599
400 0060 Sick Leave			
Drivers	\$1,382		
Mechanics		\$154	
Administrative			\$314
400 0070 - Reclassification			
Drivers			
Mechanics			
Administrative			
<u>Fringe Benefits</u>			
401 0010 - Social Security			
Drivers	\$11,043		
Mechanics		\$1,230	
Administrative			\$2,510
401 0015 - Social Security - Medicare (Employer)			
Drivers	\$2,583		
Mechanics		\$288	
Administrative			\$587
401 0020 - Unemployment Compensation			
Drivers	\$477		
Mechanics		\$53	
Administrative			\$108
401 0030 - Workmen's Compensation			

EAST GRAND FORKS - EXPENSE ASSIGNMENT

ACCOUNT ITEMS	BASIS FOR ASSIGNMENT		
	<u>Vehicle Hours</u>	<u>Vehicle Miles</u>	<u>Peak Vehicles</u>
Drivers	\$3,025		
Mechanics		\$337	
Administrative			\$688
402 0005&10 - Health Insurance			
Drivers	\$27,261		
Mechanics		\$3,036	
Administrative			\$6,195
402 0020 - Life Insurance			
Drivers	\$170		
Mechanics		\$19	
Administrative			\$39
402 0025 - Life Insurance (Retirees)			
Drivers	\$31		
Mechanics		\$3	
Administrative			\$7
402 0030 Disability Insurance			
Drivers	\$486		
Mechanics		\$54	
Administrative			\$110
402 0040&41&42&43 - Pension Plan			
Drivers	\$19,338		
Mechanics		\$2,154	
Administrative			\$4,395
402 0054 - Cell Phone Flat Rate			\$380
<u>Materials and Supplies</u>			
410 0010 - Books and Subscriptions			\$42
410 0020 - Office Supplies			\$417
410 0040 - Janitorial Supplies			\$667
410 0045 - Vehicle Cleaning Supplies			\$333
410 0050 - Mechanical and Welding		\$27	
410 0055 - Shop Supplies		\$372	
410 0060 - Medical and Laboratory			\$0
410 0065 - Safety and Medical Supplies		\$199	
410 0100 - Clothing and Related			
Drivers	\$724		
Mechanics			
410 0170 - Minor Tools and Equipment			

EAST GRAND FORKS - EXPENSE ASSIGNMENT

ACCOUNT ITEMS	BASIS FOR ASSIGNMENT		
	<u>Vehicle Hours</u>	<u>Vehicle Miles</u>	<u>Peak Vehicles</u>
410 0190&0195 - Diesel Fuel		\$17,972	
410 0200&205 - Gasoline		\$15,065	
410 0206 - DEF Fluid		\$465	
410 0210 - Oil, Antifreeze, etc.		\$2,137	
410 0265 - Minor PC Software			\$250
415 0020 - Automotive Parts		\$3,318	
415 0021 - Parts - Non-Revenue Vehicles			\$833
<u>Utilities</u>			
420 0010 - Electricity			\$4,167
420 0020 - Building Heat (&420 0045 Propane)			\$3,333
420 0030 - Water, Refuse, Sewage			\$833
<u>Contractual Services</u>			
430 0010 - Auditing			\$733
430 0030 - Lease and Rental			\$0
430 0090 - Advertising			\$5,000
430 0100 - Cleaning and Laundry			\$1,417
430 -0110 - Printing			\$1,667
430 0150 - Consultants			\$250
430 0170 - Maintenance Agreements			\$8,304
430 0175 - Mtce. Costs - Computer Equip			\$83
430 0195 - Prof Fee Flex Benefit Plan			\$0
<u>Maintenance - Structures</u>			
440 0010 - Building and Grounds			\$833
440 0015 - Snow Removal			\$0
440 0040 - Bus Shelters			\$333
440 0130 - Lawn Care			\$100

EAST GRAND FORKS - EXPENSE ASSIGNMENT

ACCOUNT ITEMS	BASIS FOR ASSIGNMENT		
	Vehicle Hours	Vehicle Miles	Peak Vehicles
440 0140 - Janitorial and Cleaning			\$583
<u>Maintenance - Equipment</u>			
450 0010 - Air Conditioning and Heating		\$212	
450 0030 - Communication and Electronic		\$796	
450 0050 - General Equipment N.O.C.		\$0	
450 0090 - Shop Equipment		\$292	
450 0160 - Vehicle - Motorized Equipment		\$15,264	
450 0165 - Tires Revenue Vehicles		\$1,991	
450 0166 - Tires - Non Revenue vehicles			\$167
450 0610 - IS-Capital Replacement E		\$2,368	
OTHER OPERATING EXPENSES			
460 0010 - Interdepartmental Reimbursement			\$3,945
460 0015&20 - Telephone and Cell Phone			\$933
460 0016 Data Fee			\$1,417
460 0040 - Postage			\$67
460 0041 - Drug Testing			\$583
460 0050 - Education and Training			\$917
460 0060 - Travel			\$1,000
460 0061 - Reserved Parking Charge			\$83
460 0080 - Freight			\$33
460 0090 - Dues			\$333
460 0105 - Vehicle Registration			\$50
460 0110 - Fire and Tornado Insurance			\$1,050
460 0115 - Flood Insurance			\$300
460 0120 - Fleet Insurance			\$9,333
460 0170 - Attorney Fees			\$167
460 0190 - Filing Fees			\$0

EAST GRAND FORKS - EXPENSE ASSIGNMENT

ACCOUNT ITEMS	BASIS FOR ASSIGNMENT			
	Vehicle Hours	Vehicle Miles	Peak Vehicles	
460 0245 - Payment inlieu of Taxes			\$8,250	
470 0040 - Contingency				
470 0041 - EGF Contingency	\$3,333	\$3,333	\$3,333	
470 0044 - Credit Card Fees			\$292	
900 0010 - Operating Transfers Out			\$0	
470 0070 - Capital Replacement			\$0	
TOTAL ALL TRANSIT EXPENSES	\$260,158	\$86,411	\$137,410	\$483,979
<i>Slight differences are due to rounding</i>				

GRAND TOTAL ALL OPERATING EXPENSES

I. TOTAL VEHICLE HOURS (DRIVERS)	\$260,158
II. TOTAL VEHICLE MILES (MECHANICS)	\$86,411
III. TOTAL PEAK VEHLICES (ADMIN)	\$137,410
IV. TOTAL BUS OPERATING	<u>\$483,979</u>
 GRAND TOTAL <u>ALL OPERATING EXPENSES</u>	 <u><u>\$483,979</u></u>

Slight differences will occur from rounding throughout.

CITY BUS OPERATING MILES AS OF 1/1/24
WEEKDAY SERVICE (256 SCHEDULED DAYS)
SCHEDULED DAYS)

2024 WEEKDAY SERVICE (256 SCHEDULED DAYS)

ROUTE NUMBER	REV MILES PER DAY	DAILY DEADHEAD	TOTAL MILES PER DAY	ANNUAL TOTAL REV MILES/ROUTE	ANNUAL TOTAL MILES/ROUTE	PERCENT OF TOTAL
1	72.6		72.6	18,585.60	18,585.60	4.63%
2	51.6	7.6	59.2	13,209.60	15,155.20	3.77%
3A	76.8	3.8	80.6	19,660.80	20,633.60	5.14%
3B	70.4		70.4	18,022.40	18,022.40	4.49%
4 EGF	60	3.8	63.8	15,360.00	16,332.80	4.07%
5	114.84	5.5	120.34	29,399.04	30,807.04	7.67%
6 EGF	79.2	3.8	83	20,275.20	21,248.00	5.29%
7	116.82	7.7	124.52	29,905.92	31,877.12	7.94%
8	120.84	3.5	124.34	30,935.04	31,831.04	7.93%
9	119.84	3.3	123.14	30,679.04	31,523.84	7.85%
10	122.1	7.7	129.8	31,257.60	33,228.80	8.27%
Night Bus 23	25.6		25.6	6,553.60	6,553.60	1.63%
Night Bus 24 EGF	26.4	3.8	30.2	6,758.40	7,731.20	1.92%
Night Bus 22	59.04	3.1	62.14	15,114.24	15,907.84	3.96%
UND Red 14	86.4	2.8	89.2	13,564.80	14,004.40	3.49%
UND Purple 15	91.8	2.8	94.6	14,412.60	14,852.20	3.70%
UND Blue 16	79.2	2.8	82	12,434.40	12,874.00	3.21%
UND Night 25	50.76	2.8	53.56	6,497.28	6,855.68	1.71%

REV MILES w/UND	1424.24	64.8	1489.04	332,625.6	348,024.4	0.86651607
REV MILES wo/UND	1116.08	53.6	1169.68	243,322.88	254,126.08	
				46,909.08	48,586.28	

Total Weekday Rev. Miles GF Only

285,716.5

Total Weekday Miles

348,024.4

Total Weekday Rev. Miles

332,625.6

Spring Semester Day Rev. Miles	20592 79 Days
Spring Semester Night Rev. Miles	3249 64 Nights
Fall Winter Semester Day Rev. Miles	20077 78 Days
Fall Winter Semester Night Rev. Miles	3249 64 Nights
Totals	47166

Spring Semester Day Total Miles	21264 79 Days
Spring Semester Night Total Miles	3428 64 Nights
Fall Winter Semester Day Total Miles	20732 78 Days
Fall Winter Semester Night Total Miles	3428 64 Nights
Totals	48852

2024 SATURDAY SERVICE (52 SCHEDULED DAYS)

ROUTE NUMBER	REV MILES PER DAY	DAILY DEADHEAD	TOTAL MILES PER DAY	ANNUAL TOTAL REV MILES/ROUTE	ANNUAL TOTAL MILES/ROUTE	PERCENT OF TOTAL
1	66	3.8	69.8	3432	3629.6	0.90%
2	43	3.8	46.8	2236	2433.6	0.61%
3A	64	3.8	67.8	3328	3525.6	0.88%
3B	64	3.8	67.8	3328	3525.6	0.88%
4 EGF	50	3.8	53.8	2600	2797.6	0.70%
5	99	3.4	102.4	5148	5324.8	1.33%
6 EGF	66	3.8	69.8	3432	3629.6	0.90%
7	95.04	7.1	102.14	4942.08	5311.28	1.32%
8	106	1.5	107.5	5512	5590	1.39%
9	102.72	3.1	105.82	5341.44	5502.64	1.37%
10	106.7	8.9	115.6	5548.4	6011.2	1.50%
Night Bus 23	25.6	3.8	29.4	1331.2	1528.8	0.38%
Night Bus 24 EGF	26.4	3.8	30.2	1372.8	1570.4	0.39%
Night Bus 22	59.04	3.1	62.14	3070.08	3231.28	0.80%

	973.5	57.5	1031	50,622.0	53,612.0	0.13348393
				43,217.2	45,614.4	

Total Yearly Rev Miles

383,247.6

Total Saturday Rev. Miles GF Only

43,217.2

Total Saturday Rev. Miles

50,622.0

Total Saturday Miles

53,612.0

EAST GRAND FORKS

Weekday Miles	45,312
Saturday Miles	7,998
TOTAL MILES	53,310
Weekday Hours	3,686
Saturday Hours	640
Total Hours	4,326

COST ALLOCATION MODEL - OPERATING BUDGET DAR

Basis of Assignment	Total Expenses Assigned	Percentage of Total Cost	Total Operating Statistics	Unit Cost	Grand Forks cost at 91%	EGF cost at 9%
Vehicle Hours	\$1,055,252	62.23%	25,180	\$41.9090 (a)	22,913	2,266
Vehicle Miles	\$317,276	18.71%	247,025	\$1.28439 (b)	224,793	22,232
Peak Vehicle	\$323,240	19.06%	12	\$26,937 (c)	10.00	2.00
	\$1,695,768					

*Annual Cost - Grand Forks = $(41.9090 \times 22,913) = 960,260.92$ $(1.28439 \times 224,793) = 288,721.88$
 $(\$26,937 \times 10) = 269,370$ $(\$960,260.92 + \$288,721.88 + \$269,370.00) = \$1,518,353$

*Annual Cost - East Grand Forks = $(\$41.9090 \times 2,266) = 94,965.79$ $(1.28439 \times 22,232) = 28,554.56$
 $(\$26,937 \times 2) = 53,874.00$ $(\$94,965.79 + \$28,554.56 + \$53,874.00) = \$177,394.35*$

*Some slight differences will occur due to rounding throughout.

