

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

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF QUORUM:

1. Discussion on the 2024 Budget.

ADJOURN:

The Special Meeting will be held in the Training Room on the 1st floor in City Hall and will be followed by the Council Meeting that will start at 6pm in Council Chambers on the 2nd floor in City Hall.

**AGENDA
OF THE COUNCIL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, DECEMBER 5, 2023 – 6:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

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

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of November 14, 2023.

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.

2. Consider approving the minutes of the “Council Meeting” for the East Grand Forks, Minnesota City Council of November 21, 2023.
3. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of November 21, 2023.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS:

4. Truth and Taxation Hearing on preliminary tax levy of 11% with proposed reduction down to a 5% final levy.

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 Northern Lights Figure Skating Club to hold bingo on March 28, 2024 at the Eagles Club located at 227 10th St NW East Grand Forks, MN 56721.
6. Consider adopting Resolution No. 23-12-78 supporting the proposed Special Use Permit for vehicle loads up to 122,000 pounds of the purpose of hauling sugar beets on US Highway 2, 5th Ave NE, and Business Highway 2.

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

NONE

COMMUNICATIONS: NONE

OLD BUSINESS:

7. Reconsider snow removal motion from October 3rd meeting.
8. Consider approving Proposal One to address snow removal along Bygland Road and 13th Street SE.

NEW BUSINESS:

9. Consider adopting Resolution No. 23-12-79 choosing Option 1 and not waiving the statutory tort limits for excess liability coverage in 2024.

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.

10. Consider approving the Memorandum of Understanding between the City of East Grand Forks and the Law Enforcement Labor Services Local No. 152 for the recruitment and relocation program for new police officers for 2024.

11. Consider approving the Memorandum of Understanding between the City of East Grand Forks and the Law Enforcement Labor Services Local No. 152 for the officer retention program for 2024.

CLAIMS:

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

COUNCIL/STAFF REPORTS:

ADJOURN:

Upcoming Meeting

Work Session – Tuesday, December 12, 2023 – Training Room – 5:00 PM
Council Meeting – Tuesday, December 19, 2023 – Council Chambers – 5:00 PM
Council Meeting – Tuesday, January 2, 2024 – 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.

Request for Council Action

Date: December 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, City Administrator

RE: 2024 City Budget discussion

Background:

At previous City Council Work Sessions with discussion centered around the 2024 budget, a few open-ended items for discussion have remained. As points of discussion at this Special budget meeting, City staff is looking for direction on the following items:

1. Senior Citizens Center
 - i. Keep the Senior Citizens Center building and continue operations as is.
 - ii. Keep the Senior Citizens Center building, and ask staff to reconsider how the building can be programmed and scheduled for a broader variety of community based programming
 - iii. Prepare for the potential sale of the Senior Center building and relocation of Senior Citizen programming
2. Charges for Services
 - i. Consideration for any revenue items that have been left without adjustment and could be considered for increase along a level of inflation.
3. City staffing levels and total cost of wages/compensation
4. Any additional items the City Council would recommend be considered to support balancing the 2024 budget

Recommendation:

Seeking discussion and direction from City Council on the listed questions.

**UNAPPROVED MINUTES
OF THE WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, NOVEMBER 14, 2023 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for Tuesday, November 14, 2023 was called to order by Council President Olstad at 5:00 P.M.

CALL OF ROLL:

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

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

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

1. Update on Draft Street & Highway Element of Transportation Plan – Teri Kouba

Ms. Kouba informed the Council that Mr. Jason Carbee was joining them online who was the consultant on the plan. She explained the process was getting close to the adoption of the plan, they would review updates since this was last brought forward and let Mr. Carbee start the review. Mr. Carbee said this would be a high-level overview, there were 10 chapters of the plan, the plan included street and highway strategies, the types of projects to be included, state of good repair, improvements to existing corridors, new connects, new bridge crossings, and paving gravel roads. He reviewed the alternatives that were considered and how they looked at operations and safety improvements. He stated they also conducted a financial analysis of the federal, state, and local funding sources by using a conservative approach to determine what was physically constrained or what could reasonably be afforded. He said two of the main items were to maintain the current system and safety, so the plan was for a state of good repair on both sides of the river.

Mr. Carbee said for East Grand Forks they were able to identify projects to include improving safety at the intersection of Bygland Road and Rhinehart Drive, the reconstruction of 10th Street NE, and reviewed the long term projects utilizing federal subtarget funds. He said they coordinated with the Minnesota Department of Transportation (MNDOT) on the State routes, the proposed treatments, and it would keep the system in a state of good repair. He added they were looking to have the plan adopted by the end of the year and asked Ms. Kouba if she had any additional comments. Ms. Kouba told the Council the plan information was reviewed with the Planning Commission, the adoption of the plan was required by the ordinance, a public hearing was required, and the plan would be adopted following the public hearing.

Ms. Ellis asked if they could inform the Council what the illustrative projects were. Ms. Kouba said Grand Forks wanted to include the bridge project in the illustrative project with urban grant funding. She said they had asked both cities if there were any other illustrative projects that should be included and were given the list of the south end city bridge, the Merrifield bridge, Rhinehart Drive south of 13th Street, River Road north of 23rd Street, and a back road between the schools on the south end of the city. She said all of the projects were included on the alternative list and they would be able to pull any of them into the plan. She added they would let them know of any changes when this was brought forward again and asked if there were any other suggestions.

Council President Olstad asked about 10th Street NE and if there was anything else included from the industrial park study. Ms. Kouba said most of the suggested paving was based on the study of what was needed in the industrial park area, there were some projects included that were further south, and they were making sure connections were being made. Mayor Gander asked if the full study of the industrial park was completed and if they could get the highlights of the study. Council member Larson said they should make sure that 11th Avenue NE was also included because of the improvements that were needed. Ms. Kouba said it was included in the long-term plan, things were always being reviewed, and could be included. There were no other suggestions.

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

2. Resident Request to Discuss Snow Removal Along Bygland Road – Reid Huttunen & Jeremy King

Mr. Huttunen stated the packet included a letter from Ms. Jennifer Boushee and a petition that had been signed by residents that were affected by the Council's decision not to move snow from the sidewalks on the west side of Bygland Road. He added some of those residents were at the meeting to address the Council about the decision. Council President Olstad asked the residents to state their name and address.

Ms. Jennifer Boushee, 1214 Bygland Road, stated they all lived there when the sidewalks were installed and were promised the sidewalks would be maintained by the City like it was on the east side. She said they did not have a letter or paperwork stating that promise but they felt that this was unfair. She explained she watched them come down the east side and it did not make sense they would not continue to clear the sidewalk. She added some of the houses did not face Bygland Road so it was difficult for them to get out and clear the snow or move snow following the plows clearing the streets. She said Mr. King informed her the letter sent to the east side property owners had it in writing the City would maintain the sidewalk, they did not have proof, but they all remember being promised the sidewalk would be maintained and just want what was fair.

Mr. King said the change in snow removal was not a huge cost savings but was a time saver. He explained since they were a smaller department, any time after a snow event it could take four hours clear that stretch of sidewalk, so staff time could be used in other areas of recreation. He added there would be less wear and tear on the equipment and staff was not able to come across anything that stated the west side property owners were promised the sidewalk would be maintained by the City like it stated in the letter to those that lived on the east side of Bygland Road. Council President Olstad asked about time savings. Mr. King stated staff would be able to get to clearing the greenway trails faster or spend time at the outdoor rinks. He said there was a comment about snowplows and how they could reduce speeds when plowing and try to pull snow sooner from the berms allowing for more capacity. Ms. Boushee said Bygland Road was different than other roads, the sidewalk was to benefit kids, and was not installed for their benefit. Mayor

Gander commented that staff would defend the Council's position because they had to follow the direction given. He added this was a unique situation and could be reconsidered but reminded everyone again city staff was carrying out the Council's decision.

Rhonda Hollarn, 1423 Greenway Blvd SE, told the Council she had concerns about clearing the snow at the crosswalk because the city equipment had a difficult time getting through. She said she was willing to do her share, but the other side of the street did not need to move the snow from the intersection. She added not many kids walked in the winter months. Ms. Boushee commented the townhome property owners did not know how they would have to clear the sidewalk because it was in their backyards. Mr. Huttunen stated that the intersection was discussed by staff and the snow would be pulled more frequently by Public Works at that intersection.

Kristi Swanson, 1034 Bygland Rd SE, stated she met with the Mayor in September, she would have 406 feet of sidewalk to clear, and the sidewalk was only five feet away from the street. She said there were areas where there was a lot more space between the street and sidewalk, they would have to walk their snowblower down the street to get to the sidewalk, and how they would have to deal with what the plows push from the streets. Mayor Gander asked them to share pictures. Ms. Swanson added the kids should be safe, but no kids walked in the winter.

Ms. Ellis reminded everyone how the City needed to be ADA compliant in order to receive funding, the sidewalks were not just for kids but for everyone. Ms. Swanson stated they did not have proof, but they all remember being promised the sidewalk would be cleared by the City, they did not have access to Bygland, and again it wasn't just the snow but what the plows pushed up because at times city employees even had issues clearing the sidewalks. Council member Vetter said a solution might be not clearing Bygland Road to the curbs because it was such a wide road. Discussion followed about how snow from the plows could still end up on the sidewalks, how there were other areas in town where the sidewalks were right next to the street, and those property owners cleared their own sidewalks.

Council member Helms said he voted no for other reasons, he did not doubt they were promised about snow removal, but other residents had the same issue so they could not have it both ways. He stated everyone should clear their own sidewalks because he looked at the City as a whole. Mayor Gander stated staff looked through everything and did not find a paper trail where it stated the City would maintain sidewalks on the west side of Bygland Road but it could still be discussed. Council member Larson said he believed they were promised, and it bothered him there was a break in trust. He said they could be creative and see if this would get voted on again. Council President Olstad said that was why he asked to have this brought back because it was beneficial to discuss. Mr. Huttunen reviewed how the Council approved the motion to stop moving snow, one of the council members on the prevailing side had to request to bring this item back, and they would need direction from the Council otherwise the current decision would stand. Council President Olstad said more discussion was needed and asked staff to bring back ideas to the next work session. Discussion followed about staffing levels, how it had been difficult to fill the seasonal position, this year the Parks Department was better staffed, so it could be a year-by-year issue.

Council member Pokrzywinski said it was not fair for the City to clean the sidewalks and asked if there were areas that could be exempt from the requirements from the sidewalk ordinance. Ms. Ellis said anything could be put in an ordinance, the City would receive complaints if certain areas were exempt, there would still be a need to add sidewalks, and some sidewalks were put in with funding so it eliminated costs of the sidewalks but maintenance would always be an issue. Council member Pokrzywinski asked

if the snow from the street could be pushed all to one side. Mr. Stordahl said they could try different things, but it could take longer to get the snow removed. Ms. Peterson said the Ad Hoc Committee worked to find cost-saving measures, this was discussed, and the decision was made based on the documentation. She added they were not trying to put different groups against each other but the paper trail which got things to this point. Council President Olstad asked to have ideas brought back to the next work session.

This item will be brought back to a future work session.

3. Consider Station 2 Assessment & Renovation – Jeff Boushee

Chief Boushee said the assessment for Fire Station 2 was received and the supporting documentation had been included in the packet. He reviewed how the station was built in 1977 and was the oldest building in the city that had not been renovated. He explained the building was vital to operations, it housed one full-time employee and gave them the ability to reach end of the city within four minutes which helped with insurance rates. He added the station was in a very good location and a biggest reason for this was for gender equality because it was a matter of when there would be a woman hired because one applied for the paid-on call position.

Council President Olstad asked for the main points of the assessment. Mr. Brent Dammann said the assessment did not include any roof work but most of the work was for mechanical and architectural to address accessibility issues in the building. Mr. Josh Lunski said the sanitary sewer has started to fail so that would need to be replaced in the near future. Mr. Jeff Blake told the Council much of the electrical panel and lighting was original from 1977 and updates would make it more efficient. Mr. Dammann said it was a sound building but would need upkeep and could be used for another 50 years. Council member Vetter asked if the improvements included a decontamination washroom. Chief Boushee said the proposed changes did not include that washroom.

