

**AGENDA
OF THE WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, DECEMBER 12, 2023 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. Request to File Plans and Specifications and Proceed with Advertising for Bids for the 2023 City Project No. 2 LaFave Park Improvements – Steve Emery**
- 2. Discussion on Demers Avenue Traffic Signal Replacement Project – Steve Emery**
- 3. School Resource Officer Update – Michael Hedlund**
- 4. Requesting Authorization to Hire – Jason Stordahl**
- 5. Discussion on the Proposed 2024 Budget – Reid Huttunen**

ADJOURN:

Upcoming Meetings

Council Meeting – Tuesday, December 19, 2023 – Council Chambers – 5:00 PM
Council Meeting – Tuesday, January 2, 2023 – Council Chambers – 5:00 PM

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

Request for Council Action

Date: December 7, 2023

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

Cc: File

From: Steve Emery, P.E.

RE: File Plans & Specifications – 2023 City Project No. 2 – LaFave Park Improvements

Background:

We are requesting to file Plans and Specifications and looking for authorization to proceed with Advertising for Bids and setting a Bid Date for the LaFave Park Project. As you are aware this project was bid last May with bids coming substantially higher than Engineer's Estimate and at that time City Council rejected the bids with the idea of rebidding late 2023 or early 2024.

Project Funding

DNR Funding

Recommendation:

Authorize Widseth to proceed with Advertising of the project.
Set Bid Date for 10:00 A.M. on January 16, 2024

Enclosures:

None

Request for Council Action

Date: December 7, 2023

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

Cc: File

From: Steve Emery, P.E.

RE: MNDOT Bid – Demers Avenue Traffic Signal Replacement Project (S.P. 6001-68)

Background:

The City of East Grand Forks entered into a Cooperative Agreement with MNDOT for a project to replace the Traffic Signals along Demers Ave at 2nd and 4th Street. As part of the Cooperative Agreement, it was estimated by MNDOT that the City's share of the project cost would be \$283,018.82. MNDOT recently received bids for the project and received one bid which was 220% over their estimate. Based on the bid price the City's share of the project would be \$561,974.18.

Project Funding

State Aid Construction Funds

Recommendation:

No recommendation currently. I have been in communication with MNDOT and have informed them that we do not have adequate funds in our State Aid Construction account to cover this increased cost. MNDOT is currently reviewing options, one of which is rejecting bids and possibly rebidding with completing the traffic signal system at 4th Street only at this time and then replacing the traffic signals at 2nd Street within 2-5 years.

Enclosures:

Revised Schedule "I"

State Aid Construction Budget

REVISED SCHEDULE "I"**Agreement No. 1053535****City of East Grand Forks**

SP 6001-68 (TH 2B=008)

Preliminary: October 19, 2023

SAP 119-120-011, SAP 119-122-004

Revised: Draft

Fed. Proj. NHPP 0002(350)

Signals and ADA improvements construction to start approximately August 26, 2024 under

State Contract No. ____ with ____

located on TH 2B (Demers Ave.) at 2nd St. NW and 4th St. NW

CITY COST PARTICIPATION

City Funded Signal System A Work Items (From Sheet No. 2)	233,910.00
SAP 119-120-011 Signal System B Work Items (From Sheet No. 3)	117,847.00
SAP 119-122-004 Signal System B Work Items (From Sheet No. 3)	117,847.00
City Funded State Furnished Materials (From Sheet No. 4)	31,029.64
SAP 119-120-011 State Furnished Materials (From Sheet No. 4)	9,856.41
SAP 119-122-004 State Furnished Materials (From Sheet No. 4)	9,856.41
Subtotal	\$520,346.46
Construction Engineering (8%)	41,627.72
(1) Total City Cost	\$561,974.18