(a) From 2022 Yearly NTD Report

(b) From actual Distance Measuring Meter reading (on-board vehicle computer).

(c) Cities Area Transit, including service to East Grand Forks and UND.

OPERATING BUDGET

	TOTAL COST	G.F. SHARE	EGF SHARE
1. Vehicle Hours (Drivers)	\$1,055,252	\$960,261	\$94,966
2. Vehicle Miles	\$317,276	\$288,722	\$28,555
3. Peak Vehicle	\$323,240	\$269,370	\$53,874
GRAND TOTAL	\$1,695,768	\$1,518,353	\$177,394

Percentages assigned each area:	G.F. Share	E.G.F. Share	TOTAL %
Vehicle Hours	90.998%	8.999%	100.00%
Vehicle Miles	91.000%	9.000%	100.00%
Peak Vehicle	83.334%	16.667%	100.00%

* Some slight differences will occur due to rounding throughout.

EAST GRAND FORKS - EXPENSE ASSIGNMENT

ACCOUNT ITEMS	BASIS FOR ASSIGNMENT		
	<u>Vehicle Hours</u>	<u>Vehicle Miles</u>	<u>Peak Vehicles</u>
DAR OPERATING EXPENSES - ACCOUNT 5600			
	9.0%	9.0%	16.7%
<u>Personnel Services</u>			
400 0010 - Permanent			
Drivers	\$4,497		
Mechanics		\$4,497	
Administrative			\$8,329
400 0020 - Temporary			
Drivers	\$76,440		
Mechanics			
Administrative			
400 0030 - Overtime			
Drivers	\$274		
Mechanics		\$68	
400 0040 - Holiday			
Drivers	\$394		
Mechanics			
Administrative			
430 0014 - Reimbursement			\$0
400 0060 Sick Leave			
Drivers	\$0		
Mechanics		\$0	
Administrative			\$0
400 0070 - Reclassification			
Drivers			
Mechanics			
Administrative			
<u>Fringe Benefits</u>			
401 0010 - Social Security			
Drivers	\$1,874		
Mechanics		\$1,874	
Administrative			\$3,470
401 0015 - Social Security - Medicare (Employer)			
Drivers	\$438		
Mechanics		\$438	
Administrative			\$812
401 0020 - Unemployment Compensation			
Drivers	\$0		

EAST GRAND FORKS - EXPENSE ASSIGNMENT

ACCOUNT ITEMS	BASIS FOR ASSIGNMENT		
	<u>Vehicle Hours</u>	<u>Vehicle Miles</u>	<u>Peak Vehicles</u>
Mechanics		\$0	
Administrative			\$0
401 0030 - Workmen's Compensation			
Drivers	\$10		
Mechanics		\$10	
Administrative			\$18
402 0005&10 - Health Insurance			
Drivers	\$6,093		
Mechanics		\$6,093	
Administrative			\$11,284
402 0020 - Life Insurance			
Drivers	\$44		
Mechanics		\$44	
Administrative			\$81
402 0025 - Life Insurance (Retirees)			
Drivers	\$0		
Mechanics		\$0	
Administrative			\$0
402 0030 Disability Insurance			
Drivers	\$87		
Mechanics		\$87	
Administrative			\$161
402 0040&41&42&43 - Pension Plan			
Drivers	\$3,586		
Mechanics		\$3,586	
Administrative			\$6,641
402 0054 - Cell Phone Flat Rate			\$117
<u>Materials and Supplies</u>			
410 0010 - Books and Subscriptions			\$0
410 0020 - Office Supplies			\$100
410 0040 - Janitorial Supplies			\$0
410 0045 - Vehicle Cleaning Supplies			\$100
410 0050 - Mechanical and Welding		\$0	
410 0055 - Shop Supplies		\$0	
410 0060 - Medical and Laboratory			\$0

EAST GRAND FORKS - EXPENSE ASSIGNMENT

ACCOUNT ITEMS	BASIS FOR ASSIGNMENT		
	<u>Vehicle Hours</u>	<u>Vehicle Miles</u>	<u>Peak Vehicles</u>
410 0065 - Safety and Medical Supplies		\$0	
410 0100 - Clothing and Related Drivers Mechanics	\$180		
410 0170 - Minor Tools and Equipment		\$0	
410 0190&0195 - Diesel Fuel		\$0	
410 0200&205 - Gasoline		\$5,400	
410 0206 - DEF Fluid		\$0	
410 0210 - Oil, Antifreeze, etc.		\$135	
410 0265 - Minor PC Software			\$0
415 0020 - Automotive Parts		\$90	
415 0021 - Parts - Non-Revenue Vehicles			\$0
<u>Utilities</u>			
420 0010 - Electricity			\$2,000
420 0020 - Building Heat (Natural Gas)			\$1,833
420 0030 - Water, Refuse, Sewage			\$333
<u>Contractual Services</u>			
430 0010 - Auditing			\$0
430 0030 - Lease and Rental			\$0
430 0090 - Advertising			\$0
430 0100 - Cleaning and Laundry			\$0
430 -0110 - Printing			\$100
430 0150 - Consultants			\$0
430 0170 - Maintenance Agreements			\$6,667
430 0175 - Mtce. Costs - Computer Equip			\$0
430 0195 - Prof Fee Flex Benefit Plan			\$0

EAST GRAND FORKS - EXPENSE ASSIGNMENT

ACCOUNT ITEMS	BASIS FOR ASSIGNMENT		
	<u>Vehicle Hours</u>	<u>Vehicle Miles</u>	<u>Peak Vehicles</u>
<u>Maintenance - Structures</u>			
440 0010 - Building and Grounds			\$0
440 0015 - Snow Removal			\$0
440 0040 - Bus Shelters			\$0
440 0130 - Lawn Care			\$0
440 0140 - Janitorial and Cleaning			\$0
<u>Maintenance - Equipment</u>			
450 0010 - Air Conditioning and Heating		\$0	
450 0030 - Communication and Electronic		\$2,250	
450 0050 - General Equipment N.O.C.		\$0	
450 0090 - Shop Equipment		\$0	
450 0160 - Vehicle - Motorized Equipment		\$1,350	
450 0165 - Tires Revenue Vehicles		\$315	
450 0166 - Tires - Non Revenue vehicles			\$0
450 0610 - IS-Capital Replacement E		\$1,267	
OTHER OPERATING EXPENSES			
460 0010 - Interdepartmental Reimbursement			\$0
460 0015&20 - Telephone and Cell Phone			\$683
460 0016 Data Fee			\$4,167
460 0040 - Postage			\$217
460 0041 - Drug Testing			\$517
460 0050 - Education and Training			\$100
460 0060 - Travel			\$333
460 0061 - Reserved Parking Charge			\$0
460 0080 - Freight			\$0

EAST GRAND FORKS - EXPENSE ASSIGNMENT

ACCOUNT ITEMS	BASIS FOR ASSIGNMENT		
	<u>Vehicle Hours</u>	<u>Vehicle Miles</u>	<u>Peak Vehicles</u>
460 0090 - Dues			\$0
460 0105 - Vehicle Registration			\$17
460 0110 - Fire and Tornado Insurance			\$0
460 0115 - Flood Insurance			\$0
460 0120 - Fleet Insurance			\$3,667
460 0170 - Attorney Fees			\$0
460 0190 - Filing Fees			\$0
460 0245 - Payment in lieu of Taxes			\$0
470 0040 - Contingency			
470 0041 - EGF Contingency	\$3,333	\$3,333	\$3,333
470 0044 - Credit Card Fees			\$183
900 0010 - Operating Transfers Out			\$0
470 0070 - Capital Replacement			\$0
TOTAL ALL TRANSIT EXPENSES	\$97,249	\$30,838	\$55,263
<i>Slight differences are due to rounding</i>			

GRAND TOTAL ALL OPERATING EXPENSES

I. TOTAL VEHICLE HOURS (DRIVERS)	\$97,249
II. TOTAL VEHICLE MILES (MECHANICS)	\$30,838
III. TOTAL PEAK VEHICLES (ADMIN)	\$55,263
IV. TOTAL BUS OPERATING	<u>\$183,350</u>
 GRAND TOTAL ALL OPERATING EXPENSES	 <u><u>\$183,350</u></u>

Slight differences will occur from rounding throughout.

GOVERNMENT ACCESS CHANNEL POLICY

Purpose

The purpose of this policy is to provide guidelines and standards for the use of the government access channel provided to the City of East Grand Forks known as “the City”. This channel is a government access channel as provided for in the Cable Communications Act of 1984. This Federal legislation established public, educational, and government (PEG) channels for use by each of the broad corresponding groups. Because this is a government access channel, there is no legal requirement to broadcast any type of programming that is not government related or sponsored. This policy clarifies what is “government related or sponsored” programming.

General Policy

The government access channel of the City is to be used as an informational and outreach tool to assist in increasing community knowledge and awareness of the functions and responsibilities of City government, including broadcasting regularly scheduled Council and Board or Commission meetings and providing direct, non-editorial, non-political, non-commercial and neutral information to the citizens of East Grand Forks concerning the operation, deliberations, and/or programs of City government. Under federal law, the government access channel does not constitute public access and is not a public forum. Nothing in this policy shall be construed to create a public forum, limited or otherwise. The channel will not be used for the purpose of building support or opposition to a particular policy, program, issue, party or individual.

All programming broadcast on the government access channel must address topics that relate directly to City government related or sponsored meetings, services, events, programs and/or activities, and meet all FCC regulations and applicable federal, state and local laws. The City Administrator or his/her designee shall be responsible for administering the channel in accordance with the guidelines recommended herein.

Definitions

Access channel user meaning governmental body or educational institution which makes a proper application for and presents Access programming over the City’s Government access channel.