Council member Larson thanked them for the work done and asked if the work could be completed in phases. Chief Boushee said he had worked with Mr. Huttunen and Ms. Anderson about the project and informed the Council the roof work was scheduled to be done in 2027. Ms. Anderson explained how the work could be done in phases and funding could be used over a couple of years with a project starting later in one year and being completed in the next year. Council Vice-President Riopelle asked if there were grants available. Chief Boushee said there was not much available for structures. Discussion followed about staff would continue to look for grants and the difference between the partial and full reconstruction was electrical projects. Council member Larson asked what would need to change to the floor plan. Mr. Dammann said the shower room needed ADA improvements, some of the spaces would need to be reconfigured to allow for single user spaces and possible individual sleeping quarters. Discussion followed about how the Fire Department was planning for more growth and how the request was looking to move forward with plans.

Council President Olstad said this project could tie up the building maintenance fund for a couple years. Mr. Huttunen said the department heads discussed this, there were no immediate projects, but things did pop up. Ms. Ellis reminded the Council the plans and specifications were being prepared and the cost might be closer to \$800,000 and they should be getting a price estimate once the plans were completed. Mr. Mykleseth reminded the Council there would be rebates available to help with the lighting project at the fire station. Discussion followed about how the project was needed but funding still needed to be determined before dedicating the building maintenance funds to this one project for a couple of years.

This item will be brought back to a future meeting.

4. Review of Lease Agreements for City Hall Offices – Nancy Ellis

Ms. Ellis told the Council the lease agreements with the Metropolitan Planning Organization (MPO) with Tri-County Probation were expiring. She suggested a modest increase of five cents per square foot to the MPO agreement based on comparable office space, commercial spaces were being rented for \$13 up to \$17 per square foot, the higher rates were for more noticeable locations or brand new buildings and were not government entities so they were where they needed to be. She added she had talked with Tri-County Corrections and they were comfortable with a 50 cent per square foot increase each year of the contract. She stated she was trying to get Corrections the same rates as the MPO and the leases would be for a two year term. She asked for questions, there were none.

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

5. Review of Lease Agreement for Infill Building – Paul Gorte

Mr. Gorte said there was 3,420 square feet leased to Galstad, Jensen, and McCann in the Infill Building. He explained years ago the EDA developed a plan to get the rental rates up to market rate, based on previous years they were suggesting a 25-cent rate increase per year over the five year lease agreement, and added the Council may want to discuss the rates. Council member Larson said there was a difference in rental rates between downtown and city hall and asked why there was such a difference. Mr. Gorte said it was because of how things were set up in 2015 and it might not be sufficient. Council member Larson asked to have another survey done to show the disparity between the rental rates. Discussion followed about the information should be brought to the next work session for further discussion, the lease was expired at the end of the month, and it should be done right.

This item will be brought back to a future work session.

6. Consider Easement for Encroachment – Ron Galstad

Mr. Galstad explained the Blue Moose replaced their HVAC system, it would encroach on city property, there were discussions with staff about the location of the system, and how they may need to be notified to remove the system in a very short time in an emergency situation. He said a survey was done showing all the encroachments. Council member Pokrzywinski asked if this would have to be removed every time it floods. Mr. Stordahl it would not have to be removed every time but in certain circumstances which were explained to the Blue Moose prior to the installation of system. There were no other questions.

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

7. Discussion on Police Department Recruitment and Retention Bonuses – Reid Huttunen

Mr. Huttunen reminded the Council they had approved two Memorandums of Understanding (MOUs) for the recruitment of new officers and the retention of existing officers. He stated both MOUs were only for one year, during negotiations it was being asked if the MOUs were going to be continued, so this was brought before the Council for consideration. He informed the Council the second payment for the retention bonuses scheduled to be paid in January of 2024 was already included in the proposed 2024 budget so additional funds would be needed if the programs continued. He asked for questions and

feedback.

Council member Helms asked if the programs worked. Chief Hedlund said it was difficult to say but believed it helped, they were currently fully staffed with the school resource officer not being filled, that hadn't happened for some time, so he thought it helped. He added they had only lost one officer in over a year so he thought the retention bonuses also had an effect, but some might wait to see what happened with the MOUs and negotiations. He commented that many of the officers were from the area but might make decisions based on what happens in negotiations. He added he was shocked they were not recommended for a pay grade increase because of how many other places pay their officers more than what was paid in East Grand Forks.

Council member Pokrzywinski asked if this would be reviewed every year and included in the budget every year. Chief Hedlund said he thought the pay study would have increased the pay to where the MOUs were not needed but that was not the case and he would like to see it included with the two year contract to help retain staff. He added the recruitment bonus costs were relatively small but if they lost six people, it would become more significant costs. Mr. Schrage said this was a bandaid until negotiations, the MOUs were clearly separate from the contracts, and it was fair to address it annually. Council President Olstad said negotiations were still taking place, this was being asked about, and he would like to continue this for another year. He reminded the Council the second payment was not included in the budget. Mayor Gander said he would support a one-year renewal and not tie the MOU to the contract. Council member Vetter suggested the Council review the pay equity study to help make their decision. Council President Olstad asked to bring this item back to the next work session.

This item will be brought back to a future work session.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADJOURN THE NOVEMBER 14, 2023 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:46 P.M.

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

Voting Nay: None.

Megan Nelson, City Clerk

**UNAPPROVED MINUTES
OF THE COUNCIL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, NOVEMBER 21, 2023 – 5:00 PM**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for Tuesday, November 21, 2023 was called to order by Council President Olstad at 5:00 P.M.

CALL OF ROLL:

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

Staff Present: Karla Anderson, Finance Director; Jeff Boushee, Fire Chief; Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Michael Hedlund, Police Chief, Reid Huttunen, City Administrator; Jeremy King, Parks and Recreation Superintendent; and Megan Nelson, City Clerk.

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 November 7, 2023.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE THE MINUTES OF THE “COUNCIL MEETING” FOR THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL OF NOVEMBER 7, 2023.

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

Voting Nay: None.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS:

- 2. Public hearing to consider granting a property tax abatement to the listed properties that qualified under the New Construction Housing program.

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

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

Voting Nay: None.

Mr. Gorte stated those who bought new homes received a property tax rebate once the home reached full value, the rebate included city, county, and school taxes, and was done for two years. He said there were fifteen properties that qualified for the program this year. There were no questions.

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

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

Voting Nay: 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 lease agreement between the City of East Grand Forks and the Grand Forks/East Grand Forks Metropolitan Planning Organization for renting office space in the East Grand Forks City Hall for a two-year term.
- 4. Consider approving the lease agreement between the City of East Grand Forks and the Tri-County Community Corrections for renting office space in the East Grand Forks City Hall for a two-year term.
- 5. Consider adopting Resolution No. 23-11-72 authorizing special assessments totaling \$25,404.75 assessed on Parcel 83.00114.18 for 20 years at 4.5%.
- 6. Consider approving the Special Event Application for the KC Pro West organization to hold the KC Pro West Youth Snowmobile Races on January 6th and 7th contingent upon the City receiving insurance for the event.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE ITEMS THREE (3) THROUGH SIX (6).

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

Voting Nay: None.

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

- 7. Regular meeting minutes of the Water, Light, Power, and Building Commission for November 1, 2023.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

- 8. Consider adopting Resolution No. 23-11-73 authorizing a tax abatement on the listed properties that qualified under the New Home Construction Program for 2023 that is payable in 2024.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO ADOPT RESOLUTION NO. 23-11-73 AUTHORIZING A TAX ABATEMENT ON THE LISTED PROPERTIES THAT QUALIFIED UNDER THE NEW HOME CONSTRUCTION PROGRAM FOR 2023 THAT IS PAYABLE IN 2024.

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

Voting Nay: None.

- 9. Consider adopting Resolution No. 23-11-74 approving the encroachment agreement between the City of East Grand Forks and the Blue Moose based on the conditions listed in the agreement.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 23-11-74 APPROVING THE ENCROACHMENT AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND THE BLUE MOOSE BASED ON THE CONDITIONS LISTED IN THE AGREEMENT.

Council member Helms said he was okay moving forward and asked if they knew they were encroaching on the city property before they started the project. Mr. Galstad said they were looking at replacing the HVAC system, they already had encroachments on the city property, and this was the only location to place the HVAC system. He added the system took up more space than anticipated and the city property was discussed prior to the project starting.

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

Voting Nay: None.

- 10. Consider adopting Resolution No. 23-11-75 approving the promotion of Nick Korynta to Corporal.

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT RESOLUTION NO. 23-11-75 APPROVING THE PROMOTION OF NICK KORYNTA TO CORPORAL.

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

Voting Nay: None.
Abstain: Vetter.

11. Consider approving the request to declare ammunition as surplus and authorize the sale of the ammunition to the East Grand Forks Police Officers.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE THE REQUEST TO DECLARE AMMUNITION AS SURPLUS AND AUTHORIZE THE SALE OF THE AMMUNITION TO THE EAST GRAND FORKS POLICE OFFICERS.

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

12. Consider adopting Resolution No. 23-11-76 authorizing the City Attorney and City Staff to execute the required series of notices to opt-out of the Class Action Settlement for 3M and Dupont.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 23-11-76 AUTHORIZING THE CITY ATTORNEY AND CITY STAFF TO EXECUTE THE REQUIRED SERIES OF NOTICES TO OPT-OUT OF THE CLASS ACTION SETTLEMENT FOR 3M AND DUPONT.

Mr. Galstad said the papers were ready to be signed and needed to be received by Dupont no later than December 4th.

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

CLAIMS:

13. Consider adopting Resolution No. 23-11-77 authorizing the City of East Grand Forks to approve purchases from Border States Trophy the goods referenced in check number 41598 for a total of \$16.00 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. 23-11-77 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM BORDER STATES TROPHY THE GOODS REFERENCED IN CHECK NUMBER 41598 FOR A TOTAL OF \$16.00 WHEREAS COUNCIL MEMBER RIOPELLE IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

14. 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: Vetter, Pokrzywinski, Riopelle, Helms, Olstad, Larson, and Peterson.

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Gander said his thoughts and prayers were with the family of Fran Rapacz who served as a police officer in East Grand Forks from 1960-1981, he and his wife had recently celebrated their 75th wedding anniversary, and he thanked Mr. Rapacz for his service to the community along with his son Randy who was a long time Water and Light employee. He asked for an update about the campground at a future work session and wished everyone a happy Thanksgiving.

Council Vice-President Riopelle said he hoped everyone had a happy Thanksgiving.

Council Member Helms thanked the Widseth crew for their help during Halloween at the Heritage Village.

Council President Olstad offered his condolences to the Rapacz Family.

Mr. Huttunen reminded everyone they would be meeting downstairs for the budget discussion.

Mr. Emery informed the Council the potential ship date for the HAWK system parts was December 7th, the electrician said they could arrive the week of December 11th for installation, and hopefully that week the system would be operating.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO ADJOURN THE NOVEMBER 21, 2023 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:11 P.M.

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

Voting Nay: None.

Megan Nelson, City Clerk

**UNAPPROVED MINUTES
OF THE SPECIAL MEETING
CITY OF EAST GRAND FORKS**

TUESDAY, NOVEMBER 21, 2023 – FOLLOWING THE COUNCIL MEETING

CALL TO ORDER:

The Special Meeting of the East Grand Forks City Council for Tuesday, November 21, 2023 was called to order by Council President Olstad at 5:17 P.M.

CALL OF ROLL:

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

Staff Present: Karla Anderson, Finance Director; Jeff Boushee, Fire Chief; Nancy Ellis, City Planner; Paul Gorte, Economic Development Director; Michael Hedlund, Police Chief, Reid Huttunen, City Administrator; Jeremy King, Parks and Recreation Superintendent; and Megan Nelson, City Clerk.

