

**AGENDA  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, JANUARY 16, 2024 – 5:00 PM**

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF A 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 “Regular Meeting” for the East Grand Forks, Minnesota City Council of January 2, 2024.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of January 9, 2024.
3. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of January 9, 2024.

**SCHEDULED BID LETTINGS: NONE.**

**SCHEDULED PUBLIC HEARINGS: NONE.**

**CONSENT AGENDA:**

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

4. Consider adopting Resolution No. 24-01-08 designating “C&H Insurance” as the insurance agency to handle City Policy for 2024.
5. Consider adopting Resolution No. 24-01-09 approving the 2024 Administrative Services Agreement with Wex Benefits.
6. Consider adopting Resolution No. 24-01-10 enabling elected and/or appointed officials of the City of East Grand Forks to be covered by the Minnesota Workers Compensation Law.

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.

7. Consider adopting Resolution No. 24-01-11 approving the following Board and Commission appointments and reappointments as presented by the appropriate elected official.
8. Consider approving the Exempt Gambling Permit Application for the Riverside Christian School to hold a raffle on April 13, 2024 at the Riverside Christian School located at 610 2<sup>nd</sup> Ave NE East Grand Forks, MN 56721 and waive the 30-day waiting period.
9. Consider approving the change in date and allowing KC Pro West to hold two youth snowmobile events in 2024 with the dates still yet to be determined because of lack of snow.
10. Consider approving the Special Event Application for Vintage Snowmobile Show to be held on Saturday, February 3<sup>rd</sup> from 7:30am to 4pm and allow them to block off some parking spaces in the parking lot by restaurant row.
11. Consider approving the Special Event Application for the Frozen Feet 5K/10K event scheduled for Saturday, February 10<sup>th</sup> from 7am to 12pm.

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

12. Regular meeting minutes of the Water, Light, Power, and Building Commission for December 20, 2023.
13. City Financial Statements as of November 30, 2023.

**COMMUNICATIONS: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

14. Consider adopting Resolution No. 24-01-12 approving the plans and specifications and ordering advertisement for bids for the 2022 City Project No. 3 for the Quiet Zone/Street and Sidewalk Improvements and setting a bid date of February 7, 2024.
15. Consider granting final approval of the Green Acres Resubdivision Plat and PUD Plan amendment contingent upon review and approval of the encroachment agreement and/or amendment to the ingress-egress easement document by the City Attorney and the submission of a digital file of the plat.
16. Consider adopting Resolution No. 24-01-13 approving the hiring of Erika Perez as the Public Works Supervisor and be placed at a Grade 16 Step 1 at a salary of \$30.75 per hour.
17. Consider adopting Resolution No. 24-01-14 approving the hiring of Josh Krostue as the Public Works Foreman and be placed at a Grade 15 Step 3 at a salary of \$30.09 per hour.

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

18. Consider approving the Memorandum of Understanding between the City of East Grand Forks and Independent School District 595 for police liaison services.
19. Consider adopting Resolution No. 24-01-15 approving the promotion of Jake Schiller to the Corporal position contingent upon an officer returning to the school for police liaison services.
20. Consider approving the request to start the hiring process for Police Officer contingent upon the School Liaison Officer returning to the school.

**CLAIMS:**

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

**COUNCIL/STAFF REPORTS:**

**ADJOURN:**

Upcoming Meetings:

- Work Session – Tuesday, January 23, 2024 – Training Room – 5:00 PM
- Council Meeting – Tuesday, February 6, 2024 – Council Chambers – 5:00 PM
- Work Session – Tuesday, February 13, 2024 – Training Room – 5:00 PM
- Council Meeting – Tuesday, February 20, 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.

**UNAPPROVED MINUTES  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, JANUARY 2, 2024 – 5:00 PM**

**CALL TO ORDER:**

*The Council Meeting of the East Grand Forks City Council for Tuesday, January 2, 2024 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; 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.*

**PLEDGE OF ALLEGIANCE:**

**OPEN FORUM:**

Council 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.