Access programming means video and audio materials provided by Access Channel User’s on the City’s channel, which programming concerns matters of interest to and/or is about the local East Grand Forks area.

Applicant means any governmental body or educational institution that has applied for access.

Public purpose means an activity that serves as a benefit to the community as a body and at the same time is related to a function of government or education.

Provisions

- 1) **Access to the government access channel is provided to the City Administrator’s Office and City departments. Specifically, programming on the government access channel may include:**

- a) Live and tape-delayed broadcasting of regularly scheduled City Council meetings, Work Sessions, Commission or Board meetings, and other select City meetings as determined by the City Administrator or his/her designee, or by City Council.
 - b) City produced programs, or programs produced on behalf of or for the City to:
 - i) illustrate the function or operations of City government, government facilities, or programs featuring City services,
 - ii) programs created by the City, public utilities, or other governmental entities that the city in its sole determination, has determined would be of benefit to the members of the community,
 - iii) information on specific City programs, and/or
 - iv) City-sponsored events of interest to the community.
 - c) Augmenting other programming, a digital program including images of the City and bulletin-board announcements of certain City government related or City sponsored meeting and event information.
 - d) In the event of an emergency, health and safety related programming or announcements relevant to residents.
 - e) Programming from other federal, state, county, and local governments, and public education that may relate to the community for government and education purposes is allowed. City programming will be given priority with additional time being used on a first come, first served basis.
- 2) Except with respect to broadcasts of public meetings, candidate forums, or similar public forums, the following programming is prohibited from airing on the government access channel:**
- a) Programs that constitute libel, slander, pornography or obscene and indecent content.
 - b) Programs that promote, advocate and/or endorse a particular religious belief or beliefs.
 - c) Programs that attempt to influence viewers to vote for a particular political candidate or position.
 - d) Programs that depict anyone in a prejudicial manner on the basis of race, national origin, religion, ancestry, age, disability, gender, or sexual orientation.
 - e) Programs that solicit funds for any private, charitable, non-governmental or political purpose.
 - f) Programs used to promote or publicize information and activities of specific groups, organizations, businesses or individuals.
 - g) Political candidates running for election or re-election are prohibited from appearing during the “election season”, except in the normal course of their official duties, except

that candidates may appear in City-sponsored candidate forums in which all candidates have equal opportunity to participate. For these purposes, the “election season” begins when a candidate files nomination papers and ends when polls close on Election Day.

- h) Any program used to endorse an issue, company, or product.
- i) Any program concerning any lottery, gift enterprise or similar promotion based on lot or chance.
- j) Programs containing any corporate logos or commercial advertising.
- k) Any “commercial programming” prohibited by Public Utilities Code section 5870.
- l) Copyrighted material. Any programming containing content that is in violation of copyright laws.
- m) Programming which is prohibited by applicable Federal, State or local laws.

3) Management, Retention, Ownership and Liability rights:

- a) All management, oversight and programming of the City of East Grand Forks government access channel shall be provided by the City Administrator or the City Administrator’s designee.
- b) City-owned video equipment shall be used only for authorized City activities, and only by employees of the City Administrator’s Office and/or the Information Technology Department, or personnel trained under the direction of these departments. Loan of equipment, for personal or outside use, is prohibited.
- c) All programming produced by or for the City of East Grand Forks shall be and shall remain the property of the City. Programs produced by contract agents of the City become the property of the City.
- d) Official public meetings shall not be edited or be subject to editorial comment.
- e) Any programming prepared, originated, or provided by a City Department may be modified or edited as appropriate.

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held on August 2, 2023, at 8:00 am in the City Council Chambers.

Present: Quirk, Grinde, Beauchamp, Riopelle

Absent: None

Also present: Ron Galstad, Keith Mykleseth, Brian Johnson, Todd Grabanski, Todd Forster, Brianna Feil, Jordan Midgarden, Karla Anderson, Tyler Tretter, Shantel Hecht, Svea Benefield.

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp to approve the minutes of the previous regular meeting held on July 19, 2023.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Grinde to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$299,937.63.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp to approve hiring Alyssa Kozel for the Billing Clerk/Cashier position in the Water & Light Business office at \$26.81 per hour with a start date of 8-16-23.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp to approve the promotion of Kristen Shipes to the Senior Billing Clerk/Secretary to the Commission position in the Water & Light Business office at \$34.84 per hour effective 8-16-23.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Grinde to approve the DSC crew to hang the banner at the Sorlie Bridge for the Downtown Street Fair and Happy Harry's Hot Valley Nights on August 18-19, 2023.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp to approve providing complimentary water for the dunk tank for the Jog Your Memory 5K event on August 19, 2023, as requested by Shantel Hecht.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp to approve the WAPA Contract 15-UGPR 1035, Exhibit B & C revisions, and direct the General Manager to sign.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp to adjourn at 8:23 am to the next regular meeting on August 16, 2023, at 8:00 am to be held in the City Council Chambers.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

Lori Maloney
Commission Secretary

ORDINANCE NO. 39, 4th SERIES

AN ORDINANCE OF THE CITY OF EAST GRAND FORKS, MINNESOTA, AMENDING CITY CODE TITLE IX ENTITLED "GENERAL REGULATIONS" BY REVOKING WEEDS SECTIONS 98.35 AND AMENDING/REPLACING SECTION 98.35 WEEDS WITH THE FOLLOWING; AND BY ADOPTING BY REFERENCE CITY CODE TITLE 1 AND SECTION 10.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY OF EAST GRAND FORKS ORDAINS:

Section 1. That Section 98.35 of the City Code is hereby REVOKED and amended to read as follows, to-wit:

CHAPTER 98. - PUBLIC NUISANCE

WEEDS/GRASS

98.35. - Definitions.

As used in this chapter, the following words, and terms, unless the context clearly requires otherwise, shall have the following meanings:

Garden shall mean a cultivated and maintained area, not located within a public right-of-way, berm, or boulevard, dedicated to growing vegetables, fruits, flowers, ornamental grass, shrubs, and similar plants that are planted in a well-defined location.

Managed natural landscape means a planned, intentional, and maintained planting of native or nonnative grasses, wildflowers, forbs, ferns, shrubs, or trees, including but not limited to rain gardens, meadow vegetation, and ornamental plants. Managed natural landscapes do not include turf-grass lawns left unattended for the purpose of returning to a natural state.

Meadow vegetation means grasses and flowering broad-leaf plants that are native to, or adapted to, the state of Minnesota, and that are commonly found in meadow and prairie plant communities, not including noxious weeds. "Noxious weed" has the meaning given in section 18.77, subdivision 8.

Ornamental plants mean grasses, perennials, annuals, and groundcovers purposely planted for aesthetic reasons. The term shall not include turf grass or weeds.

Rain garden means a native plant garden that is designed not only to aesthetically improve properties, but also to reduce the amount of stormwater and accompanying pollutants from entering streams, lakes, and rivers.

Tall grass shall mean grass predominantly more than eight (8) inches in height. The term shall not include tall grass that exists as part of a cultivated and maintained managed natural landscape.

Turf-grass lawn means a lawn composed mostly of grasses commonly used in regularly cut lawns or play areas, including, but not limited to bluegrass, fescue, and ryegrass blends, intended to be maintained at a height of no more than eight inches.

Weeds shall mean volunteer plants that grow or reproduce aggressively or are invasive outside of its native habitat and which tend to overgrow or choke out more desirable plants, crop, or lawn. "Noxious weed" has the meaning given in section 18.77, subdivision 8. The term shall include "noxious weeds" as defined by the commissioner of the Minnesota Department of Agriculture and shall also include all plants classified or described as a weed by the United States Department of Agriculture. The term shall also include other plants capable of causing skin reactions upon contact, producing allergic respiratory reactions, or posing a fire danger.

98.36. - Purpose.

The city hereby finds that tall grass and weeds can have an adverse effect on neighborhoods by providing a refuge for vermin and insects; creating fire hazards; harborage of mosquitoes; production and transmission of spores, pollens and molds; transmission of weeds; retention of litter and debris; creating an appearance of abandoned property; adversely affecting property values; and impairing neighborhood and community aesthetics; among other adverse or blighting effects. The purpose of this article is to secure the public health, safety and general welfare of the city residents, property owners, and visitors by regulating tall grass and weeds.

98.37. - Declaration of public nuisance.

All tall grass and weeds exceeding eight (8) inches in height growing within the limits of the city are hereby declared to be a public nuisance, except as otherwise provided herein. It shall be the duty of every person owning, occupying, or in charge of any premises, lot or parcel of land in the city to keep that premise, parcel or lot, including the adjacent rights-of-way, berms and boulevards free from all tall grass and weeds by cutting or destroying them as required herein between April 1 and November 1 of each year. Medians separating street sections shall not be included in the requirements of this article. Tall grass that exists as part of a managed natural landscape shall not be included in the requirements of this article.

98.38. - Unlawful act.

(A) Except as part of a managed natural landscape as defined in this section, any weeds or tall grasses growing upon any lot or parcel of land in the city to a greater height than eight (8) inches or that have gone or are about to go to seed shall be considered to be a public nuisance for the purposes of this article and are prohibited.

(B) It shall be unlawful for the owner or occupant of any lot or parcel of land to which this chapter applies to allow or maintain upon any portion of any premise, parcel, lot, adjacent

right-of-way, berm, or boulevard, any tall grass or weeds in any managed natural landscape or landscaping display in a condition other than a substantially weed free condition.

(C) It shall be unlawful for the owner or occupant of any lot or parcel of land to which this chapter applies to allow or maintain a garden or managed natural landscape upon any public right-of-way, berm, or boulevard without specific authorization from the city. This prohibition shall not, however, apply to gardens or managed natural landscape planted or maintained by the city or the East Grand Forks Park and Recreation Department.

98.39. - Exemptions.

Property may be exempt from the cutting or mowing requirements listed in this chapter if approved by the community development director, or his or her designee, upon a finding that the exemption is warranted due to safety concerns, environmental concerns, and/or esthetic benefits which do not unreasonably jeopardize the public health, safety and general welfare of the city residents, property owners and visitors. Conditions or situations in which such an exemption may be granted shall include but not be limited to property that:

- (1) Cannot be safely mowed;
- (2) Is highly erodible;
- (3) Is undevelopable;
- (4) Is located in an undisturbed natural area;
- (5) Is densely wooded;
- (6) Is too wet to mow such as a marsh, wetland, stormwater drainage pond, riverbank, or coulee, either natural or manmade;
- (7) Is zoned agricultural and is legally used for bona fide agricultural purposes;
- (8) Is part of the greenway;
- (9) Any lot, parcel, or portion thereof upon which construction is occurring; or
- (10) Is a part of the flood control system.

98.40. - Notice to abate.

Notice to abate a violation of this chapter shall be given in writing to the property owner or occupant and shall state a specified period of time for abatement by the property owner or occupant. Where the property owner or occupant cannot be found or otherwise given notice by mail, notice to abate a violation of this article may be given by posting a sign in a conspicuous place on the premises.