DETERMINATION OF QUORUM:

The Council President Determined a Quorum was present.

1. Discussion on 2024 Budget.

Mr. Huttunen explained there were moving variables, salary negotiations were still happening, so the budget was a living document and some of the numbers might have changed. He reminded the Council the preliminary levy was set at 11% and the discussion was to reduce it down to a 5% levy. He stated the Accounting Technician and Public Works Supervisor positions were still open, the additional \$40,000 for retention bonuses had not been included in the budget, and the \$83,000 of revenue for the School Resource Officer position had been removed from the budget. He continued saying at 11% levy the fund balance would be at approximately 47% and at a 5% levy the fund balance would be at 44%. He added the Water and Light franchise fee had not been changed since 2016, it would be another tax on the Water and Light bill, and it brought in approximately \$1.3 million a year. He added the franchise fee for Xcel Energy was budgeted at \$85,000 but the collections for 2022 totaled \$180,000 which was a significant increase but it was paid on an annual basis, so it was difficult to know what was going to be received for 2023. He added how there were smaller changes such as increases to Parks and Recreation fees, an increase of \$8,500 for building permit fees, and there might need to be adjustments to utilities. He added there may be some savings if there were changes to elections and asked Ms. Nelson to make some comments.

Ms. Nelson reminded the Council the City had started absentee voting in 2018, the State Legislature had made some changes, not all were taking effect in 2024, the State was setting up a fund to help with elections, and the City might be reimbursed for the Presidential Primary election. She explained some of the changes added additional hours for absentee voting which did increase the costs and based on the proposed changes the City would not be able to continue absentee voting in 2026 because of the funds needed but also the time required from election judges. She told the Council the decision could be made not to continue with absentee voting and that would save a between \$4,000 to \$5,000.

Mr. Huttunen reviewed the additional public safety funding that the City would be receiving totaling \$398,427.00, how some of that funding was going to be spent on items that were included in the Capital Improvement Plan or on some items that were on a wish list such as replacing the warning system sirens with the addition of a siren in the downtown area. He said to save funds they were going to see if an older siren could be repurposed instead of using a brand new siren for the downtown area. He told the Council the funds would cover the costs of radios and reminded them if the retention bonuses were to continue, additional funds would be needed to cover the payment in July. He said there would be \$9,380 that would have to come from the general fund.

Mr. Huttunen moved on to capital improvement fund, how there were payments from items that were purchased in previous years covered by the general fund but items up for discussion included one SUV of the two that were scheduled to be ordered for the Police Department with one moving out to 2025 because the one ordered for 2023 still had not been received, this was the same for the parks truck that was ordered but still had not been received. He continued with the building maintenance fund and how the city hall roof project could be paid for by the American Rescue Plan dollars that had been earmarked for Parks and Recreation projects which cost much more than the funds available, especially since it had been mentioned unused funds might be pulled back by the federal government, and budgeting over a couple years they could include the improvements to the fire station.

Mr. Huttunen informed the Council it was official the City would be receiving \$1.75 million for the LaFave Park improvements, the local match was \$468,692, and they could use the remaining sales tax funds of \$305,000 towards the local match along with some funds from the building maintenance, the storm water fund, street maintenance fund. He moved on to the quiet zone project, the information was just an estimate, and was hoping to bring costs down. He reminded them the estimate they had previously seen was about half the amount and some of the increases were from street improvements. He said it would be brought before the Council for more discussion once some more information was prepared. He stated the last big project scheduled for 2024 was the sidewalk and multi-use trail extensions in the Sherlock Park area, there was a grant funding available from MNDOT which might increase by \$20,000 and lower the local share.

Mr. Huttunen explained the previous week the deficit was at \$409,950.00, adding the retention bonuses would add another \$9,073.00, and the \$150,000 for the ongoing negotiations for wages and benefits. He reviewed if the levy was at 5% the deficit would be at \$569,023.00. He said revenues could increase if the school resource officer returned to the school, the building permit increase would be included, and reviewed the savings from not purchasing the Police SUV, there was discussion on Public Works staffing, and how there could be some changes to staffing. He added the open accounting position was not included because he would recommend filling that position in the near future. He stated the Parks truck would be a carryover into the next year and reminded the Council they had approved transferring the funds from fund 681 totaling \$73,000, and they would need to decide how that funding was used.

Mr. Huttunen said if all the items mentioned actually happened the deficit would still be at \$197,915.00 and asked the Council for their feedback or areas they should look at for savings. Council President Olstad thanked Mr. Huttunen and staff for putting the information together and asked for input from the Council. Mayor Gander said he hoped they would be able to set revenue sources to increase with inflation and asked which ones could be set that way. Mr. Huttunen said none of the fees were tied to inflation to automatically increase, most fees were going to see an increase in 2024, but they could also look at licensing and permit fees and franchise fees. Ms. Anderson said some revenue was set by the State, they did not have control over fines and forfeitures, and they would have to look at if changes could be made

to franchise fees. Mayor Gander suggested having the building maintenance fund increase with inflation in future years because the Water and Light Department had already set their budget for 2024.

Council member Vetter commented on the items that the finance committee looked at and how they should look at selling the Senior Center, the cost of replacing the HVAC system could be removed from the building maintenance fund, and look at the programming being added at the library where there could be additional cost savings in staffing. He said he disagreed with the Mayor about the \$350,000 from Water and Light, the City should be building it into its own budget, and then the Water and Light Department could decrease its fees. Discussion followed about the responsibility of building maintenance. Council President Olstad said he struggled using reserves because that was one year fix, the reserves were depleted by 7% for the sick leave fund which was not planned for, it brought it down to 44%, so he did not think it would be possible to use reserves. He stated he was hoping the school resource officer would be getting back into the school, he was not sure where the \$197,000 would come from, he understood the Mayor wanted to get down to a 5% levy, but it would be very difficult.

Council member Larson said he felt if there was an open position and with the budget challenges they were facing, there were two choices, and cut a vacant position or cut a position that was filled. He stated he could not get passed cutting an open position and reallocating job duties. Council President Olstad said staff would be continuing to work on the deficit. Council member Larson asked for staff to get down to zero with the public safety funds instead of the \$9,000 that would come from the general fund and he would like to know more about the plan for the Senior Center building.

Council member Peterson said there was extensive discussion on the Senior Center on the finance committee and she had concerns on relocating them to a shared space because of how it could hurt the group. She commented how there might not be a significant number of people using the center, but they were a close knit group and were important to the community. She added they could try to find savings in other ways such as reallocating job duties. Mayor Gander explained there had been some extensive discussions between himself and staff, everything would have to come before the Council, and they have been brainstorming to bring ideas back for discussion with the Council. Council President Olstad asked if there was anything else. Ms. Anderson reviewed the five properties that were looked at each year after the truth and taxation information came out that was based on the 11%. She explained she tried to estimate what it would be at 5% for each property, how three of the properties had valuation increases, and the commercial property that was listed also saw an increase in valuation. She stated with a 5% increase, some of the properties could see an 8% increase, which was estimated and depended on the valuations. There were no other questions.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE NOVEMBER 21, 2023 SPECIAL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:03 P.M.

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

Voting Nay: None.

Megan Nelson, City Clerk



CITY OF EAST GRAND FORKS

Required Public Hearing (State law)

Purpose of the meeting

- Review 2024 City budget and tax levy
 - Assumption: Tax is at 5%, not decided yet
- Historical and comparative information
- Answer questions

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

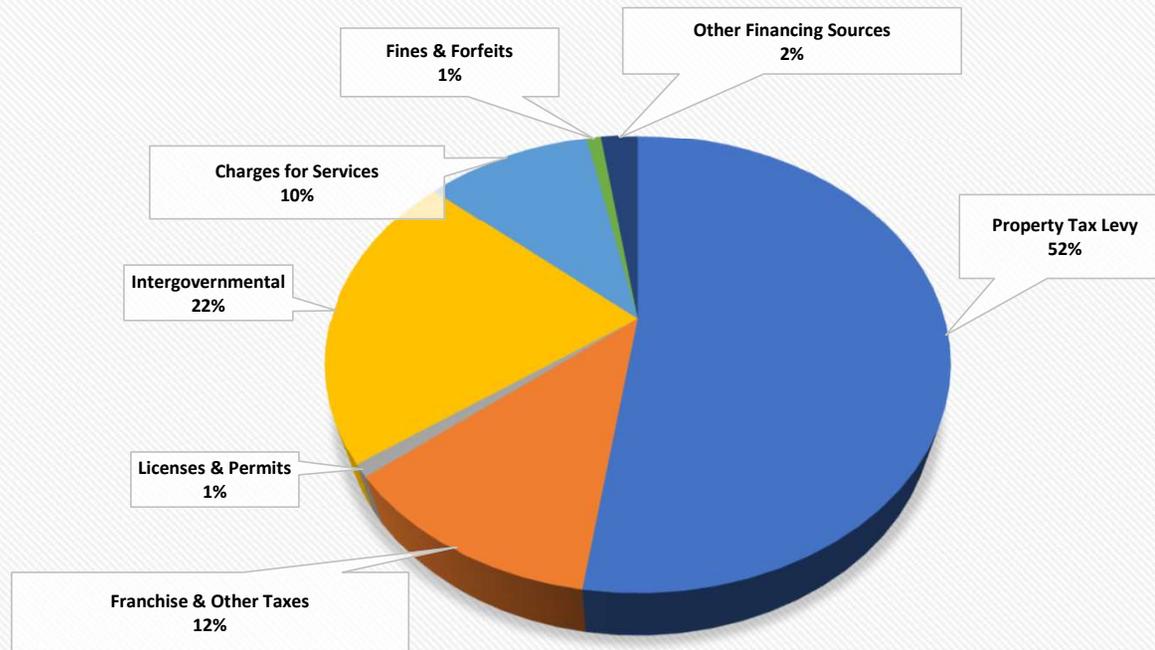
	Budget 2023	Budget 2024	CHANGE OVER 2023 BUDGET AMOUNT	%
REVENUES/SOURCES				
1 Property Tax Levy*	\$ 6,600,077	\$ 6,930,081	\$ 330,004	5.0%
2 Franchise & Other Taxes	1,550,691	1,567,683	\$ 16,992	1.1%
3 Licenses & Permits	105,775	116,275	\$ 10,500	9.9%
4 Intergovernmental	2,613,304	2,839,577	\$ 226,273	8.7%
5 Charges for Services	1,376,805	1,368,107	\$ (8,698)	-0.6%
6 Fines & Forfeits	118,000	118,000	\$ -	0.0%
7 Other Revenues	36,400	38,500	\$ 2,100	5.8%
8 Other Financing Sources	224,874	266,600	\$ 41,727	18.6%
9 Total Revenues/Other Sources	\$ 12,625,926	\$ 13,244,824	\$ 618,898	4.9%
10 Reserved Used/Excess	150,559		(150,559)	-100.0%
Total Available Resources	\$ 12,776,485	\$ 13,244,824	\$ 468,339	3.7%

	Budget 2023	Budget 2024	CHANGE OVER 2023 BUDGET AMOUNT	%
EXPENDITURES/USES				
Current:				
11 General Government	\$ 1,546,919	\$ 1,558,630	\$ 11,711	0.8%
12 Police	3,432,606	3,644,771	\$ 212,165	6.2%
13 Fire	1,443,092	1,514,836	\$ 71,744	5.0%
14 Other Public Safety	201,622	204,556	\$ 2,935	1.5%
15 Public Works	1,692,450	1,802,748	\$ 110,299	6.5%
16 Recreation & Culture	2,125,185	2,168,822	\$ 43,637	2.1%
17 Community Development	65,000	66,600	\$ 1,600	2.5%
18 Library	713,494	785,008	\$ 71,514	10.0%
19 Senior Center	148,656	146,036	\$ (2,619)	-1.8%
20 Other Expenditures	425,009	427,009	\$ 2,000	0.5%
	11,794,033	12,319,018	\$ 524,985	4.5%
Capital Outlay & Other Uses:				
21 General Government	-			
22 Police	85,000	116,500	\$ 31,500	37.1%
23 Fire	-	-	\$ -	0.0%
24 Public Works	-	-	\$ -	0.0%
25 Street Reconstruction	270,000	275,000	\$ 5,000	1.9%
26 Recreation & Culture	50,000	60,000	\$ 10,000	20.0%
27 Other Expenditures	194,874	235,000	\$ 40,127	20.6%
28 Debt Service	-	90,000	\$ 90,000	#DIV/0!
29 Other Financing Uses	350,858	443,597	\$ 92,740	26.4%
	950,731	1,220,097	\$ 269,366	28.3%
30	\$ 12,744,764	\$ 13,539,115	\$ 794,351	6.2%