**ANNUAL BUSINESS:**

**1. SET TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS**

Consider adopting Resolution No. 24-01-01 a Resolution to set time and hour of regular City Council Meetings and Work Sessions.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO ADOPT RESOLUTION NO. 24-01-01 A RESOLUTION TO SET TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS AND WORK SESSIONS.**

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

*Voting Nay: None.*

**2. DESIGNATE OFFICIAL NEWSPAPER**

Consider adopting Resolution No. 24-01-02 a Resolution to designate The Exponent as the official newspaper.

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 24-01-02 A RESOLUTION TO DESIGNATE THE EXPONENT AS THE OFFICIAL NEWSPAPER.**

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

*Voting Nay: None.*

**3. DESIGNATE FINANCIAL DEPOSITORIES**

Consider adopting Resolution No. 24-01-03 a Resolution to designate the following financial depositories.

- (A) American Federal
- (B) Frandsen Bank & Trust
- (C) RBC Wealth Management
- (D) PMA - 4M Fund

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 24-01-03 A RESOLUTION TO DESIGNATE THE FOLLOWING FINANCIAL DEPOSITORIES.**

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

*Voting Nay: None.*

**4. DESIGNATE ACH ORIGINATION & ONLINE BANKING**

Consider adopting Resolution No. 24-01-04 a Resolution authorizing Persons listed below (subject to any expressed restrictions) is authorized for ACH origination and for online banking:

Name and Title

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

**A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 24-01-04 A RESOLUTION AUTHORIZING PERSONS LISTED BELOW (SUBJECT TO ANY EXPRESSED RESTRICTIONS) IS AUTHORIZED FOR ACH ORIGINATION AND FOR ONLINE BANKING:**

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

*Voting Nay: None.*

**APPROVAL OF MINUTES:**

5. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of December 12, 2023.
6. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of December 19, 2023.

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE ITEMS FIVE (5) AND SIX (6).**

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

*Voting Nay: None.*

**SCHEDULED BID LETTINGS: NONE.**

**SCHEDULED PUBLIC HEARINGS: NONE.**

**CONSENT AGENDA: NONE**

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

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

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

**COMMUNICATIONS: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

8. Consider approving the Exempt Gambling Permit Application for the East Grand Forks Home Run Club to hold a raffle at the East Grand Forks Senior High School located at 1420 4<sup>th</sup> Ave NW East Grand Forks, MN 56721 on January 19, 2024 and waive the 30-day waiting period.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE THE EXEMPT GAMBLING PERMIT APPLICATION FOR THE EAST GRAND FORKS HOME RUN CLUB TO HOLD A RAFFLE AT THE EAST GRAND FORKS SENIOR HIGH SCHOOL LOCATED AT 1420 4<sup>TH</sup> AVE NW EAST GRAND FORKS, MN 56721 ON JANUARY 19, 2024 AND WAIVE THE 30-DAY WAITING PERIOD.**

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

*Voting Nay: None.*

9. Consider approving the purchase of Motorola portable radios for the Police Department from Stone’s Mobile Radio for a total of \$183,701.25 utilizing the additional public safety funds received from the State.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE PURCHASE OF MOTOROLA PORTABLE RADIOS FOR THE POLICE DEPARTMENT FROM STONE’S MOBILE RADIO FOR A TOTAL OF \$183,701.25 UTILIZING THE ADDITIONAL PUBLIC SAFETY FUNDS RECEIVED FROM THE STATE.**

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

*Voting Nay: None.*

10. Consider approving the purchase of the Motorola portable radios for the Fire Department from Stone’s Mobile Radio for a total of \$31,563.00 utilizing the additional public safety funds received from the State.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE PURCHASE OF THE MOTOROLA PORTABLE RADIOS FOR THE FIRE DEPARTMENT FROM STONE’S MOBILE RADIO FOR A TOTAL OF \$31,563.00 UTILIZING THE ADDITIONAL PUBLIC SAFETY FUNDS RECEIVED FROM THE STATE.**