98.41 Appeals

(A) The property owner may appeal by filing written notice of objections with the City Council within 48 hours of the notice, excluding weekends and holidays, if the property owner contests the finding of the City Council. It is the property owner's responsibility to demonstrate that the matter in question should not be subject to destruction under the subchapter.

(B) An appeal by the property owner shall be brought before the City Council and shall be decided by a majority vote of the Council Members in attendance and being at a regularly scheduled or special meeting of the City Council.

98.42. - Abatement.

Whenever any person, firm or corporation owning, occupying or in charge of any premise, lot or parcel of land within the city limits, shall fail, neglect or refuse to mow or cut the tall grass and weeds in accordance with the provisions of this article or shall fail to eradicate, cut or control weeds or tall grass within ten (10) days of mailing of notice by the community development department, the community development department shall order the nuisance to be abated by eradicating, cutting or controlling the weeds or tall grass in a manner specified by the department.

98.43. - Right of entry.

The community development department and its authorized agents are hereby empowered and authorized to enter upon any premises or land within the city for purposes of inspecting, eradicating, cutting, removing, destroying, or controlling tall grass and weeds prohibited under this article. No person shall molest or interfere with such person or persons while they are engaged in carrying out the provisions of this article.

98.44. – Community Development Department to cut or destroy; special assessment of costs.

Whenever any individual, firm, or corporation owning, occupying, or in charge of any premises, lot, or parcel of land within the limits of the city, shall neglect or refuse to comply with the provisions of this article, then it shall be the duty of the community development department to proceed forthwith to cause such nuisance to be abated by eradicating, cutting, removing, destroying or controlling said tall grass and weeds. The property owner is liable for all costs of removal, cutting or destructions of the nuisance and if the sums are not paid by the property owner, the city council may proceed to assess and collect the expenses of the abatement of such public nuisance upon the premises, lot or parcel of land upon which the same may be found. The City shall report the amount of abatement expenses charged to various property, including a description of the premises, lot, or parcel of land chargeable therewith, and the name of the owner. Such charges shall include all costs, fees and charges authorized by the city council. The city council may certify to the county auditor as a special assessment against the property affected, all such costs, charges, and fees. The amounts charged for cutting or other abatement of tall grass and weeds shall be determined by action of the city council.

98.45. - Publication of public notice.

The City shall publish in the official newspaper a public notice of the prohibition of the existence of a public nuisance in the form of tall grass and weeds as prohibited by this chapter. Such notice shall be published once a month during the months of May, June, July, and August of each year.

Section 3. City Code Chapter 10 entitled "General Provisions" and Section 10.99 are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 4. This ordinance shall take effect and be in force from and after its passage and publication and be given the Number 39, 4th Series.

Voting Aye:

Voting Nay:

Absent:

ATTEST:

PASSED: September 5, 2023

City Administrator

President of Council

I hereby approve the foregoing Ordinance this 5th day of September, 2023.

Mayor

Request for Council Action

Date: August 15, 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: Economic Development Director

RE: Hawkes Manufacturing Computer Loan

Hawkes Manufacturing needs to purchase new computer equipment to run its operations and inventory. The total purchase price is \$147,000. Hawkes is seeking a City loan of \$49,000, which is 1/3 of the cost.

The Loan Committee scheduled a meeting for August 2. The members in attendance recommended approval of the loan request at 1% interest for 10 years.

On August 15, 2023, the EDA will hold the public hearing and consider the request. The Economic Development Director will present the recommendation of the EDA at the City Council meeting.

The Director is working with Hawkes to obtain training funds to supplement the computer cost.

Recommendation:

Accept the recommendation of the EDA and approve the loan request for \$49,000 at 1% interest for a term of 10 years.

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“MOA”) is made by and between the City of East Grand Forks (“Employer”) and the Law Enforcement Labor Services, Inc. (Police Group #152) (“Union”).

WHEREAS, the Union is the exclusive representative for certain employees of the Employer in an appropriate unit;

WHEREAS, the parties are parties to a labor agreement effective from January 1, 2021, through December 31, 2023 (“Labor Agreement”);

WHEREAS, the Employer has agreed to adjust the wage of Officer Lance Kallinen and provide back pay to January 1, 2023; and

NOW, THEREFORE, Employer and Union agree as follows:

SCHEDULE A – Officer Lance Kallinen will have his wage adjusted from Grade 15 Step 5 (\$67,974.40) to Grade 15 Step 6 (\$70,470.40). The City will also provide Officer Kallinen with back pay from January 1, 2023, to the date this MOU is signed by both parties. From the date this MOU is signed Officer Kallinen will then continue at grade 15 step 6 of Schedule A, Officer Kallinen’s anniversary date will remain the same as it was prior to this MOU.

Entire Agreement

This MOA constitutes the entire agreement among the parties hereto. The Employer was assured that there were no other bargaining unit employees similarly situated as Officer Lance Kallinen that would be in a position to make a similar request. That assurance was a substantial consideration by the Employer to voluntarily agree to the adjustment. No other representations, warranties, covenants, or inducements have been made to any party concerning this MOA, other than the representations, covenants, or inducements contained and memorialized in this MOA. This MOA supersedes all prior negotiations, oral and written agreements, policies, and practices with respect thereto addressing the specific subject matter addressed in this MOA.

Waiver of Bargaining

Employer and Union each voluntarily and unqualifiedly waives the right and each agrees that while the current Labor Agreement is in full force and effect the other shall not be obligated to bargain collectively with respect to the express subjects or matters included in this MOA.

Limitations

This MOA is intended for the sole and limited purpose specified herein. This MOA cannot be construed to be, nor does it constitute or establish any admission of the Employer, precedent, past practice or otherwise place any prohibition or limitation on any management right of the Employer. The Employer expressly reserves the right to exercise all its management rights without limitation.

Amendment or Modification

This MOA or any of its terms may only be amended or modified by a written instrument that: (1) expressly states it is amending or modifying the MOA; and (2) is signed by or on behalf of all the parties hereto or their successors in interest.

Voluntary Agreement of the Parties

The parties hereto acknowledge and agree that this MOA is voluntarily entered into by all parties hereto as the result of arm’s-length negotiations.

Effective and Expiration Date

This MOA is effective on the latest date affixed to the signatures below. This MOA will expire and no longer be in force or effect, effective the date that the Labor Agreement expires and is no longer in force or effect.

IN WITNESS HEREOF, the parties hereto have executed this MOA on the latest date affixed to the signatures below.

FOR THE CITY OF EAST GRAND FORKS

LAW ENFORCEMENT LABOR SERVICES, INC. (LOCAL #152)

BY _____
Mayor-Steven Gander

BY _____
President

BY _____
City Administrator-Reid Huttunen

BY _____
Business Agent

DATE _____

DATE _____

Request for Council Action

Date: August 15, 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 Purchase In-Car and Body Cameras

Background:

In 2017 the East Grand Forks Police Department began to explore getting bodycams for our officers to wear while on patrol. In 2018 we purchased bodycams and new in-car camera systems that worked together. The cameras we purchased were from WatchGuard. We also purchased software that allowed our staff to redact portions of the video as necessary. We have paid an annual extended warranty/service fee each year on these products. This system used local storage and we have nearly filled the capacity of that storage system. In September 2023 our extended warranty/service plans on the cameras and the software will be expiring and will no longer be serviced by WatchGuard (which is now owned by Motorola). We have done extensive research and ultimately field-tested new body cams from both WatchGuard and Axon. At the conclusion of the testing our staff requested that we stay with WatchGuard for the new cameras.

The attached quote covers six (6) “packages” of a bodycam and an in-car video system, four (4) additional bodycams and six (6) spare batteries. The redacting software is now included in what WatchGuard calls “Command Central Evidence Plus”. The new system also includes unlimited cloud-based storage. The systems that we are looking to purchase are part of a five-year “subscription” package. The warranty/maintenance fees are built into the subscription fees that are spread out over the five-year period. In year three of the subscription we will get all new bodycams. The “Year 1” cost for the system as described above and in the attached quote is \$24,580.00 with an additional “subscription fee” of \$18,986.00 in years two – five. The total cost over the five-year period would be \$100,524.00.

Financial Impact:

The EGFPD had budgeted \$30,000.00 for this project in 2023. We are still looking into our installation and any related fees but we should be under budget for 2023. In our Capital Improvements plan we have \$25,000.00 budgeted for years two – five so we are approx. \$6,000.00 per year below our projected expenses if we go with this plan.

Recommendation:

Authorize the EGFPD to enter into a five year “subscription” for in-car and bodycam equipment and services with WatchGuard/Motorola as described in the attached quotation.

Enclosures:

Quote # 2280378 dated 08/08/2023 from Motorola Solutions.



EAST GRAND FORKS POLICE DEPARTMENT

(10) V300 (6) M500 (1) CCE+- VaaS

08/08/2023

Billing Address:
 EAST GRAND FORKS POLICE
 DEPARTMENT
 600 DEMERS AVE
 EAST GRAND FORKS,
 MN 56721
 US

Quote Date:08/08/2023
 Expiration Date:11/06/2023
 Quote Created By:
 Kelsey Thompson
 Kelsey.Thompson@
 motorolasolutions.com

End Customer:
 EAST GRAND FORKS POLICE
 DEPARTMENT
 Mike Hedlund
 mhedlund@egf.mn
 218-773-1104

Payment Terms:30 NET

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price	Refresh Duration
Video as a Service							
1	AAS-M5-BWC-5YR	M500 IN-CAR SYSTEM WITH BODY WORN CAMERA AND VIDEO MANAGER EL CLOUD - 5 YEARS VIDEO-AS-A-SERVICE*	6	5 YEAR	\$12,500.00	\$75,000.00	
2	PRS-0618A	VAAS MANAGED INSTAL,ONSITE,TRAIN,CO NFIG	1		\$5,000.00	\$5,000.00	
3	WGB-0178AAS	VIDEO EQUIPMENT, V300/ V700 USB DESKTOP DOCK VAAS (\$4 PER MON)	1		Included	Included	
4	WGB-0703A	M500 ICV SYSTEM, V300 WIFI DOCK, SPS*	6		Included	Included	



Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price	Refresh Duration
5	AAS-BWC-USB-DOC	V300/V700 USB CHARGE/ UPLOAD DOCK - 5 YEARS VIDEO-AS-A-SERVICE (\$4 PER MON)	1	5 YEAR	\$240.00	\$240.00	
6	PSV00S01454A	LMS ONBOARDING	1		\$0.00	\$0.00	
7	SSV00S01450B	LEARNER LXP SUBSCRIPTION*	23	5 YEAR	\$0.00	\$0.00	
8	WGB-0101A	V300 BODY WORN CAMERA, MAG CHEST MOUNT	6		Included	Included	3 YEAR
9	WGB-0138AAS	VIDEO EQUIPMENT, V300/ V700 TRANSFER STATION (\$30 PER MON)	1		Included	Included	
10	WGW00502	M500 EXTENDED WARRANTY	6	5 YEAR	Included	Included	
11	WGA00428-103	CONFIGWIRLESKIT MTIK802.11AC,POE,5GHZ ANT	6		Included	Included	
12	WGP01394-001	CBL, WIFI VHCL ANT MNT, NMO, 17'L	6		Included	Included	
13	WGC02001-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER BODY WORN CAMERA VAAS*	6	5 YEAR	Included	Included	
14	WGC02002-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER IN-CAR VIDEO SYSTEM WITH 2 CAMERAS VAAS*	6	5 YEAR	Included	Included	
15	WGW00300-003	V300 NO FAULT WRRANTY	6	5 YEAR	Included	Included	
Video as a Service							
16	AAS-BWC-5YR-001	BODY WORN CAMERA AND VIDEO MANAGER EL CLOUD - 5 YEARS VIDEO- AS-A-SERVICE	4	5 YEAR	\$3,400.00	\$13,600.00	



Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price	Refresh Duration
17	WGB-0101A	V300 BODY WORN CAMERA, MAG CHEST MOUNT	4		Included	Included	3 YEAR
18	WGC02001-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER BODY WORN CAMERA VAAS*	4	5 YEAR	Included	Included	
19	WGW00300-003	V300 NO FAULT WRRANTY	4	5 YEAR	Included	Included	
20	WGP02614	V300, BATT, 3.8V, 4180MAH	6		\$99.00	\$594.00	
21	WGB-0138AAS	VIDEO EQUIPMENT, V300/ V700 TRANSFER STATION (\$30 PER MON)	1		Included	Included	
	CommandCentral Evidence						
22	ISV00S01459A	DIGITAL EVIDENCE DELIVERY SERVICES	1		\$0.00	\$0.00	
23	SSV00S01450B	LEARNER LXP SUBSCRIPTION*	1	5 YEAR	\$0.00	\$0.00	
24	SSV00S02601A	COMMANDCENTRAL EVIDENCE PLUS*	1	5 YEAR	\$2,340.00	\$2,340.00	
25	SSV00S02604A	FIELD RESPONSE APPLICATION*	1	5 YEAR	Included	Included	
26	SSV00S02605A	RECORDS MANAGEMENT*	1	5 YEAR	Included	Included	
27	SSV00S02606A	OPTIMIZED DIGITAL EVIDENCE*	1	5 YEAR	\$0.00	\$0.00	
28	SSV00S02783A	COMMANDCENTRAL STORAGE GB*	1000	5 YEAR	\$3.75	\$3,750.00	
29	SSV00S02782A	COMMUNITY INTERACTION TOOL*	1	5 YEAR	\$0.00	\$0.00	

Grand Total

\$100,524.00(USD)

Pricing Metric :

Price is indicative of the following -



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

of Named Users for CommandCentral Evidence - 1

Pricing Summary

	Sale Price	
Upfront Costs for Hardware, Accessories and Implementation (if applicable), plus Subscription Fee	\$24,580.00	\$0.00
Year 2 Subscription Fee	\$18,986.00	\$0.00
Year 3 Subscription Fee	\$18,986.00	\$0.00
Year 4 Subscription Fee	\$18,986.00	\$0.00
Year 5 Subscription Fee	\$18,986.00	\$0.00
Grand Total System Price	\$100,524.00	\$0.00

DRAFT



Purchase Order Checklist	
Marked as PO/ Contract/ Notice to Proceed on Company Letterhead (PO will not be processed without this)	
PO Number/ Contract Number	
PO Date	
Vendor = Motorola Solutions, Inc.	
Payment (Billing) Terms/ State Contract Number	
Bill-To Name on PO must be equal to the <i>Legal</i> Bill-To Name	
Bill-To Address	
Ship-To Address (If we are shipping to a MR location, it must be documented on PO)	
Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)	
PO Amount must be equal to or greater than Order Total	
Non-Editable Format (Word/ Excel templates cannot be accepted)	
Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept	
Ship To Contact Name & Phone #	
Tax Exemption Status	
Signatures (As required)	

Request for Council Action

Date: September 5, 2023

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

Cc: File

From: Reid Huttunen

RE: Request to declare surplus property and sell 2002 Olympia Ice Resurfacer

Background:

The Parks Dept has a surplus 2002 Olympia Ice Resurfacer that it does not have a use for anymore. We have been in contact with the Greenway Amateur Hockey Association (GAHA) and received an offer of \$5,000 for this equipment.

For this price, the GAHA will be responsible for all pick up and transport from East Grand Forks.

Budget Impact.

none

Recommendation:

Declare surplus the 2002 Olympia Ice Resurfacer and approve the sale to Greenway Amateur Hockey Association.

Enclosure:

none

Request for Council Action

Date: September 5, 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: Karla Anderson

RE: Selection of Auditing Services for the years 2023, 2024 and 2025

Background:

The council directed a Request for Proposals for Auditing services for the years ending December 31, 2023, 2024 and 2025, with an option of extending for another three years. Fourteen accounting firms were contacted and provided with RFP. Four firms sent emails declining because of capacity issues/staff.

Three proposals were received:

Brady Martz & Associates LLP	Grand Forks, ND
BergankDV	St. Cloud, MN
Eide Bailly	Fargo, ND

A committee consisted of City Administrator Reid Huttunen, Water and Light Accountant Brianna Feil, and Finance Director Karla Anderson reviewed the three proposals.

All proposals were from three reputable accounting firms, with services for audit, financial reporting, and availability to answer accounting questions throughout the year. Attached is the recap of the Cost Proposal of the three accounting firms.

Recommendation:

The committee recommends that Brady Martz & Associates LLP from Grand Forks, ND be selected for the audit and financial statements, for years ending December 31, 2023-2025.

Brady Martz

Located in Grand Forks, ND

	Single Audit	City	City incl. Single Audit	W&L
2023	\$ 3,900.00	\$ 46,910.00	\$ 50,810.00	\$ 19,265.00
2024	\$ 4,000.00	\$ 48,525.00	\$ 52,525.00	\$ 19,950.00
2025	\$ 4,100.00	\$ 50,705.00	\$ 54,805.00	\$ 21,000.00
	\$ 12,000.00	\$ 146,140.00	\$ 158,140.00	\$ 60,215.00
	Total City and W&L w/o Single Audit			\$ 206,355.00
	Total City and W&L incl. Single Audit			\$ 218,355.00

2023 Single Audit - \$3,900 for additional federal programs

2024 Single Audit - \$4,000 for additional federal programs

2025 Single Audit - \$4,100 for additional federal programs

BerganKDV

Located in St. Cloud, MN

	Single Audit*	City	City incl. Single Audit	W&L
2023	\$ 5,000.00	\$ 49,200.00	\$ 54,200.00	\$ 19,450.00
2024	\$ 5,000.00	\$ 54,200.00	\$ 59,200.00	\$ 21,400.00
2025	\$ 5,000.00	\$ 56,975.00	\$ 61,975.00	\$ 22,500.00
	\$ 15,000.00	\$ 160,375.00	\$ 175,375.00	\$ 63,350.00
	Total City and W&L w/o Single Audit			\$ 223,725.00
	Total City and W&L incl. Single Audit			\$ 238,725.00

2023 Single Audit - \$4,000-\$6,000 per major federal program

2024 Single Audit - \$4,000-\$6,000 per major federal program

2025 Single Audit - \$4,000-\$6,000 per major federal program

*Used \$5,000 as an average as it varies per major federal program

Eide Bailly

Located in Fargo, ND

	Single Audit	City	City incl. Single Audit	W&L
2023	\$ 6,000.00	\$ 52,550.00	\$ 58,550.00	\$ 23,050.00
2024	\$ 7,000.00	\$ 55,750.00	\$ 62,750.00	\$ 24,700.00
2025	\$ 7,500.00	\$ 58,575.00	\$ 66,075.00	\$ 26,025.00
	\$ 20,500.00	\$ 166,875.00	\$ 187,375.00	\$ 73,775.00
	Total City and W&L w/o Single Audit			\$ 240,650.00
	Total City and W&L incl. Single Audit			\$ 261,150.00

2023 Single Audit - \$5,000 for additional federal programs

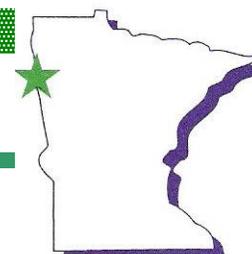
2024 Single Audit - \$5,400 for additional federal programs

2025 Single Audit - \$5,800 for additional federal programs

EAST GRAND FORKS POLICE DEPARTMENT

Michael Hedlund
Chief of Police

520 DeMers Avenue East Grand Forks, MN 56721
Phone (218) 773 - 1104 Fax (218) 773 - 1108



September 1, 2023

To: East Grand Forks City Council, Mayor Gander, City Administrator Reid Huttunen and East Grand Forks School Superintendent Bryan Hackbarth

From: Michael S. Hedlund – Chief of Police

Re.: MEMO - City of East Grand Forks Recommends Suspending School Resource Officer MOU With the East Grand Forks Public Schools

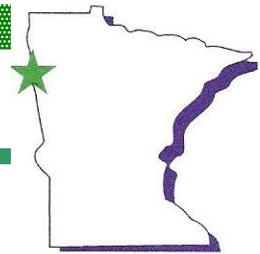
Minnesota Statutes Chapter 121A governs student rights, responsibilities, and behavior. In 2023 the Minnesota legislature amended this chapter in a manner that limits the use of reasonable force by any “agent of the school” to only situations where it would be necessary to restrain a student to prevent bodily harm or death to the student or another. School Resource Officers (SRO’s) or other police officers who are contracted to work with a public school are considered an “agent of the school”. This new legislation restricts those officers from taking action that would include any level of force on a student unless it was necessary to prevent bodily harm or death to that student or another. It is our understanding that if a SRO observed a student conducting a theft, damaging property, criminal mischief, or any other criminal act that did not specifically threaten someone with bodily injury or death they could not use any level of force in intervening to get the situation under control and if needed, take the student into custody.

Police officers who are not “agents of the school”, i.e. a regular patrol officer rather than an SRO, would not have these same restrictions. We believe that these new restrictions place SRO’s in a position where the ability to effectively and safely perform their duties is extremely limited. After numerous discussions and a great deal of research the City of East Grand Forks and the East Grand Forks Police Department have made the decision to recommend a temporary suspension of the Memorandum of Understanding (MOU) that our city currently has in place with the East Grand Forks Public Schools regarding the assignment of a police officer as a School Resource Officer with the Public Schools. This MOU covered the assignment of an officer to the role of SRO and also discussed how the salary and benefit expenses for that school resource officer would be shared between the city and the school district. With the suspension of the MOU, ISD #595 will no longer be paying any portion of the salary and benefits of any officer with the East Grand Forks Police Department or for any other police services. We will be assigning our former SRO, Cpl. Nick Gunderson to our Patrol division where he will work on one of our Patrol shifts. It is our sincere hope that this legislation is amended to allow SRO’s to use force in the same situations that any other police officer would be able to do and we can reinstitute our SRO program as soon as possible.