Increase Wages/Health Insurance per contract negotia 150,000

Revenues/Sources Over (Under)
Expenditures and chg Fund Balance \$ 31,721 \$ (444,291)

General Fund Revenue Sources



General Fund Revenue

\$618,898 increase from 2023-2024 Budget

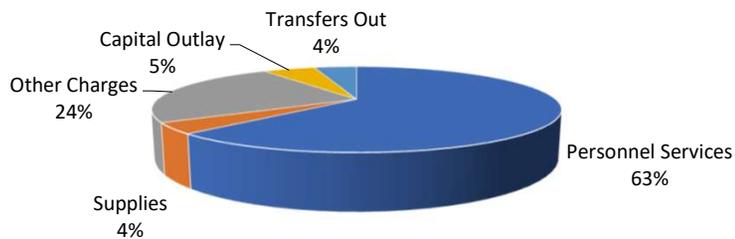
- Property tax increase (5%) \$ 330,004
- Franchise & other Taxes \$ 16,992
- Licenses & Permits \$ 10,500
- Local Government Aid \$ 226,213
- Charges for Services \$ (8,698)
- Other Revenues \$ 2,160
- Other Financing Sources \$ 41,727

CITY OF EAST GRAND FORKS, MINNESOTA

GENERAL FUND

Classification	ACTUAL 2021	BUDGET 2022	BUDGET 2023	BUDGET 2024	Change Over 2023
Personnel Services	\$ 7,101,056	\$ 7,422,348	\$ 7,973,735	\$ 8,449,782	6.0%
Supplies	392,317	541,774	539,761	549,761	1.9%
Other Charges	2,982,399	3,096,219	3,232,037	3,270,975	1.2%
Capital Outlay	648,063	518,757	613,374	700,000	14.1%
Transfers Out	276,306	972,032	385,858	568,597	47.4%
TOTAL	\$ 11,400,141	\$ 12,551,129	\$ 12,744,764	\$ 13,539,115	6.2%

**Expenditures by Classification
2024 General Fund Budget**

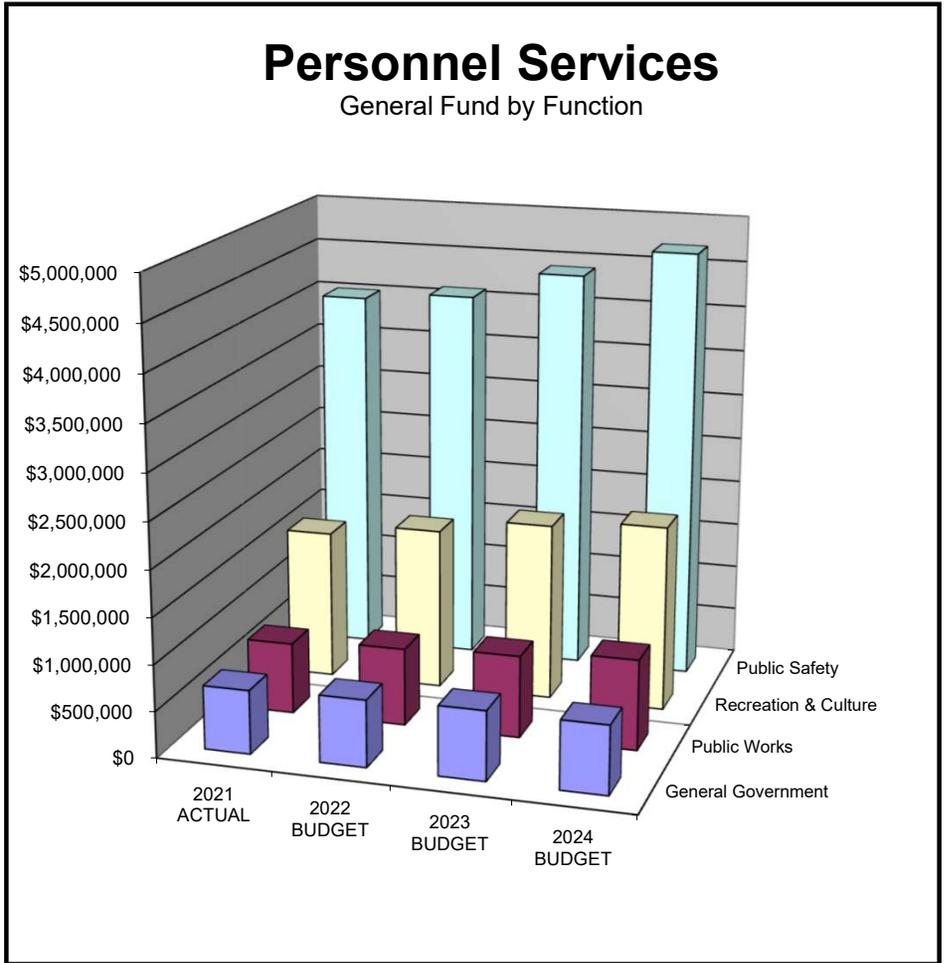


CITY OF EAST GRAND FORKS, MINNESOTA

GENERAL FUND

SUMMARY OF PERSONNEL SERVICE EXPENDITURES

Classification	ACTUAL	BUDGET	BUDGET	BUDGET	Change	% of
	2021	2022	2023	2024	Over 2023	Total Personnel
General Government	\$ 682,307	\$ 716,365	\$ 741,423	\$ 731,256	-1.4%	8.7%
Public Safety	4,014,000	4,097,798	4,404,123	4,711,216	7.0%	55.8%
Public Works	770,767	838,812	889,938	978,428	9.9%	11.6%
Recreation & Culture	1,124,990	1,190,748	1,291,913	1,313,650	1.7%	15.5%
Library	418,439	483,871	533,475	604,989	13.4%	7.2%
Senior Center	84,335	88,765	105,974	103,354	-2.5%	1.2%
Other Expenditures	6,219	5,991	6,889	6,889	0.0%	0.1%
TOTAL	\$ 7,101,056	\$ 7,422,348	\$ 7,973,735	\$ 8,449,782	6.0%	100.0%



General Fund Expenses

\$ 794,351 Increase from 2023-2024 Budget

- Personnel Costs \$ 476,047
 - Supplies \$ 10,000
 - Other Charges \$ 38,938
 - Capital Outlay \$ 86,627
 - Transfers Out \$ 182,740
- Police Capital change \$31,500, Parks \$10,000, Public works \$5000
- Water and Light-City Project Street Lighting Highway 2, \$40,127
(Both in revenue/expenses.)
- Transfers out includes change of \$90,000 debt and \$100,000 sick leave contributions.

Why Property Taxes Vary from Year to Year

Property Value determines taxes payable

-County assessor determines value based on sales

Special Assessments are added to tax statement

Tax statement includes Tax levy for: County, City, School District

Special tax districts (NWRDC, Ambulance, Watershed)

TAX RATE COMPARISON Actual 2019 to 2024 Levy											Proposed		Goal ?			
	Levy	5.55	5%	5%	5%	10%	11%	11%	5%							
														11%	11%	
														Difference	Increase	
HOME #1	2019	2020	2021	2022	2023	2024	2024	2024	2024	2024	2023-2024	2023-2024	2023-2024	2023-2024	2023-2024	2023-2024
Tax Mkt Value	164,000	161,900	163,100	165,300	183,000	216,700	216,700				\$33,700	18.42%				
City Taxes	1,100.39	9.22%	1,120.37	1.82%	1,161.57	3.68%	1,225.84	5.53%	1,376.47	12.29%	1,623.81	17.97%	1,488.90	8.17%	\$247	17.97%
Total tax stmt	2,544.00		2,496.00		2,562.00		2,660.00		2,876.00		3,178.00		3,043.09		\$302	10.50%
HOME #2	2019	2020	2021	2022	2023	2024	2024	2024	2024	2024	2023-2024	2023-2024	2023-2024	2023-2024	2023-2024	2023-2024
Tax Mkt Value	207,200	204,100	202,500	205,400	222,800	262,900	262,900				\$40,100	18.00%				
City Taxes	1390.07	17.49%	1412.83	1.64%	1,442.11	2.07%	1,522.93	5.60%	1,676.48	10.08%	1,969.86	17.50%	1,809.83	7.95%	\$293	17.50%
Total tax stmt	3,200.00		3,134.00		3,168.00		3,292.00		3,492.00		3,846.00		3,685.97		\$354	10.14%
HOME #3	2019	2020	2021	2022	2023	2024	2024	2024	2024	2024	2023-2024	2023-2024	2023-2024	2023-2024	2023-2024	2023-2024
Tax Mkt Value	287,600	280,000	278,700	300,300	320,100	358,900	358,900				\$38,800	12.12%				
City Taxes	1,929.86	2.49%	1,937.56	0.40%	1,984.27	2.41%	2,285.22	15.17%	2,408.66	5.40%	2,688.75	11.63%	2,535.97	5.29%	\$280	11.63%
Total tax stmt	4,406.00		4,262.00		4,322.00		4,840.00		4,984.00		5,228.00		5,075.22		\$244	4.90%
HOME #4	2019	2020	2021	2022	2023	2024	2024	2024	2024	2024	2023-2024	2023-2024	2023-2024	2023-2024	2023-2024	2023-2024
Tax Mkt Value	337,600	325,600	325,100	329,500	354,900	404,200	404,200				\$49,300	13.89%				
City Taxes	2,265.50	3.09%	2,253.49	-0.53%	2,315.17	2.74%	2,443.40	5.54%	2,670.03	9.28%	3,028.70	13.43%	2,833.06	6.11%	\$359	13.43%
Total tax stmt	5,182.00		4,968.00		5,054.00		5,250.00		5,532.00		5,890.00		5,694		\$358	6.47%
HOME #5	2019	2020	2021	2022	2023	2024	2024	2024	2024	2024	2023-2024	2023-2024	2023-2024	2023-2024	2023-2024	2023-2024
Tax Mkt Value	449,600	437,700	440,500	448,500	489,700	545,500	545,500				\$55,800	11.39%				
City Taxes	3,016.11	2.63%	3,028.63	0.42%	3,136.62	3.57%	3,325.18	6.01%	3,684.51	10.81%	4,172.22	13.24%	3,906.20	6.02%	\$488	13.24%
Total tax stmt	6,886.00		6,662.00		6,832.00		7,130.00		7,624.00		8,098.00		7,831.98		\$474	6.22%
COMMERCIAL	2019	2020	2021	2022	2023	2024	2024	2024	2024	2024	2023-2024	2023-2024	2023-2024	2023-2024	2023-2024	2023-2024
Tax Mkt Value	319,700	329,500	361,700	365,200	375,800	396,900	396,900				\$21,100	5.61%				
City Taxes	1,395.08	12.43%	1,557.98	11.68%	1,751.58	12.43%	1,779.93	1.62%	2,119.38	19.07%	2,459.17	16.03%	2,273.83	7.29%	\$340	16.03%
Total tax stmt	5,140.00		5,296.00		5,787.03		5,843.03		6,013.03		6,350.00		6,164.66		\$337	5.60%
Average increase		10%	4%	6%	9%	11%					8%					5.76%



Taxpayer(s):

Property Information
PIN Number: Property Address:
EAST GRAND FORKS MN 56721
Legal Description:

PROPOSED TAXES 2024

- THIS IS NOT A BILL - DO NOT PAY -

VALUES AND CLASSIFICATION

Taxes Payable Year	2023	2024
Estimated Market Value	238,600	275,400
Homestead Exclusion	15,800	12,500
Other Exclusions/Deferrals	0	0
Taxable Market Value	222,800	262,900
Property Classification	Res Hld	Res Hld

Step 1

PROPOSED TAX

Property Taxes Before Credits	3,846.00
School Building Bond Credit	0.00
Agricultural Market Value Credit	0.00
Other Credits	0.00
Taxes Payable Year	\$3,846.00

Step 2

PROPERTY TAX STATEMENT To be mailed by the end of March 2024

Step 3

The time to provide feedback on
PROPOSED LEVIES is NOW

It is too late to appeal your value without going to Tax Court.