(1) Amount of advance payment as described in Article 6 of the Agreement

7 Year Capital Improvement Plan
Municipal State Aid Construction Funds
East Grand Forks, Mn



5/9/2023

CONST YEAR	PROJECT	ESTIMATED TOTAL PROJECT COST	FEDERAL SUBTARGET FUNDS	ASSESSMENTS	MUNI CONSTRUCTION FUNDS	ANNUAL ALLOCATION	MUNI CONST BALANCE
2023						\$353,395.00	\$1,398,230.54
	FEDERAL PROJECT	\$1,999,832.00	\$860,000.00	\$241,142.00	\$898,690.00		\$499,540.54
	HAWK System (Bygland Road / 13th ST SE)	\$351,000.00			\$351,000.00		\$148,540.54
2024						\$353,395.00	\$501,935.54
	MNDOT / TRAFFIC SIGNAL REPLACEMENT - DEMERS AVE & 4TH STREET (City Cost)	\$283,018.00			\$283,018.00		\$218,917.54
	QUIET ZONE (2ND AVE NE)	\$200,000.00			\$200,000.00		\$18,917.54
2025						\$353,395.00	\$372,312.54
2026						\$353,395.00	\$725,707.54
	FEDERAL PROJECT	\$1,800,000.00	\$1,200,000.00		\$600,000.00		\$125,707.54
2027						\$353,395.00	\$479,102.54
2028						\$353,395.00	\$832,497.54
	TRAFFIC SIGNAL REPLACEMENT (3RD AVE / 1ST ST)	\$450,000.00			\$350,000.00		\$482,497.54
2029						\$353,395.00	\$835,892.54
2030						\$353,395.00	\$1,189,287.54
	FEDERAL PROJECT	\$1,800,000.00	\$1,200,000.00		\$600,000.00		\$589,287.54

Request for Council Action

Date: 12/8/2023

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

Cc: File

From: Michael Hedlund – Chief of Police

RE: SRO Update

Background: Earlier this year the MN Legislature passed a statute that restricted the use of force by school officials. Many interpretations, including those of EGF officials, were concerned about the potential restrictions that this legislation may place on School Resource Officers and our City ultimately decided to suspend our School Resource Officer MOU with the East Grand Public School System and keep our SRO (Cpl. Nick Gunderson) out of the schools and assigned as a corporal in our Patrol Division. We have continued to provide service to our schools with periodic school visits by our patrol officers. Throughout this Fall, various city and school officials have continued to meet to discuss this situation. We have now reached a point where we believe we will have Cpl. Gunderson return to the ISD #595 schools as the SRO at some point in January 2024. At this time, we are working on a revised MOU that will just cover the remainder of this school year. We hope to have that MOU available for ISD #595 consideration ASAP and for consideration by the EGF City Council, possibly at the January 2, 2024 Council meeting.

Impact Budgetary: To be determined.

Recommendations: None at this time.

Enclosures: None

Request for Council Action

Date: 12/8/2023

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: Jason Stordahl-Public Works Director

RE: Authorization to Advertise for Hire

Background: When Mr. King resigned, we felt that it was an opportune time to modify position descriptions so that they would meet our needs more appropriately. We modified the Foreman position description adding more field duties and modified the Supervisor position description to focus more on administrative duties. Once the descriptions were finalized, we had their pay scales repointed. The Supervisor position moved from grade 17 down to a grade 16, because some of the field duties were moved to the Foreman position. While the Foreman position went from a grade 14 up to a grade 15, because of the added field duties. The Civil Service is schedule to review the updated job descriptions Monday December 11th.

We would like to advertise internally to fill both the Foreman and Supervisor positions. Depending on applicants this could leave the Department with further vacancies.

Recommendation: Approve Staff to start the hiring process to fill vacant Supervisor and Foreman positions.

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

Background:

Included in the below information and in the work session discussion will be the following items:

1. Budget Summary Page:

- There continues to be a number of open-ended items in finalizing our budget. The largest item being final wages and compensation for full-time positions. On Friday, the City did reach agreement with another of our unions (leaving one group still open). With this agreement, we will be able to work on Monday at updating our total Salaries & Compensation budget.
- As the budget document and the total budget impact are updated, we will send out and share our total budget summary. The most up to date numbers will be printed and presented at the meeting on Tuesday evening.

1. Review of the Public Safety Aid budget.

- i. The current proposed budget for this fund is included in the packet. A couple of items are still waiting for updated price quotes. With a reduction in the quote for Police Dept radios, and the specific amount needed for the July 2024 Retention bonus set, the total budget request is in line with the total to be received from the State of MN.

2. City Staffing Levels and Positions

- i. Discussion at the Dec. 5 Budget meeting included the topic of considering reductions of City Staff/positions, due to on-going annual budget constraints.
 - ii. The **Senior Citizen Coordinator position** was mentioned, and the question of how the Senior Center programming could be re-organized. City Staff have met this week and will again on Monday to organize a plan. This plan will be presented at the Tuesday meeting.
Total compensation of the Senior Center position is budgeted at \$102,731.05. 2024 Savings from reduction of this position would range from \$55,000 to \$75,000, depending upon when it becomes effective and consideration for severance/separation payouts.
 - ii. **Economic Development Director position.** The current economic development director has indicated a plan to retire in August, 2024. Staffing considerations should be considered for the planned transition to a new Economic Development position, upon their retirement. Potential changes in the structure of the Economic Development

Request for Council Action

position could lead to savings in the 2nd half of 2024.