While this recommendation suspends the MOU as it has been written, it does not mean that the Police Department will not have a presence in and around our schools. Our city and our police department understand the importance of keeping our students, school staff and school facilities safe. Effective Tuesday September 5, 2023, which is the first day of school for the public

EAST GRAND FORKS

POLICE DEPARTMENT



Michael Hedlund
Chief of Police

520 DeMers Avenue East Grand Forks, MN 56721
Phone (218) 773 - 1104 Fax (218) 773 - 1108

schools in East Grand Forks (ISD #595), we will be assigning an officer from our Patrol shifts that work daytime hours to proactively patrol all of the schools, public and private, in East Grand Forks. This will include traffic enforcement and routine patrol around each of the schools as well as periodic walk throughs of the various school facilities. These officers will continue to handle calls for service away from the schools, but their primary emphasis will be the safety and security of the schools in East Grand Forks. There will be no contractual agreement between the city and ISD #595 for any police services at the school facilities or with ISD #595 in any capacity.

The East Grand Forks Police Department and the City of East Grand Forks cares deeply about the members of our community and our school districts who rely on us in their most important times of need. We believe this action places the officers of the East Grand Forks Police Department in the best possible position to provide the high level of safety and security in and around our schools at the level that is expected of our department and our community.

RESOLUTION NO. 23 – 09 - 56

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

WHEREAS, the City of East Grand Forks by and through the East Grand Forks Police Department has an existing Memorandum of Understanding with East Grand Forks Public School District 595, dedicating a police officer to School Resource Officer duties within the public school buildings of the district, and

WHEREAS, in 2023, the Minnesota Legislature included multiple provisions in the Education Bill that affects school resource officers and other officers providing contracted services to public schools, such as school sporting events or a school dance, and

WHEREAS, the statutory changes affect how and when use of force may be used in situations involving student restraint or preventing bodily harm or death of the student or another, and

WHEREAS, various interpretations from the League of MN Cities Insurance Trust and Law Enforcement associations, as well as an interpretation of these changes to the law by the Minnesota Attorney General, have clearly described the limitations placed on an SRO under contract as an agent of the School District, which significantly limit the SRO’s ability to serve and protect the district to the best of their ability as a sworn police officer, and

WHEREAS, the City Administrator, Police Chief, and School District Superintendent have met to discuss the new provisions of the Statute and how it affects the SRO’s ability to complete their sworn duties fully and effectively as a police officer, and

WHEREAS, the City’s Legal Counsel and East Grand Forks Police Department recommend suspension of the existing Memorandum of Understanding for School Resource Officer services, effective immediately and in effect until such time that the statutory issue is adequately addressed.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST GRAND FORKS, MINNESOTA: the City of East Grand Forks formally suspend its Memorandum of Understanding for School Resource Officer Services with East Grand Forks School District 595, effective immediately, and until such time that the statutory issue is adequately addressed.

BE IT FURTHER RESOLVED, that the Police Chief and City Administrator, with input from City Attorney are authorized to enter into MOU for School Resource Officer services if changes are made to the law during the 2023-2024 school year that provide the necessary clarity and comfort to re-enter into those contracts at the discretion of those individuals in their professional opinions.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: September 5, 2023

Attest:

City Administrator/Clerk-Treasurer

President of Council

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

Mayor

Accounts Payable
Check Register Totals Only



City of East Grand Forks

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

User: mnelson
Printed: 8/25/2023 - 10:43 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
41120	09/05/2023	ACM001	Acme Electric Companies	897.86	0
41121	09/05/2023	ADV001	Advanced Business Methods Inc	368.68	0
41122	09/05/2023	AND007	Anderson Bros Body Shop	966.98	0
41123	09/05/2023	AME005	Aramark Uniform Services	180.30	0
41124	09/05/2023	ATV001	Auto Value Grand Forks	85.99	0
41125	09/05/2023	BAK001	Baker & Taylor Co	326.40	0
41126	09/05/2023	BAL001	Balco Uniforms Co Inc	254.00	0
41127	09/05/2023	BRI004	Brian's Flooring Inc	4,453.80	0
41128	09/05/2023	BUS002	Business Essentials	231.55	0
41129	09/05/2023	BUT003	Butler Machinery Co	1,118.00	0
41130	09/05/2023	CEN001	Center Point Large Print	264.27	0
41131	09/05/2023	GUM001	Central Programs Inc	445.85	0
41132	09/05/2023	CEN006	Century Link	245.83	0
41133	09/05/2023	CRO001	City of Crookston	600.00	0
41134	09/05/2023	GFC002	City of Grand Forks	55,651.00	0
41135	09/05/2023	TIT002	CNH Industrial Retail Accounts	675.00	0
41136	09/05/2023	COA002	Coast to Coast Solutions	255.70	0
41137	09/05/2023	COL002	Cole Papers Inc	470.40	0
41138	09/05/2023	COM003	Complete Pest Control Inc	125.00	0
41139	09/05/2023	WTC001	Cox Subscriptions, Inc.	393.37	0
41140	09/05/2023	CRO004	Crookston Times	69.00	0
41141	09/05/2023	DDA001	DDA Human Resources, Inc	23,000.00	0
41142	09/05/2023	EME001	Emergency Apparatus Maintenance In	2,242.80	0
41143	09/05/2023	ENV002	Environmental Equipment & Services	1,261.23	0
41144	09/05/2023	EFS002	Epoxy Flooring Systems LLC	4,500.00	0
41145	09/05/2023	FOR004	Forx Radiator	698.00	0
41146	09/05/2023	GER001	Gerrells Sport Center	74.00	0
41147	09/05/2023	GGF001	GGF Convention & Visitors Bureau	6,822.96	0
41148	09/05/2023	GOP002	Gopher State Lawn Sprinklers	583.32	0
41149	09/05/2023	GFW001	Grand Forks Welding & Machine	303.53	0
41150	09/05/2023	GRO004	Groeneveld Lubrication Solutions	221.71	0
41151	09/05/2023	HAW001	Hawkins Chemical	1,824.22	0
41152	09/05/2023	HIG002	Higher Ground	630.00	0
41153	09/05/2023	ING003	Ingram Library Services	2,181.28	0
41154	09/05/2023	INT011	Integrated Process Solutions Inc	687.20	0
41155	09/05/2023	INT013	Interstate Billing Service	1,477.05	0
41156	09/05/2023	IRO002	Ironhide Equipment Inc	161,045.00	0
41157	09/05/2023	JOH026	Johnson Controls	2,532.16	0
41158	09/05/2023	JOH028	Johnson Controls Fire Protection, LP	797.61	0
41159	09/05/2023	KEN002	Kennedy & Graven, Chartered	157.50	0
41160	09/05/2023	LLE001	L&L Excavating, LLC	7,292.00	0
41161	09/05/2023	HAR081	Local Ace	111.06	0
41162	09/05/2023	HAR086	Local Ace	283.72	0
41163	09/05/2023	HAR087	Local Ace	73.95	0
41164	09/05/2023	HAR089	Local Ace	7.99	0
41165	09/05/2023	LUN001	Lunseth Plumbing & Heating	490.88	0
41166	09/05/2023	M&K001	M&K Porta Potties	525.00	0
41167	09/05/2023	MARCD1	Marco Technologies LLC	91.61	0
41168	09/05/2023	MEN001	Menards	37.15	0
41169	09/05/2023	MNH001	MHSRC/Range	510.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
41170	09/05/2023	MID003	Midcontinent Communications	2,720.60	0
41171	09/05/2023	MND020	Minnesota DEED	788.44	0
41172	09/05/2023	MNR001	Minnesota Recreation & Park Associati	125.00	0
41173	09/05/2023	MNS002	MN State Fire Chiefs Association	325.00	0
41174	09/05/2023	MTI001	MTI Distributing Company	1,055.82	0
41175	09/05/2023	NAR003	Nartec, Inc	700.20	0
41176	09/05/2023	NOR006	Northdale Oil	25,088.51	0
41177	09/05/2023	NOR004	Northern Plumbing Supply	286.20	0
41178	09/05/2023	ORE001	O'Reilly Automotive, Inc.	1,708.39	0
41179	09/05/2023	OPP001	Gregory T Opp	578,605.48	0
41180	09/05/2023	EXP002	Page 1 Publications, Inc.	1,339.58	0
41181	09/05/2023	POM001	Pomp's Tire Service, Inc	356.39	0
41182	09/05/2023	POW003	Powerplan OIB	311.92	0
41183	09/05/2023	PRE001	Premium Waters Inc	23.59	0
41184	09/05/2023	PSD001	PS Garage Doors	233.75	0
41185	09/05/2023	SAF001	Safety Vision	627.83	0
41186	09/05/2023	MIK001	SJA Thunder Corp	139.90	0
41187	09/05/2023	SRF001	SRF Consulting Group Inc	1,961.05	0
41188	09/05/2023	STE009	Sterling Carpet One	4,780.00	0
41189	09/05/2023	STA005	Strata Corp	14,000.00	0
41190	09/05/2023	THU002	Thur-O-Clean	5,052.50	0
41191	09/05/2023	TIZ002	Ti-Zack Concrete Inc	73,049.13	0
41192	09/05/2023	TON002	Tony Anderson Construction	2,632.00	0
41193	09/05/2023	TRU003	True North Equipment	971.89	0
41194	09/05/2023	VAL001	Valley Petroleum Equipment	390.00	0
41195	09/05/2023	VAL002	Valley Truck Parts and Services Inc.	386.46	0
41196	09/05/2023	VER001	Verizon Wireless	692.45	0
41197	09/05/2023	WAT001	Water & Light Department	3,554.74	0
41198	09/05/2023	WID001	Widseth Smith Nolting & Associates	6,000.00	0
41199	09/05/2023	XCE001	Xcel Energy	9.58	0
				<hr/> <hr/>	
Check Total:				1,016,458.31	
				<hr/> <hr/>	

CITY OF EAST GRAND FORKS
2024 BUDGET SEPTEMBER 5, 2023

TOTAL REVENUES \$ 13,236,386

TOTAL EXPENSES \$ 13,582,489

DIFFERENCE (\$ 346,103)

Assumptions:

- Revenue is based on a 5% tax levy increase from 2023, worth \$330,000
- 1% tax levy increase is \$66,000
- Balancing the budget by only tax levy would be a tax levy increase of 10%
- Estimated average 29% increase for Health Insurance
- Budget has a 6% increase for wages to cover any changes from salary survey & COLA
- Current open positions are in the budget: Accounting Technician and Parks & Recreation Superintendent