Proposed Property Taxes And Meetings By Jurisdiction For Your Property

Contact Information	Actual 2023	Proposed 2024	Meeting Information
POLK COUNTY 612 BROADWAY ST N CROOKSTON MN 56716-1452 (218) 281-5408 www.co.polk.mn.us	964.10	997.40	December 12, 2023 at 6:00 p.m. County Board Room Government Center 612 N. Broadway Crookston, MN 56716
CITY OF EAST GRAND FORKS PO BOX 373 800 DEMERS AVE EAST GRAND FORKS MN 56721 (218) 773-2483 www.eastgrandforks.us	1,676.48	1,969.86	December 5, 2023 at 6:00 p.m. City Hall Council Chambers 800 Demers Ave East Grand Forks, MN 56721 218-773-2483
State General Tax	0.00	0.00	NO MEETING REQUIRED
ISD 595 E GRAND FORKS IND SCHOOL DIST #595 PO BOX 151 EAST GRAND FORKS MN 56721 (218) 773-3494 www.egf.k12.mn.us			December 11, 2023 at 6:00 p.m. Senior High, Room #195 EGF Senior High School 1420 4th Ave NW East Grand Forks, MN 56721
VOTER APPROVED	182.11	192.72	
OTHER	570.95	577.76	
Special Taxing Districts	98.36	108.26	NO MEETING REQUIRED
Tax Increment Tax	0.00	0.00	NO MEETING REQUIRED
TOTAL Excluding Special Assessments	\$ 3,492.00	\$ 3,846.00	Percent of Change 10.10%

IMPORTANT INFORMATION IS PRINTED ON THE BACK OF THIS FORM

Polk County Truth-in-Taxation Supplemental Information

Levy Information			
Taxing Authority	2023 Actual	2024 Proposed	Percent Change
Polk County	\$26,897,712	\$27,973,620	4.00%
City of Beltrami	\$62,000	\$66,000	6.45%
City of Climax	\$88,762	\$92,462	4.17%
City of Crookston	\$2,981,378	\$4,985,204	67.21%
City of East Grand Forks	\$6,600,077	\$7,326,086	11.00%
City of Erskine	\$197,169	\$201,112	2.00%
City of Fertile	\$233,500	\$247,500	6.00%
City of Fisher	\$149,531	\$171,961	15.00%
City of Fosston	\$486,465	\$519,339	6.76%
City of Gully	\$14,053	\$14,755	5.00%
City of Lengby	\$14,000	\$19,000	35.71%
City of McIntosh	\$228,277	\$216,345	-5.23%
City of Mentor	\$51,910	\$53,467	3.00%
City of Nielsville	\$40,081	\$42,081	4.99%
City of Trail	\$9,000	\$15,000	66.67%
City of Winger	\$90,940	\$93,670	3.00%
ISD 592 Climax-Shelly School District	\$474,819	\$521,003	9.73%
ISD 593 Crookston School District	\$3,452,628	\$3,609,847	4.55%
ISD 595 East Grand Forks School District	\$4,108,167	\$4,120,088	0.29%
ISD 599 Fertile-Beltrami School District	\$1,388,180	\$1,432,486	3.19%
ISD 600 Fisher School District	\$805,935	\$847,421	5.15%
ISD 601 Fosston School District	\$2,240,448	\$2,415,026	7.79%
ISD 2609 Win-E-Mac School District	\$1,515,554	\$1,617,484	6.73%
Middle-Snake-Tamarac Rivers Watershed District	\$235,277	\$248,515	5.63%
Red Lake Watershed District	\$1,722,337	\$1,829,359	6.21%
Sand Hill River Watershed District	\$525,793	\$540,884	2.87%
Wild Rice Watershed District	\$23,934	\$22,438	-6.25%

Local governments must set their final 2024 property tax levies by **December 28, 2023**. The final levies **can be set lower, but not higher**, than preliminary levies. The department will release final property tax levy information in February. Property tax statements must be mailed by March 31.

For 2024, preliminary property taxes statewide will increase by a maximum of \$882.1 million, a 7.3% increase. Last year the final levy increase was 0.6% lower than the preliminary levies.

Cities - The 2024 preliminary property tax levies for cities will total approximately \$3.462 billion compared with a final levy of \$3.194 billion in 2023, an **8.4% increase**. **EGF is 11% lowering to ?**

Counties - The 2024 preliminary property tax levies for counties will total approximately \$3.981 billion compared with a final levy of \$3.757 billion in 2023, a **6% increase**. **Polk County is 4%**

Townships - The 2024 preliminary property tax levies for townships will total approximately \$314 million compared with a final levy of \$294 million in 2023, a 6.8% increase.

Schools - The 2024 preliminary property tax levies for schools will total approximately \$4.036 billion compared with a final levy of \$3.702 billion in 2023, a **9% increase**. **EGF ISD 595 is .3%**

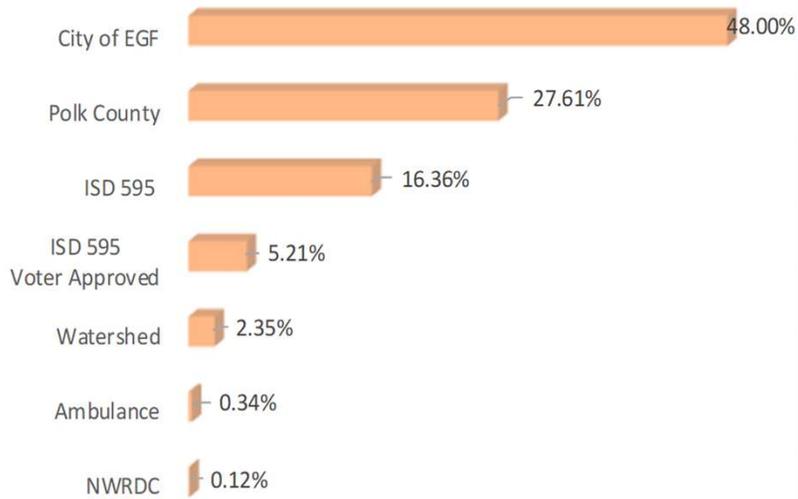
Special Taxing Districts - The 2024 preliminary property tax levies for special taxing districts will total approximately \$494 million compared with a final levy of \$459 million in 2023, a **7.8% increase**. **Red Lake watershed 16.5%, NWDRC 3%, Ambulance no increase.**

The City of East Grand Forks his hoping to set their final levy at the December 19, 2023, council meeting.

Information from the MN Department of Revenue

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%
	<hr/>	
	\$3,474.00	100.00%

2024 CITY PROPERTY VALUE HIGHLIGHTS

Estimated Market Value(EMV) Taxes Payable in 2023 \$ 807,830,300 ; 2024 increased to \$896,022,600

New Construction dollars on tax rolls 2023 \$ 6,810,600; 2024 estimated \$5,695,500

EMV Taxes Payable Residential 2023 \$612,097,700; 2024 estimated \$688,600,700 (estimated 12% average increase)

EMV Taxes Payable Commercial 2023 \$65,218,300; 2024 estimated \$72,581,500

EMV Taxes Payable Industrial 2023 \$43,052,400; 2024 estimated \$45,276,300

Average home value in 2023 \$287,800; 2024 preliminary average \$323,700

Number of Residential parcels in 2023 - 2,127 estimated number for 2024 not available

Average business value Commercial 2023 \$462,500; 2024 preliminary 514,800

Average business value Industrial 2023 \$301,100; 2024 preliminary \$316,600

General Fund Balance

The Office of the State Auditor recommends that at year-end, local governments maintain an unassigned fund balance in their general fund and special revenue funds of approximately 35% to 50% of fund operating revenues, or no less than five months of operating expenditures. While the bond rating agencies do not have recommended fund balance levels, the agencies look favorably on larger fund balances, which protect against contingencies and cash flow needs.

Current Bond Rating at Aa3

2022 Audited numbers: Revenues were \$404,118 more than budgeted
Expenses were \$232,709 less than budgeted

2022 Fund Balance was \$6,452,973, 50.5% of 2023 Budgeted Revenues

Past Year's Fund Balances compared to next years Budgeted Revenues:

2021	\$6,859,459	57.61%
2020	\$6,815,105	58.67%
2019	\$6,524,064	57.19%

Assumption 5% levy with 2023 Budget numbers and Fund Balance \$6,452,973, 48.72%

LG240B Application to Conduct Excluded Bingo

No Fee

ORGANIZATION INFORMATION

Organization Name: Northern Lights Figure Skating Club Previous Gambling Permit Number: X-94318-24-005
 Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-1674893
 Mailing Address: PO Box 132
 City: East Grand Forks State: MN Zip: 56721 County: Polk
 Name of Chief Executive Officer (CEO): Deon Wawrzyniak
 CEO Daytime Phone: 701-739-0059 CEO Email: nlfscpresident@yahoo.com
(permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
 Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of at least 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.)

Current calendar year Certificate of Good Standing
 Don't have a copy? This certificate must be obtained each year 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

Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name
 Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

Internal Revenue Service-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.

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? Yes No

If yes, list the dates when bingo was conducted: _____

The proposed bingo event will be:

one of four or fewer bingo events held this year. Dates: 3/28/24
-OR-
 conducted on up to 12 consecutive days in connection with a:
 county fair Dates: _____
 civic celebration Dates: _____
 Minnesota State Fair Dates: _____

Person in charge of bingo event: Heather Nelson Daytime Phone: 701-215-9244
 Name of premises where bingo will be conducted: Eagles Club - Fraternal Order of Eagles
 Premises street address: 227 10th St NW
 City: East Grand Forks If township, township name: _____ County: Polk

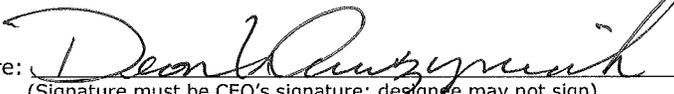
LG240B Application to Conduct Excluded Bingo

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>On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.</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: 20px;"> <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>On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.</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 excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
---	--

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature:  Date: 11/29/2023
(Signature must be CEO's signature; designee may not sign)

Print Name: DEON WAWRZYNIAK

MAIL OR FAX APPLICATION & ATTACHMENTS

<p>Mail or fax application and a copy of your proof of nonprofit status to:</p> <p style="padding-left: 20px;">Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 Fax: 651-639-4032</p> <p>An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.</p> <p>Questions? Call a Licensing Specialist at 651-539-1900.</p>	<p>Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. 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.</p> <p style="text-align: center;">This form will be made available in alternative format (i.e. large print, braille) upon request.</p>
--	--

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.

Request for Council Action

Date: November 28, 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, City Administrator

RE: Request from American Crystal Sugar

Background:

American Crystal Sugar Company is preparing a bill for consideration at the Minnesota Legislature that will create a Special Permit allowing 122,000 pound vehicles to transport Sugar Beets from North Dakota piling locations to the processing plant in East Grand Forks. This special permit would allow an increase the weight limit of the truck load on US Hwy 2, 5th Ave NE, and Business Hwy 2.