Total estimated savings are to be determined.

- iii. **Accounting Technician Position.** Currently vacant at a budgeted cost of \$86,317. I would propose budgeting this position for half a year, with a goal of hiring effective July 1, 2024.

Total savings of \$43,251.

- iv. **Public Works Position.** As described, with the Public Works RCA, we expect to have an open position in public works remain vacant. These position changes, potential promotions, and expected vacancies is expected to create an additional savings of at least \$70,000.00

Recommendation:

No recommendation. Updates on these documents will be presented at the Work Session, with the goal of reaching a 5% general budget levy increase.

PUBLIC SAFETY AID - Total Available aid:					
\$398,427.00					
		Year	Original Bid	Current Budget	
Emergency Manag	Early Warning Siren replacement	2024	\$130,000.00	\$ 115,000.00	Previously unfunded item
Fire Dept.	Radio Replacement	2024		\$ 40,000.00	Currently listed as 2025 CIP Expenditure
Fire Dept.	Ballistics Gear outfit for Fire	2024		\$ 12,000.00	Previously unfunded item
Police Dept	update exercise equipment	2024	\$6,500.00	\$ -	Previously unfunded item
Police Dept	Rifle Proof vest plates	2024		\$ 10,000.00	Previously unfunded item
Police Dept	Radio replacements	2024		\$ 180,831.36	Currently listed as 2024 CIP Expenditure
Police Dept	Police Retention Bonus	2024		\$ 38,000.00	July 2024 retention bonus
TOTAL Request				\$ 395,831.36	
Remaining				\$ 2,595.64	
Green cells; quotes confirmed					
Yellow cells; quotes pending					

		Deficit as of December 5, 2023		(440,285.00)	(Includes \$150,000 for Wages/Health union contract negotiations)
	Item Description	New or Additional Savings/ Revenues	Additional Expenditures	Note	
	Police Dept Rentention & Recruitment Bonuses		\$ (7,500.00)	Additional portion of Police incentive/retention not covered by public safety aid	
	Accounting Tech opening	\$ 43,251.00		fill second half of 2024	
	Various Police negotiated items		\$ (9,900.00)		
	Total Budget Changes	\$ 43,251.00	(17,400.00)	25,851.00	

New Deficit as of December 8, 2023 (414,434.00)				
Budget Considerations and potential changes				
	Item Description	New or Additional Savings/ Revenues	Additional Expenditures	Note
	SRO Cost Share with ISD 595	\$ 83,073.00		
	Public Works Open Position	\$ 70,723.21		
	Total Budget Changes	\$ 153,796.21	\$ -	
			\$ 153,796.21	
		New Deficit as of December 8, 2023	\$ (260,637.79)	
2023 Savings as of December 31, 2023 Increases Fund Balance				
	General Fund carryover 2023 Savings from Account Tech opening	\$ 54,203.57		
	General Fund carryover 2023 Savings from PW Supervisor	\$ 37,442.00		
	General Fund carryover 2023 Savings from City Admin/Clerk	\$ 5,676.17		
	2023 - Fund 681 Transfer to General Fund	\$ 73,034.68		transfer from 681 fund to general fund
	2023 - General Fund carryover into 2024	\$ 50,000.00		Parks Truck in 2023 budget for \$50,000

TOTAL SAVINGS \$ 220,356.43 \$ -
\$ 220,356.43

New Deficit as of December 8, 2023 \$ (40,281.37)

Additional Considerations		Total Cost	2024 Savings w/seperation
Senior Center Coordinator (2024)	\$	102,742.00	\$55,000-\$75,000

CITY OF EAST GRAND FORKS, MINNESOTA
GENERAL FUND
REVENUE AND EXPENDITURE SUMMARY
December 8, 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%

EXPENDITURES/USES

Current:

11 General Government	\$ 1,546,919	\$ 1,515,109	\$ (31,810)	-2.1%
12 Police	3,432,606	3,662,171	\$ 229,565	6.7%
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	12,292,897	\$ 498,864	4.2%

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	\$ 13,512,994	\$ 768,230	6.0%

Increase Wages/Health Insurance per contract negotiatic 150,000

Revenues/Sources Over (Under)

Expenditures and chg Fund Balance \$ 31,721 \$ (418,170)

Budgeted Fund Balance Reserve