CITY OF EAST GRAND FORKS, MINNESOTA
GENERAL FUND
REVENUE AND EXPENDITURE SUMMARY
September 5, 2023

	Actual 2021	Actual 2022	Budget 2023	Budget 2024	CHANGE OVER 2023 BUDGET	
					AMOUNT	%
REVENUES/SOURCES						
1 Property Tax Levy*	\$ 5,436,780	\$ 5,646,759	\$ 6,600,077	\$ 6,930,081	\$ 330,004	5.0%
2 Franchise & Other Taxes	1,517,165	1,702,729	1,550,691	1,567,683	\$ 16,992	1.1%
3 Licenses & Permits	104,258	107,019	105,775	107,775	\$ 2,000	1.9%
4 Intergovernmental	2,695,331	2,943,524	2,613,304	2,832,517	\$ 219,213	8.4%
5 Charges for Services	1,170,532	1,431,641	1,376,805	1,363,179	\$ (13,626)	-1.0%
6 Fines & Forfeits	141,115	80,311	118,000	118,000	\$ -	0.0%
7 Other Revenues	41,526	179,633	36,400	38,500	\$ 2,100	5.8%
8 Other Financing Sources	340,599	133,285	224,874	278,650	\$ 53,777	23.9%
9 Total Revenues/Other Sources	\$ 11,447,306	\$ 12,224,903	\$ 12,625,926	\$ 13,236,386	\$ 610,460	4.8%
10 Reserved Used/Excess	-	341,734	150,559		(150,559)	-100.0%
Total Available Resources	\$ 11,447,306	\$ 12,566,637	\$ 12,776,485	\$ 13,236,386	\$ 459,901	3.6%
EXPENDITURES/USES						
Current:						
11 General Government	\$ 1,463,003	\$ 1,617,419	\$ 1,546,919	\$ 1,553,824	\$ 6,905	0.4%
12 Police	3,049,982	3,115,653	3,432,606	3,656,496	\$ 223,890	6.5%
13 Fire	1,434,358	1,367,280	1,443,092	1,519,408	\$ 76,316	5.3%
14 Other Public Safety	224,713	188,590	201,622	204,335	\$ 2,713	1.3%
15 Public Works	1,417,411	1,696,823	1,692,450	1,739,261	\$ 46,811	2.8%
16 Recreation & Culture	1,837,593	1,931,265	2,125,185	2,168,462	\$ 43,277	2.0%
17 Community Development	77,694	45,526	65,000	78,650	\$ 13,650	21.0%
18 Library	558,976	651,803	713,494	767,398	\$ 53,904	7.6%
19 Senior Center	124,951	124,145	148,656	146,200	\$ (2,456)	-1.7%
20 Other Expenditures	315,668	381,572	425,009	427,009	\$ 2,000	0.5%
	10,504,350	11,120,077	11,794,033	12,261,044	\$ 467,010	4.0%
Capital Outlay & Other Uses:						
21 General Government	-	-	-	-		
22 Police	93,361	71,491	85,000	219,000	\$ 134,000	157.6%
23 Fire	-	45,721	-	-	\$ -	0.0%
24 Public Works	52,602	15,295	-	-	\$ -	0.0%
25 Street Reconstruction	225,004	243,218	270,000	275,000	\$ 5,000	1.9%
26 Recreation & Culture	11,077	20,478	50,000	60,000	\$ 10,000	20.0%
27 Other Expenditures	297,016	130,107	194,874	235,000	\$ 40,127	20.6%
28 Debt Service	-	91,516	-	90,000	\$ 90,000	#DIV/0!
29 Other Financing Uses	219,810	828,734	350,858	442,445	\$ 91,587	26.1%
	898,870	1,446,560	950,731	1,321,445	\$ 370,714	39.0%
30	\$ 11,403,220	\$ 12,566,636	\$ 12,744,764	\$ 13,582,489	\$ 837,724	6.6%
Revenues/Sources Over (Under)	\$ 44,086	\$ 0	\$ 31,721	\$ (346,103)		
Expenditures and chg Fund Balance			457,456			
Budgeted Fund Balance Reserve						

**CITY OF EAST GRAND FORKS, MINNESOTA
GENERAL FUND REVENUE AND EXPENDITURE DIFFERENCES**

September 5, 2023

	18-May Budget 2024	5-Sep Budget 2024	CHANGE OVER MAY 2023 BUDGET AMOUNT	DIFFERENCE
REVENUES/SOURCES				
1 Property Tax Levy*	\$6,930,081	\$6,930,081	0	Increase in Tax Levy
2 Franchise & Other Taxes	\$1,553,000	\$1,567,684	14,684	Xcel \$15,000
3 Licenses & Permits	\$105,775	\$107,775	2,000	Building Permits \$2000
4 Intergovernmental	\$2,606,304	\$2,832,517	226,213	LGA \$226,213
5 Charges for Services	\$1,373,479	\$1,363,179	-10,300	Playground \$1,500 Hockey \$15,000 Skating \$26,000 SC Rent \$3,500 SRO (\$60,800)Protective Inspect fees (\$16,000) Pool Admis \$10,000 VFW rent \$4000 Rural Fire \$1,174 Tennis \$1,500 SC membership \$1,000
6 Fines & Forfeits	\$118,000	\$118,000	0	
7 Other Revenues	\$37,300	\$38,500	1,200	Pole agreement \$1,200
8 Other Financing Sources	\$240,000	\$278,650	38,650	transfer 280 fund tax abatements \$13,650
9 Total Revenues/Other Sources	<u>\$12,963,939</u>	<u>\$13,236,386</u>	<u>272,447</u>	
10 Reserved Used/Excess			0	
Total Available Resources	<u><u>\$12,963,939</u></u>	<u><u>\$13,236,386</u></u>	<u><u>272,447</u></u>	
EXPENDITURES/USES				
Current:				
11 General Government	\$1,583,338	\$1,553,825	-29,513	Staff PR (36,320)
12 Police	\$3,628,845	\$3,656,496	27,651	Staff PR
13 Fire	\$1,510,475	\$1,519,408	8,933	Staff PR Insurance
14 Other Public Safety	\$204,310	\$204,335	25	Staff PR Insurance
15 Public Works	\$1,691,099	\$1,739,261	48,162	Staff PR Insurance
16 Recreation & Culture	\$2,175,608	\$2,168,462	-7,146	Staff PR
17 Community Development	\$65,000	\$78,650	13,650	Increase in estimated tax rebates same as revenue
18 Library	\$785,643	\$767,398	-18,245	PT employees
19 Senior Center	\$157,837	\$146,200	-11,637	Utilities increase \$1500 PT staff (\$8000)Repairs \$(1500)
20 Other Expenditures	<u>\$425,009</u>	<u>\$427,009</u>	<u>2,000</u>	Increase LMC and CGMC
	\$12,227,164	\$12,261,044	33,880	
Capital Outlay & Other Uses:				
21 General Government	\$0			
22 Police	\$225,000	\$219,000	-6,000	In Car/body cam (6,000)
23 Fire	\$0	\$0	0	
24 Public Works	\$0	\$0	0	
25 Street Reconstruction	\$275,000	\$275,000	0	
26 Recreation & Culture	\$60,000	\$60,000	0	
27 Other Expenditures	\$210,000	\$235,000	25,000	W&L street light improvement
28 Debt Service	\$90,000	\$90,000	0	
29 Other Financing Uses	<u>\$578,873</u>	<u>\$442,445</u>	<u>-136,428</u>	Transit (124,900) EDA (10,380)
Total Capital & Other Uses	<u>\$1,438,873</u>	<u>\$1,321,445</u>	<u>-117,428</u>	
30 Total Expenditures	<u><u>\$13,666,037</u></u>	<u><u>\$13,582,489</u></u>	<u><u>-83,548</u></u>	
	-\$702,098	-\$346,103	-355,995	70

**CITY OF EAST GRAND FORKS, MINNESOTA
GENERAL FUND REVENUE AND EXPENDITURE DIFFERENCES
September 5, 2023**

	Budget 2023	Budget 2024	CHANGE OVER 2023 BUDGET AMOUNT	DIFFERENCE
REVENUES/SOURCES				
1 Property Tax Levy*	\$6,600,077	\$6,930,081	\$330,004	Increase in Tax Levy
2 Franchise & Other Taxes	\$1,550,691	\$1,567,684	\$16,993	Xcel \$15,000 W & L \$1992
3 Licenses & Permits	\$105,775	\$107,775	\$2,000	Building Permits \$2000
4 Intergovernmental	\$2,613,304	\$2,832,517	\$219,213	LGA \$226,213 Training Reimbursement (\$10,000)
5 Charges for Services	\$1,376,805	\$1,363,179	-\$13,626	Playground \$1,500 Hockey \$15,000 Skating \$26,000 SC Rent \$3,500 SRO (\$60,800)Protective Inspect fees (\$16,000) Pool Admis \$10,000 VFW rent \$4000 Rural Fire \$1,174 Tennis \$1,500 SC membership \$1,000
6 Fines & Forfeits	\$118,000	\$118,000	\$0	
7 Other Revenues	\$36,400	\$38,500	\$2,100	Pole agreement \$1,200 Misc Rev \$800 Library rent \$100
8 Other Financing Sources	\$224,874	\$278,650	\$53,777	transfer 280 fund tax abatements \$13,650 W & L projects \$40,127
9 Total Revenues/Other Sources	\$12,625,926	\$13,236,386	\$610,460	
10 Reserved Used/Excess	\$150,559		-\$150,559	
Total Available Resources	\$12,776,485	\$13,236,386	\$459,901	
EXPENDITURES/USES				
Current:				
11 General Government	\$1,546,919	\$1,553,825	\$6,906	PR Increase
12 Police	\$3,432,606	\$3,656,496	\$223,890	PR Increase
13 Fire	\$1,443,092	\$1,519,408	\$76,316	PR Increase
14 Other Public Safety	\$201,622	\$204,335	\$2,713	PR Increase
15 Public Works	\$1,692,450	\$1,739,261	\$46,811	PR Increase
16 Recreation & Culture	\$2,125,185	\$2,168,462	\$43,277	PR Increase
17 Community Development	\$65,000	\$78,650	\$13,650	PR Increase
18 Library	\$713,494	\$767,398	\$53,904	PR Increase
19 Senior Center	\$148,656	\$146,200	-\$2,456	Utilities increase \$1500 PT staff (\$8000)Repairs (\$1500)
20 Other Expenditures	\$425,009	\$427,009	\$2,000	Membership LMC CGMC
	\$11,794,033	\$12,261,044	\$467,011	
Capital Outlay & Other Uses:				
21 General Government	\$0			
22 Police	\$85,000	\$219,000	\$134,000	Vehicles, Mobile data computers
23 Fire	\$0	\$0	\$0	
24 Public Works	\$0	\$0	\$0	
25 Street Reconstruction	\$270,000	\$275,000	\$5,000	Street Reconstruction
26 Recreation & Culture	\$50,000	\$60,000	\$10,000	Increase truck price
27 Other Expenditures	\$194,874	\$235,000	\$40,127	W&L street light improvement
28 Debt Service	\$0	\$90,000	\$90,000	Debt fund payment Fund 529
29 Other Financing Uses	\$350,858	\$442,445	\$91,587	Bus match, decrease transfer operating
Total Capital & Other Uses	\$950,731	\$1,321,445	\$370,714	
30 Total Expenditures	\$12,744,764	\$13,582,489	\$837,725	
	\$31,721	-\$346,103		

Budget Savings Items already included in 2024 Budget

Department	Item	Revenue Increase	Annual Savings	Year	Note
Parks & Recreation	Hockey Fee Increase	\$ 20,000.00		2024	\$20,000 in 2024 over 2022; \$20,000 higher in 2025
Parks & Recreation	Learn to Skate Program	\$ 8,000.00		2024	\$8,000 in 2024 over 2022; \$8,000 in 2025
Parks & Recreation	Synchro Skating Program	\$ 12,000.00		2024	\$12,000 in 2024 over 2022; \$12,000 in 2025
Transit	Local Match change from 20% to 5%		\$57,000	2024	Change from \$157,000 in 2023 to \$100,000 in 2024
Library	two less PT employees		\$ 38,000.00	2024	
Senior Center	remove PT Wages line from budget		\$ 8,000.00	2024	
EDA	General Budget reductions		\$ 20,000.00	2024	reduction of General Ops./Office Supplies Budget from \$60,000 to \$40,000
Police Dept.	SRO Cost Share Change	\$20,000		2024	cost share from 50/50 to 65 school/35 city during school year
	TOTAL	\$ 60,000.00	\$ 123,000.00		

Budget Savings Items which still need City Council review and action

Department	Item	Revenue Increase	Annual Savings	Year	Note
Community Development	Building Permit Fees	\$8,000		2024	no changes to these rates since 2013; Community Develop has info ready for review
	TOTAL	\$ 8,000.00	\$ -		

Potential Long Term Savings items which still need research and approval

Department	Item				Progress
Parks & Recreation	snow removal on WEST side of Bygland Rd.				No budget savings, but time savings and able to prioritize other work areas
Senior Center	Sale of building and move programs to another facility				No budget number is in place at this time.
Community Dev./Building Main	New combined HVAC service agreement				No response from Johnson Controls
City Admin/EDA	Sale of Infill Building				
Public Works	release RFP for Pest Control Contracts				
Fire Dept	increase fee to Ambulance Subsidy Program				In progress and under review. No agreed upon price to date.