- The truck/trailer concept designed and built by TranSystems will include twin 27' trailers, and will include 11 total axles.
- Total Axle weight on the largest proposed load is 6.5 tons/axle.
- Widseth has reviewed, and stated 5th Ave NE is designed for 9 tons/axle.
- American Crystal has stated the total truck trips into and out of the East Grand Forks plant will be reduced by 30% with this new truck design.
- American Crystal has three of these truck/trailer designs in use in North Dakota this year, and reports the total breaking space and turn radius is better than the current single 53' trailer truck, due to more axles creating multiple pivot points.
- The proposed bill includes an expiration date of June 30, 2027. American Crystal is proposing this permit on a trial basis, to gather data and evaluate its results. It ultimately hopes to continue this permit permanently and look at potential expansion of using this truck/trailer for hauling from MN piling locations.

American Crystal is requesting the City of East Grand Forks approve a resolution of support for their proposed bill.

Budget Impact:

none

Recommendation:

Approve a Resolution of Support in favor of a bill creating a Special Permit for vehicle loads of up to 122,000 pounds for hauling sugarbeets.

Enclosures:

American Crystal proposed bill, truck/trailer concept, and truck route

RESOLUTION NO. 23 – 12 - 78

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

WHEREAS, the American Crystal Sugar Company has requested City of East Grand Forks support for a proposed legislative bill relating to traffic regulations, permitting a demonstration project for vehicle loads of up to 122,000 pounds for hauling sugar beets on certain roads in East Grand Forks; and

WHEREAS, the relevant roads included in the American Crystal Company special permit request under City of East Grand Forks jurisdiction include 5th Ave NE from US Highway 2 to Business Highway 2; and

WHEREAS, the American Crystal Sugar Company has provided data to show that the proposed 122,000 pound Truck and Twin Trailer combination would better distribute the total axle weight than the current 80,000 pound single truck trailer configuration; and

WHEREAS, The American Crystal Sugar Company has provided data to show the proposed truck and trailer configuration will have improved turning radius than the current single truck/trail configuration; and

WHEREAS, the American Crystal Sugar Company is proposing this truck/trailer Special Permit be issued on a temporary and trial basis with an expiration date of June 30, 2027; and

WHEREAS, the City of East Grand Forks agrees a 30% reduction of total truck trips, improved truck weight distribution on its roads, and improved truck/trailer safety features will provide a benefit to the City of East Grand Forks; and

NOW, THEREFORE, BE IT HEREBY RESOLVED the City Council hereby authorizes it support in favor of the proposed Special Permit for vehicle loads of up to 122,000 pounds for the purpose of hauling sugar beets on US Highway 2, 5th Ave NE, and Business Highway 2.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: December 5, 2023

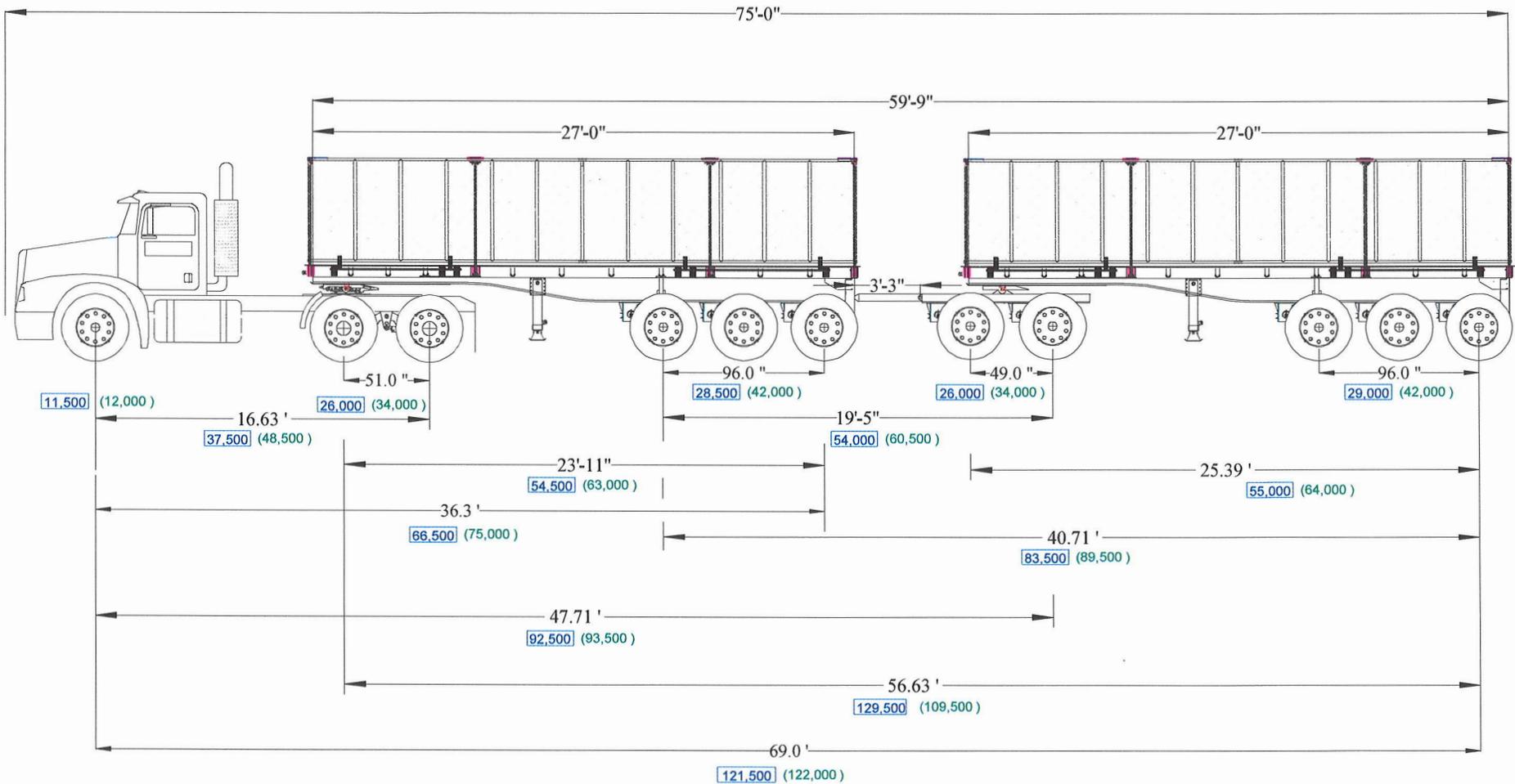
Attest:

City Administrator/Clerk-Treasurer

Council President

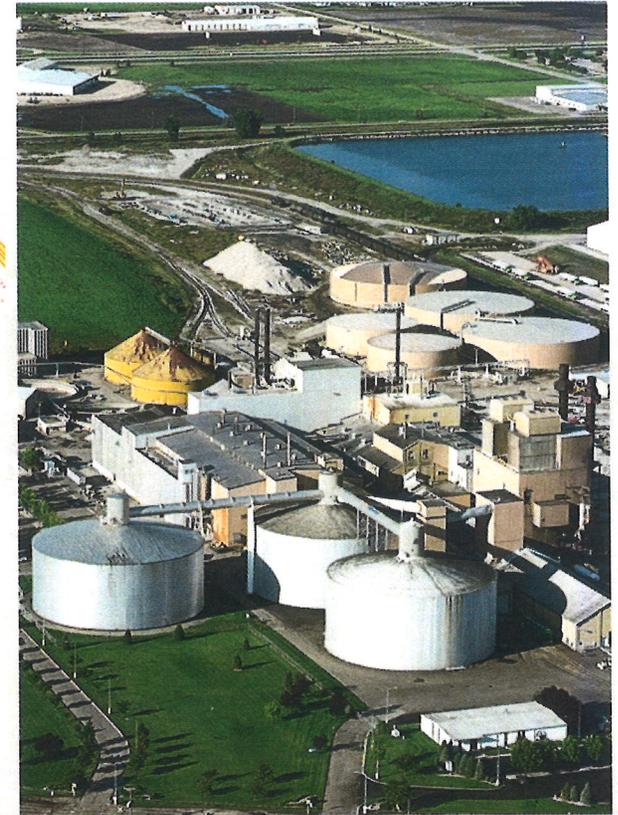
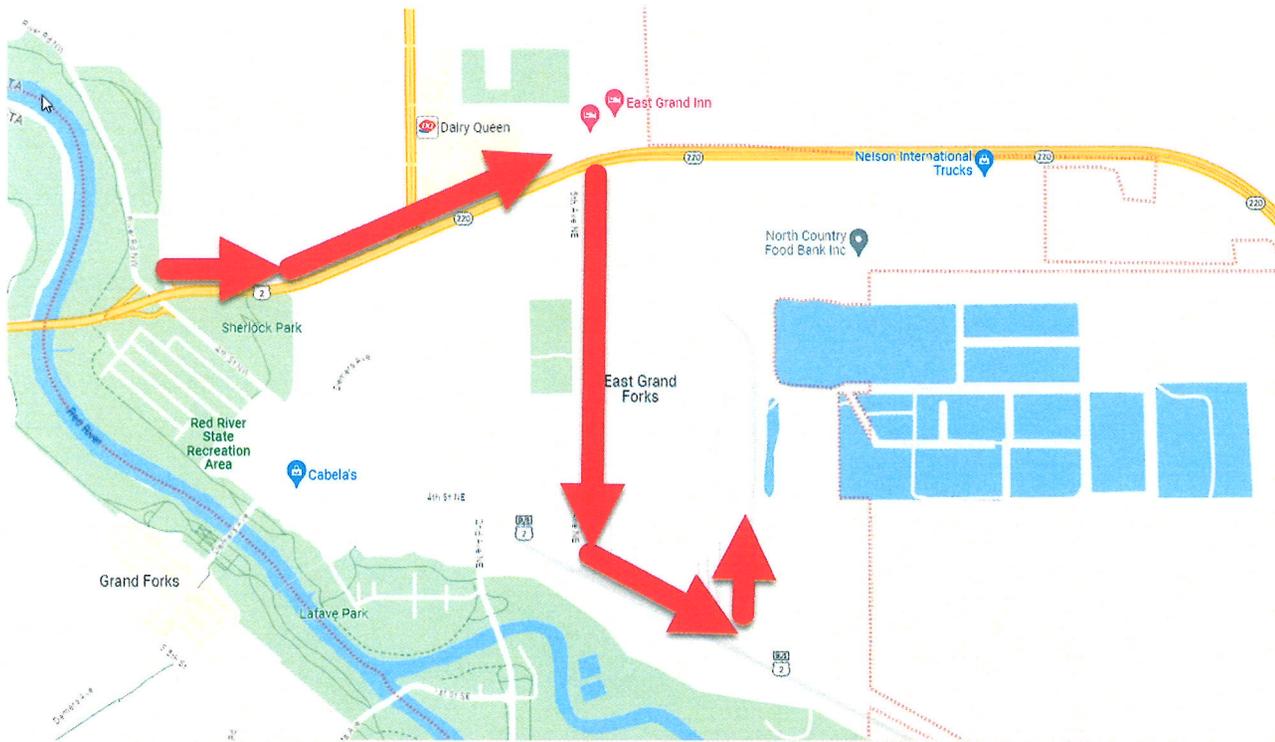
I hereby approve the foregoing resolution this 5th day of December, 2023.

Mayor



By	Title / Description		 <p>1901 Benefis Court Great Falls MT 59405 406-727-7500</p>	<p>NOTICE IS HEREBY GIVEN THAT THIS DRAWING EMBODIES A CONFIDENTIAL PROPRIETARY DESIGN OR IS PART OF A CONFIDENTIAL PROPRIETARY DESIGN ORIGINATED BY OURSELVES OR ONE OF OUR CUSTOMERS, AND ALL DESIGN, MANUFACTURING, REPRODUCTION, USE AND SALE RIGHTS REGARDING THE SAME ARE EXPRESSLY RESERVED. IT IS SUBMITTED UNDER A CONFIDENTIAL RELATIONSHIP FOR A SPECIFIC PURPOSE, AND THE RECIPIENT BY ACCEPTING THIS DRAWING AGREES NOT TO SUPPLY OR DISCLOSE ANY INFORMATION REGARDING IT TO ANY UNAUTHORIZED PERSON, OR TO INCORPORATE IN OTHER PROJECTS, ANY SPECIAL FEATURES PECULIAR TO THIS DESIGN.</p>
Dan Brennan	MN 27' Twin Trailer Concept	<p>Legend :</p> <p>(00,000) = legal weight group</p> <p>00,000 = Planned weight on group</p>		
3/22/22				
CONFIDENTIAL	.TCW			

Proposed Route



A bill for an act

relating to traffic regulations; permitting a demonstration project for vehicle loads of up to 122,000 pounds for hauling sugarbeets on certain roads; proposing new law in Minnesota Statutes, chapter 169.