Items which have been reviewed and did not receive approval or recommendation from City Council

Department	Item				Progress
Library	enter agreement with Regional Library system				Reviewed, and not well received from majority of City Council.
Admin Dept/W&L	Combinue duties of Accounting Technician and W&L Cleark				
Police Dept	Transfer Dispatching services to the County				County is not currently staffed properly to take on EGF.
Engineering	Bring engineering in house				reviewed and City Council renewed Widseth through 2025

PUBLIC SAFETY AID - Approx \$398,427

Emergency Management	Early Warning Siren replacement		\$ 130,000.00	2024	Previously unfunded item
Fire Dept.	Radio Replacement		\$ 40,000.00	2024	Currently listed as 2025 CIP Expenditure
Fire Dept.	Ballistics Gear outfit for Fire		\$ 12,000.00	2024	Previously unfunded item
Police Dept	update exercise equipment		\$ 6,500.00	2024	Previously unfunded item
Police Dept	Rifle Proof vest plates		\$ 10,000.00	2024	Previously unfunded item
Police Dept	Radio replacements		\$ 188,000.00	2024	Currently listed as 2024 CIP Expenditure
	TOTAL		\$ 386,500.00		

2024

The City of East Grand Forks' budget reflects the goals developed by City Council, and provides a blueprint for City services. The budget not only serves as a financial plan, but also as a tool for accountability.

CITY OF EAST GRAND FORKS

PROPOSED GENERAL FUND BUDGET BRIEF

EAST GRAND FORKS VISIONING GOALS



Plan for projects within Fund Balance



South End Bridge



Local Sales Tax for Recreation Facilities



Restore and Maintain Trust



Strengthen City/School Partnership Bond



Upgrade City Facilities & Streets



2024 BUDGET SUMMARY

Beginning Fund Balance:

\$6,382,465

Projected Total Revenue:

\$13,236,386

Projected Total Expenditures:

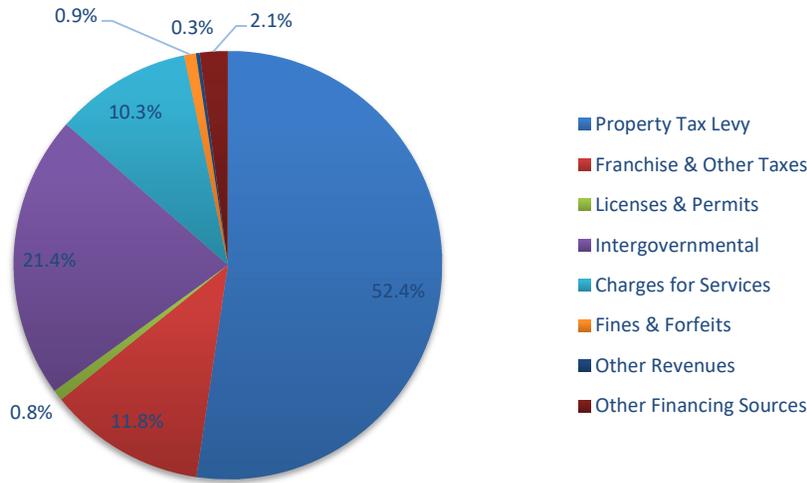
\$13,582,489

Estimated End of Year Fund Balance:

\$6,036,362

Fund Balance as % of Revenue	46%
Fund Balance as % of Expenditures	44%

2024 TOTAL REVENUE

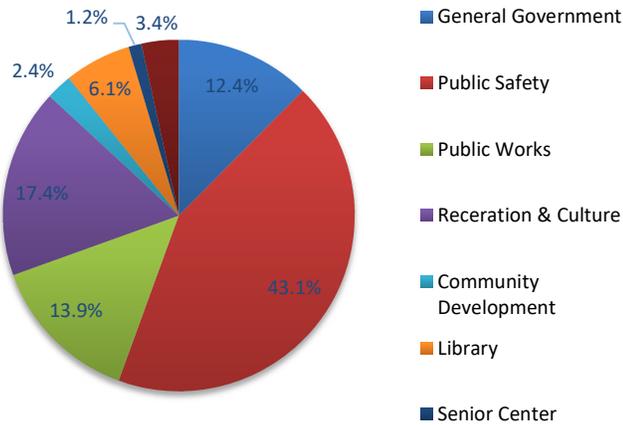


REVENUES

Property Tax Levy	\$6,930,081
Franchise & Other Taxes	\$1,567,684
Licenses & Permits	\$107,775
Intergovernmental	\$2,832,517
Charges for Services	\$1,363,179
Fines & Forfeits	\$118,000
Other Revenues	\$38,500
Other Financing Sources	\$278,650
TOTAL REVENUES	\$13,236,386

2024 TOTAL EXPENSES

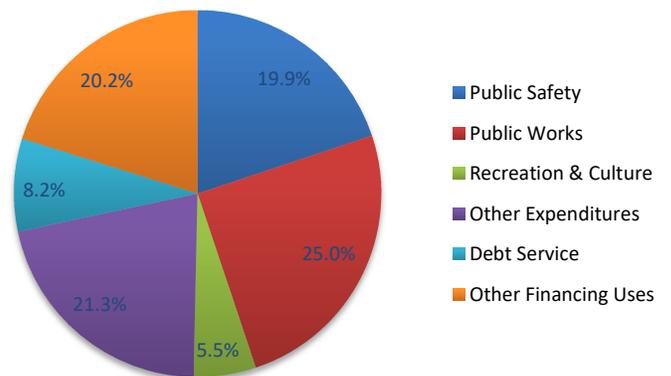
Current Expenditures



Current Expenditures

General Government	\$1,553,825
Public Safety	\$5,380,239
Public Works	\$1,739,261
Recreation & Culture	\$2,168,462
Community Development	\$299,195
Library	\$767,398
Senior Center	\$146,200
Other Expenditures	\$427,009

Capital Outlay & Other Uses



Capital Outlay & Other Uses

Public Safety	\$219,000
Public Works	\$275,000
Recreation & Culture	\$60,000
Other Expenditures	\$235,000
Debt Service	\$90,000
Other Financing Uses	\$221,900

TOTAL EXPENSES **\$13,582,489**

GENERAL FUND EXPENSES

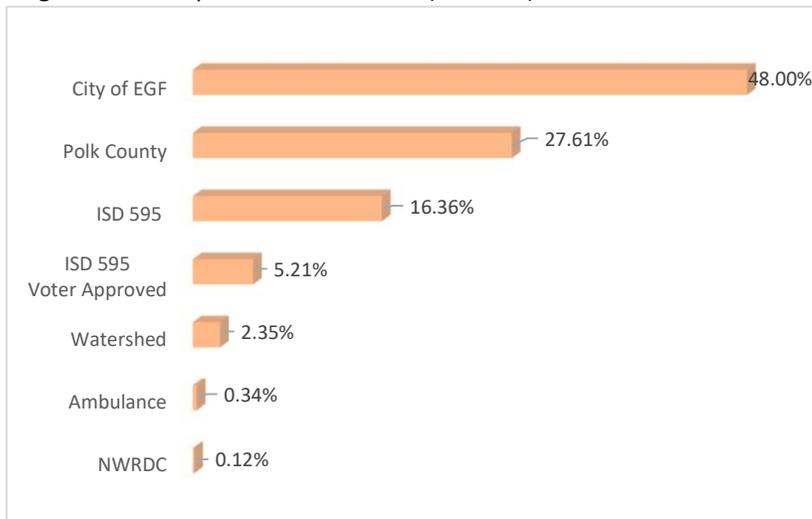
SUMMARY OF CITY SERVICES

PUBLIC WORKS		CITY ENGINEER	
Pavement Management & Infrastructure	Road & Street Maintenance	Planning & Reviewing City Infrastructures	
Concrete Repair	Snow Removal		
PUBLIC SAFETY		PARKS & RECREATION	
Emergency Notifications & Preparedness		Maintenance of City pool, parks, outdoor rinks	
Fire Services	Police Services	Maintenance of City arenas	
		Red River State Recreational Area Campground	
		Recreational Activities	
		Greenway & Trail maintenance	
COMMUNITY DEVELOPMENT		LEGAL SERVICES	
Building Permits & Inspections	Planning & Zoning	Legal Consultation & Advice	
Economic Development		Representation for the City During Litigation	
		Preparation of Legal Documents	
FINANCE		LIBRARY	
Management of City Fees	Taxes & Licensing	Library Activities	
Audits & Financial Statements	Budgets	Library Collection	
LEADERSHIP & ADMINISTRATION		SENIOR CENTER	
General Oversight	City Council Support	Senior Activities	
City Manager's Office	Strategic Planning		
City Clerk	Municipal Election		

COMMUNITY TAX BREAKDOWN

PROPERTY TAX

Property owners residing in the East Grand Forks City limits: Property tax statements consists of taxes collected for Polk County, City of EGF, ISD 595 Voter Approved, ISD 595, Watershed, Northwest Regional Development Commission (NWRDC), and Ambulance.



FOR EXAMPLE

Estimated Market Home Value: **\$237,500**

Total Property Tax: **\$3,474**

BREAKDOWN OF 2023 PROPERTY TAX:

NWRDC	\$4.33	0.12%
Ambulance	\$11.78	0.34%
Watershed	\$81.74	2.35%
ISD 595 Voter Approved	\$181.16	5.21%
ISD 595	\$568.25	16.36%
Polk County	\$959.05	27.61%
City of EGF	\$1,667.69	48.00%
	\$3,474.00	100.00%