Section 1. **[169.8655] SPECIAL SUGARBEET PERMIT.**

Subdivision 1. **122,000-pound vehicles.** Relevant road authorities shall grant a special permit authorizing a vehicle or combination of vehicles to transport up to 122,000 pounds of sugarbeets on the following roads in East Grand Forks: US-2 (Gateway Drive) for approximately 1.2 miles from the Minnesota/North Dakota state line to 5th Avenue, Northeast; 5th Avenue, Northeast for approximately 0.9 miles from US-2 to Business Highway 2; Business Highway 2 for approximately 0.3 miles from Fifth Avenue, Northeast to the sugarbeet processing facility gate on Business Highway 2. A vehicle or combination of vehicles operating under this section shall not be subject to the vehicle weight limitations set forth in section 169.824 or the axle limitations set forth in section 169.828.

Subd. 2. **Expiration of permits.** Permits issued pursuant to this section shall automatically expire on June 30, 2027.

Subd. 3. **Trial results.** Road authorities issuing permits under this section shall evaluate the impact of the increased weight limits on affected roads at the conclusion of the trial period to evaluate whether such permits should be continued in the future.

Subd. 4. **Fee.** The fee for permits issued under this section shall be \$60.00 per year as provided in section 169.86, subd. 5.

Request for Council Action

Date: 11/29/23

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

Cc: File

From: Administration Office

RE: Process to Reconsider Motion

There are two parts for reconsidering a motion. A member from the prevailing side would have to make the motion to reconsider the previous motion. Those on the prevailing side were Riopelle, Olstad, Larson, Peterson, and Vetter. Anyone can second the motion and it takes a majority vote to reconsider a motion.

If the first motion passes, the second part is the Council taking up the original motion.

At the October 3rd meeting, the motion was made to approve Proposal One to address snow removal along Bygland Road and 13th Street SE.

A **YES VOTE** would **reaffirm the decision** to stop snow removal from the sidewalks on the west side of Bygland Road and it would be the property owner's responsibility.

A **NO VOTE** would **reverse the decision** and go back to previous snow removal practices of staff removing snow from the sidewalks on the west side of Bygland Road.

Request for Council Action

Date: September 26, 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: Jeremy King – Parks and Recreation

RE: Follow up discussion on snow removal along Bygland Rd and 13th St SE

Background:

The question posed to the City Council at the September 12th work session: should the City continue its sidewalk snow removal efforts on Bygland Rd and 13th or transfer this responsibility to the respective private property owners? By transferring the task of sidewalk snow removal, the city would gain the ability to prioritize other key areas following a snow event, such as the Greenway trail system and outdoor arenas.

Following guidance from the City Council, the staff has prepared two recommendations that we feel are reasonable and practical for both the City and private property owners along Bygland Rd and 13th St SE.

Budget Impact.

No immediate budget impact. The city would see long-term savings on staff hours, fuel and equipment.

Recommendation:

To move forward with Proposal 1 transferring responsibility for all snow removal on the west side of Bygland Rd to private property owners in accordance with the City Ordinance.

Enclosure:

Maps of Proposal One and Proposal Two

Proposal One



Proposal Two



Request for Council Action

Date: 11/22/2023

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

Cc: File

From: Karla Anderson

RE: Consider Excess Liability Coverage for 2024

Background:

Liability options are:

1. *If the city does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
2. *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
3. *If the city waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision. This decision must be made by the city council. A single occurrence, the total for all claims for this occurrence are limited to \$2,500,000.

The estimate for this coverage in 2023 is do not have updated rates for 2024:

<u>Excess Liability Limit</u>	<u>Approximate Premium</u>
\$1 Million	\$43,478
\$2 Million	\$62,753
\$3 Million	\$72,479
\$4 Million	\$77,354
\$5 Million	\$79,778

This expense is not in the 2024 budget.

The recommendation would be to choose option 1 or 2. For 2023, Option 1 was chosen. Previous years, we have chosen Option 2 (waive the limit, without purchasing excess liability).

RESOLUTION NO. 23 – 12 - 79

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

BE IT RESOLVED, By the City Council of the City of East Grand Forks, Minnesota, chooses Option 1 and not waive the statutory tort limits for excess liability coverage in 2024.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: December 5, 2023

Attest:

City Administrator/Clerk-Treasurer

President of Council

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

Mayor

From: [Ron Galstad](#)
To: [EGF Mayor Steve Gander](#); [Mark Olstad](#); [Tim Riopelle](#); [Tim Johnson](#); [Clarence Vetter](#); [Marc Demers](#); [Dale Helms](#); blarson@egf.mn
Cc: [David Murphy](#); [Karla Anderson](#)
Subject: FW: [EXTERNAL]FW: Statutory Tort Limits
Date: Monday, October 31, 2022 9:02:09 AM
Attachments: [image001.png](#)

To All:

At the work session Mayor Gander asked if I would weigh in on waiving the Tort liability limits for the City. Below is information that should explain everything. A vast majority of the league members do not waive the limits. Waiving of the limits does not expose the City to any additional liability than we would be subject to if we did not waive the limits.

As stated by Karla and myself, the reason given previously for us to waive limits was to allow residence to collect a larger amount for their injuries if the City was responsible (negligent). I am not aware in the time I have been the City attorney that the insurance has ever been used. There is a cost to waive for the additional exposure that the League Trust fund would be required to pay. Nothing is for free. As indicated in the email below, last year it increased our premium by \$4,686.00 dollars.

This is a policy decision for the council to make. In the past we have waived. A decision is required by the council on a yearly basis. This decision is left up to your discretion, there is no right or wrong answer.

Please do not respond. This can be discussed at the council meeting but to do so by email may violate the open meeting law.

Respectfully yours,

Ronald I. Galstad
GALSTAD, JENSEN & MCCANN, P.A.
411 Second Street N.W., Suite D
Box 386
East Grand Forks, MN 56721
(218) 773-9729

PRIVACY AND SECURITY INFORMATION:
E-mail should not be used for urgent or sensitive issues.
E-mail is not guaranteed to be secure, private, or confidential.
E-mail may not be read every day.

This message originates from the law firm of GALSTAD, JENSEN & MCCANN, P.A. The information transmitted in this e-mail and any attachment is intended only for the personal and confidential use of the intended recipients. This message may be or may contain privileged and confidential attorney-client communications. If you as the reader are not the intended recipient, you are hereby notified you have received the communication in error and any retention, review, use, dissemination, distribution, or copying of this communication or the information contained herein is strictly prohibited. If you have received this communication in error, please notify the sender immediately and delete the original message from your system.

From: David Murphy <dmurphy@egf.mn>
Sent: Thursday, October 27, 2022 9:48 AM
To: Ron Galstad <rgalstad@gjmlaw.com>
Subject: FW: [EXTERNAL]FW: Statutory Tort Limits

She was able to answer!

From: Berge, Janna <JBerge@lmc.org>
Sent: Thursday, October 27, 2022 9:42 AM
To: David Murphy <dmurphy@egf.mn>
Subject: RE: [EXTERNAL]FW: Statutory Tort Limits

Hi David,

If the city chose to not waive the tort limits last year, they would save about \$4,686.

Hopefully that helps.

Thanks,

Janna Berge | Underwriter
Phone: (651) 281-1272
jberge@lmc.org

League of Minnesota Cities | 145 University Ave. West | St. Paul, MN 55103
www.lmc.org | [Facebook](#) | [Twitter](#) | [Podcast](#)

From: David Murphy <dmurphy@egf.mn>
Sent: Thursday, October 27, 2022 9:37 AM
To: Berge, Janna <JBerge@lmc.org>
Subject: RE: [EXTERNAL]FW: Statutory Tort Limits

Janna,
 Would you have access to what the cost difference is for us if we don't waive the cap? If possible, I am most particularly interested in if we have estimates for 2023 with and without waiving coverage.
 Thank you.
 David Murphy
 East Grand Forks City Administrator
 218 399-3245

From: Berge, Janna <JBerge@lmc.org>
Sent: Thursday, October 27, 2022 8:53 AM
To: David Murphy <dmurphy@egf.mn>
Subject: [EXTERNAL]FW: Statutory Tort Limits

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

FYI

Janna Berge | Underwriter
 Phone: (651) 281-1272
jberge@lmc.org

League of Minnesota Cities | 145 University Ave. West | St. Paul, MN 55103
www.lmc.org | [Facebook](#) | [Twitter](#) | [Podcast](#)

From: Berge, Janna
Sent: Monday, October 24, 2022 4:15 PM
To: kanderson@egf.mn
Subject: Statutory Tort Limits

Hi Karla,

Attached is the liability coverage guide and starting on page 5 it talks about the statutory liability limits and what happens if the city waives and does not waive the statutory limits.

LMCIT's liability limit is \$2 million per occurrence. Minnesota statute, however, limits a city's tort liability to a maximum of \$500,000 per claimant and \$1,500,000 per occurrence for certain types of claims. Members have the option to waive these tort limits, if they choose, which would mean that for claims where the tort limits would have otherwise applied, the limit per claimant and per occurrence would be the \$2 million limit that LMCIT has available. If a city does NOT waive the tort limits and there is a claim that falls under the statutory limits, the \$500,000 per claimant, \$1.5 million per occurrence limit applies, even though the LMCIT coverage limit is \$2 million. It should also be noted that there are a few types of claims for which the tort caps do not apply – most importantly federal claims like civil rights claims. This is part of the reason why our per occurrence coverage limit is higher than the state tort limit. Here is a chart that walks through the different scenarios:

LMCIT Liability Limits

Coverage structure if the city:	Claim in which the tort limits apply		Claim in which the tort limits do <u>not</u> apply
	Maximum recovery for single claimant for single occurrence	Maximum recovery for all claimants on a single occurrence	Maximum amount of damages which LMCIT would pay for single occurrence, regardless of # of claimants
Does not waive statutory limits	\$500,000	\$1,500,000	\$2,000,000
Waives statutory limits	\$2,000,000	\$2,000,000	\$2,000,000

Because choosing to waive the tort limits increases the exposure, the liability premium is roughly **3.5%** higher if this option is chosen.

The reason why some cities waive the tort limits is because some cities may want to make sure that injured parties are fully compensated in the event of a loss caused by the city's negligence. Simply put waiving the tort limits provides better protection to the individual who might be injured by city negligence – it means he or she could recover more.

Other cities who do not waive the tort limits may feel they need to take advantage of the protections the legislature has provided. There is no right or wrong decision – it's a discretionary decision that each city council has to make. Some of you may be familiar with the waiver forms we make your council's sign every year. The reason we need these signed every year is that the make-up of council's can change from year to year and we really want to make sure all appropriate persons are aware of the decision being made at each coverage renewal.

We often get the question of how many members waive the tort caps. Roughly 87% of members Do Not Waive the tort caps and 13% of LMCIT Members Do Waive.

Let me know if you have any additional questions.

Thank you,

Janna Berge | Underwriter

Phone: (651) 281-1272

jberge@lmc.org

League of Minnesota Cities | 145 University Ave. West | St. Paul, MN 55103

www.lmc.org | [Facebook](#) | [Twitter](#) | [Podcast](#)

**MEMORANDUM OF UNDERSTANDING BETWEEN THE
CITY OF EAST GRAND FORKS
AND
LAW ENFORCEMENT LABOR SERVICES
POLICE DEPARTMENT LOCAL NO. 152**

The following is a memorandum of understanding between the City of East Grand Forks (City) and one of its exclusive bargaining units, Law Enforcement Labor Services, Inc. representing Local 152 employees of the East Grand Forks Police Department (Union).

Agreement

RECRUITMENT INCENTIVES

WHEREAS, The City and the Union are parties to a collective bargaining agreement in effect December 31, 2020 through December 31, 2023, and;

WHEREAS, The City and the Union are in on-going negotiations for an updated collective bargaining agreement which is proposed to be in effect from January 1, 2024 through December 31, 2025, and;

WHEREAS, The Union and the City mutually agree that recruitment of law enforcement officers in Minnesota and the United States has been difficult in recent years with low application rates and reduction of new students in law enforcement programs, and;

WHEREAS, The Union and the City mutually agree that as other cities, counties, and state agencies are offering recruitment and retention bonuses varying in amount and frequency, and;

WHEREAS, The Union and the City mutually agree that relocation can be expensive and may add to the reluctance of some applicants, and;

NOW, THEREFORE, the parties agree as follows:

The City agrees to provide recruitment bonuses to be advertised immediately which consist of: \$2500 bonus to be paid on the first check after successful completion of background and beginning the department’s field training and evaluation program (FTEP); an additional \$2,500 upon successful completion of FTEP. The relocation bonus of up to \$2,500 will be paid to new officers to move into the city limits of the City of East Grand Forks from greater than 50 miles away, upon receipt of acceptable moving expense receipts.

The parties agree the Memorandum of Understanding terminates on December 31, 2024.

IN WITNESS WHEREOF, the parties hereto agree to execute this Memorandum of Agreement on the dates indicated by their respective signatures.

***RECRUITMENT INCENTIVES
2024 calendar year***

City of East Grand Forks

LELS Local 152

Mayor

Business Agent

Dated: _____

Dated: _____

City Administrator/Clerk-Treasurer

Union Steward

Dated: _____

Dated: _____

**MEMORANDUM OF UNDERSTANDING BETWEEN THE
CITY OF EAST GRAND FORKS
AND
LAW ENFORCEMENT LABOR SERVICES
POLICE DEPARTMENT LOCAL NO. 152**

The following is a memorandum of understanding between the City of East Grand Forks (City) and one of its exclusive bargaining units, Law Enforcement Labor Services, Inc. representing Local 152 employees of the East Grand Forks Police Department (Union).

Agreement

OFFICER RETENTION PROGRAM

WHEREAS, The City and the Union are parties to a collective bargaining agreement in effect December 31, 2020 through December 31, 2023, and;

WHEREAS, The City and the Union are in on-going negotiations for an updated collective bargaining agreement which is proposed to be in effect from January 1, 2024 through December 31, 2025, and;

WHEREAS, The Union and the City mutually agree that recruitment of law enforcement officers in Minnesota and the United States has been difficult in recent years with low application rates and reduction of new students in law enforcement programs, and;

WHEREAS, The Union and the City mutually agree that as other cities, counties, and state agencies are offering recruitment and retention bonuses varying in amount and frequency, and;

WHEREAS, The Union and the City mutually agree that retaining experienced, trained officers is even more important than recruiting new officers who have to be trained, and;

WHEREAS, according to the MN Public Employee Retirement Association (PERA), bonuses are not considered salary for PERA contribution purposes, and;

NOW, THEREFORE, the parties agree as follows:

The Union agrees this MOU is a one-year agreement applicable only to the officers years of service with the East Grand Forks Police Department and further agrees this MOU will sunset at the end of calendar year 2024.

The City agrees to pay a retention bonus to existing officers in two payments, as follows based on years of service completed with the East Grand Forks Police Department:

- Licensed officers with 1-4 years completed with The City: \$1,500
- Licensed officers with 5-9 years completed with The City: \$2,000
- Licensed officers with 10 or more years completed with The City: \$2,500

Officers currently employed and in good standing with the City of East Grand Forks through June 30, 2024, will receive the first bonus payment on the first paycheck of July, 2024 and officers currently employed and in good standing with the City of East Grand Forks through

RETENTION PROGRAM

December 31, 2024 will receive the second bonus payment on the first paycheck of January, 2025.

The Union agrees that if an employee fails to meet standards and is denied a stepped wage increase, they will also be denied a retention bonus.

Years of service are calculated based on the completed years of service with the East Grand Forks Police Department (EGFPD) only. Licensed officers who come to EGFPD with years of service in other departments will have the years of service calculated only by the years of service with the EGFPD.

Specific bonus payments based on EGFPD years of service are as follows:

Employee No	Hire Date	Service years completed as of 6/30/2024	First Paycheck in July Payment	Service years completed as of 12/31/2024	First paycheck in January 2025 Payment
HAIJROD01	10/22/1989	35	\$ 2,500.00	35	\$ 2,500.00
GAHLGRE01	4/16/1999	25	\$ 2,500.00	26	\$ 2,500.00
OLSOCHR01	3/16/2000	24	\$ 2,500.00	25	\$ 2,500.00
SCHRAEI01	1/15/2005	19	\$ 2,500.00	20	\$ 2,500.00
HARTANT01	6/28/2010	14	\$ 2,500.00	15	\$ 2,500.00
QUANJAR01	2/3/2014	10	\$ 2,500.00	10	\$ 2,500.00
GUNDNIC01	9/8/2014	9	\$ 2,000.00	10	\$ 2,500.00
ANDENIC01	3/2/2015	9	\$ 2,000.00	9	\$ 2,000.00
HAJITYL01	8/31/2015	8	\$ 2,000.00	9	\$ 2,000.00
DOUGRYA01	8/22/2016	7	\$ 2,000.00	8	\$ 2,000.00
GRABJOH01	9/13/2017	6	\$ 2,000.00	7	\$ 2,000.00
HODNCOL01	9/24/2018	5	\$ 2,000.00	6	\$ 2,000.00
KORYNIC01	1/9/2019	5	\$ 2,000.00	5	\$ 2,000.00
KNAAPAR01	8/12/2019	4	\$ 1,500.00	5	\$ 2,000.00
ROUEJUS01	4/21/2020	4	\$ 1,500.00	4	\$ 1,500.00
SCHIJAK01	9/15/2020	3	\$ 1,500.00	4	\$ 1,500.00
KALLLAN01	1/20/2021	3	\$ 1,500.00	3	\$ 1,500.00
FLORJAS01	9/21/2021	3	\$ 1,500.00	3	\$ 1,500.00
HESSALE01	5/22/2023	1	\$ 1,500.00	2	\$ 1,500.00
RICHVAN01	7/17/2023			1	\$ 1,500.00
KRAUMIC01	10/30/2023			1	\$ 1,500.00

IN WITNESS WHEREOF, the parties hereto agree to execute this Memorandum of Agreement on the dates indicated by their respective signatures.

City of East Grand Forks

LELS Local 152

Mayor

Business Agent

Dated: _____

Dated: _____

City Administrator/Clerk-Treasurer

Union Steward

Dated: _____

Dated: _____

Accounts Payable

Check Register Totals Only

User: mnelson
 Printed: 12/1/2023 - 3:05 PM



City of East Grand Forks

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

Check	Date	Vendor No	Vendor Name	Amount	Voucher
41625	12/05/2023	ADV001	Advanced Business Methods Inc	1,866.00	0
41626	12/05/2023	AME005	Aramark Uniform Services	407.72	0
41627	12/05/2023	ATV001	Auto Value Grand Forks	143.99	0
41628	12/05/2023	BAK001	Baker & Taylor Co	474.17	0
41629	12/05/2023	BER001	Bert's Truck Equipment	22.43	0
41630	12/05/2023	BIG001	Big Jim's East Side Tire	417.18	0
41631	12/05/2023	BOR001	Border States Electric Supply	560.45	0
41632	12/05/2023	CAR004	Cariveau Concrete Construction Inc	800.00	0
41633	12/05/2023	CEN001	Center Point Large Print	215.13	0
41634	12/05/2023	CHS001	CHS Ag Services	20,872.17	0
41635	12/05/2023	CIN001	Cintas Corporation No. 2	247.90	0
41636	12/05/2023	EGF010	City of East Grand Forks	8,700.00	0
41637	12/05/2023	COL004	Coldspring Memorial	198.00	0
41638	12/05/2023	COL002	Cole Papers Inc	317.85	0
41639	12/05/2023	COP002	Copy Cat Printing	1,200.00	0
41640	12/05/2023	COU008	Countrywide Sanitation Company	71,906.21	0
41641	12/05/2023	DOC001	Docu Shred Inc	56.33	0
41642	12/05/2023	EWB001	EastWest Books	222.77	0
41643	12/05/2023	EGF006	EGF City Petty Cash Ckng	2,022.00	0
41644	12/05/2023	GAR001	Garden Hut Inc	50.75	0
41645	12/05/2023	GGF001	GGF Convention & Visitors Bureau	13,986.65	0
41646	12/05/2023	GRE002	Greg's Lawn Care	1,666.00	0
41647	12/05/2023	INP001	In-Prints Screen Printing	133.80	0
41648	12/05/2023	ING003	Ingram Library Services	1,440.43	0
41649	12/05/2023	JOH026	Johnson Controls	1,554.48	0
41650	12/05/2023	KEN002	Kennedy & Graven, Chartered	1,039.50	0
41651	12/05/2023	KIE001	Kiesler Police Supply, Inc.	972.27	0
41652	12/05/2023	LAK004	Lakeview Books	198.78	0
41653	12/05/2023	LEA007	Leads Online	2,588.00	0
41654	12/05/2023	HAR081	Local Ace	107.78	0
41655	12/05/2023	HAR088	Local Ace	124.24	0
41656	12/05/2023	MAC002	MacQueen Equipment	674.70	0
41657	12/05/2023	MARCD1	Marco Technologies LLC	91.61	0
41658	12/05/2023	MAR008	Marshall and Polk Rural Water System	9.93	0
41659	12/05/2023	MCF001	McFarlane	1,795.00	0
41660	12/05/2023	MID003	Midcontinent Communications	2,680.37	0
41661	12/05/2023	MND020	Minnesota DEED	788.44	0
41662	12/05/2023	MPW001	Minnesota Pump Works	14,383.75	0
41663	12/05/2023	NOR024	Northland Yard Service	1,687.50	0
41664	12/05/2023	ORE001	O'Reilly Automotive, Inc.	434.05	0
41665	12/05/2023	OPP001	Gregory T Opp	40,468.49	0
41666	12/05/2023	ORC002	Orchard Oil Company	632.00	0
41667	12/05/2023	DIA001	Richard Papenfuss	1,008.95	0
41668	12/05/2023	POM001	Pomp's Tire Service, Inc	1,667.47	0
41669	12/05/2023	POW003	Powerplan OIB	639.48	0
41670	12/05/2023	QUI001	Quill Corporation	31.99	0
41671	12/05/2023	RIG001	Right Choice Electric Inc	182.88	0
41672	12/05/2023	RIV005	Riverview Healthcare	17.00	0
41673	12/05/2023	ROT001	Schwingler Enterprises, Inc.	500.00	0
41674	12/05/2023	MIK001	SJA Thunder Corp	153.90	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
41675	12/05/2023	SPR002	Spray Advantage	92.48	0
41676	12/05/2023	SCR001	St. Cloud Refrigeration, Inc.	1,400.00	0
41677	12/05/2023	PRA005	The Practice Place, PLLC	120.00	0
41678	12/05/2023	THU002	Thur-O-Clean	5,052.50	0
41679	12/05/2023	USI001	United States Ice Rink Association	275.00	0
41680	12/05/2023	VAL001	Valley Petroleum Equipment	1,995.00	0
41681	12/05/2023	VAL002	Valley Truck Parts and Services Inc.	46.34	0
41682	12/05/2023	WAT001	Water & Light Department	11,150.64	0
41683	12/05/2023	XCE001	Xcel Energy	3,524.28	0
41684	12/05/2023	ZIE001	Ziegler	700.14	0
Check Total:				226,716.87	