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

*Voting Nay: None.*

11. Consider adopting Resolution No. 24-01-05 approving and adopting the Sick Time Policy to provide and incorporate guidelines and procedures regarding the appropriate accumulation and use of Earned Sick and Safe Time and to be included in the City’s Personnel Policy.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 24-01-05 APPROVING AND ADOPTING THE SICK TIME POLICY TO PROVIDE AND INCORPORATE GUIDELINES AND PROCEDURES REGARDING THE APPROPRIATE ACCUMULATION AND USE OF EARNED SICK AND SAFE TIME AND TO BE INCLUDED IN THE CITY’S PERSONNEL POLICY.**

Council member Vetter asked why the hours would be front loaded and if there were any temporary people that would work that many hours to utilize the sick hours. Mr. Huttunen explained there were different options that were considered, the current software used did not have the capability to calculate the accrued time, the second option would have the sick time be paid out, the third option front loaded the hours but an employee had to work so many hours before the sick time hours could be used and there was no payout of sick time hours. He added there was no great option, but this did not require manual tabulation or create a liability with a payout.

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

*Voting Nay: Vetter.*

12. Consider adopting Resolution No. 24-01-06 approving and adopting the Cell Phone Policy to provide and incorporate guidelines and procedures and to be included in the City’s Personnel Policy.

**A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT RESOLUTION NO. 24-01-06 APPROVING AND ADOPTING THE CELL PHONE POLICY TO PROVIDE AND INCORPORATE GUIDELINES AND PROCEDURES AND TO BE INCLUDED IN THE CITY'S PERSONNEL POLICY.**

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

*Voting Nay: None.*

13. Consider approving the Labor Agreement for 2024-2025 between the City of East Grand Forks and the Law Enforcement Labor Services Local No. 152.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE LABOR AGREEMENT FOR 2024-2025 BETWEEN THE CITY OF EAST GRAND FORKS AND THE LAW ENFORCEMENT LABOR SERVICES LOCAL NO. 152.**

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

*Voting Nay: None.*

14. Consider approving the Extension Amendment to the Memorandum of Understanding between the City of East Grand Forks and Bird Rides Inc for the electric scooter sharing system in the city.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE EXTENSION AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF EAST GRAND FORKS AND BIRD RIDES INC FOR THE ELECTRIC SCOOTER SHARING SYSTEM IN THE CITY.**

Council member Helms said he would not be voting for this, he voted no the first time, and he had concerns about the letter they had received from Bird Rides Inc.

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

*Voting Nay: Helms.*

15. Consider approving the Memorandum of Understanding between the City of East Grand Forks and the American Crystal Sugar Company to have AE2S conduct a study to identify infrastructure and a rate structure which the cost would be reimbursed by American Crystal Sugar Company.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF EAST GRAND FORKS AND THE AMERICAN CRYSTAL SUGAR COMPANY TO HAVE AE2S CONDUCT A STUDY TO IDENTIFY INFRASTRUCTURE AND A RATE STRUCTURE WHICH THE COST WOULD BE REIMBURSED BY AMERICAN CRYSTAL SUGAR COMPANY.**

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

*Voting Nay: None.*

**CLAIMS:**

16. 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 wished everyone a Happy New Year. He stated that it took many hours to prepare the items for the agenda and thanked staff for putting in the time. He asked the Council to review their schedules because he requested to continue the planning effort they had done each year, how it helped set priorities, and it was hard to support priorities of others if he was not aware of them. He asked both council members and department heads to bring up to three things that were either new or old and how they used the information from this meeting as a report card for the year.

Council Member Vetter stated it was his last year on the council and he would be happy to talk to anyone in Ward 1 that was interested in running for council.

Council President Olstad congratulated Nick Korynta on his promotion.

Mr. Huttunen stated the Metropolitan Planning Organization approved the plan with the bridge in December and he invited Ken from SRF Consulting to give an update on the RAISE funding opportunity at the next meeting for both city council.

Mr. Galstad congratulated Officer Korynta on his promotion.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE JANUARY 2, 2024 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:16 P.M.**

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

*Voting Nay: None.*

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Megan Nelson, City Clerk

**UNAPPROVED MINUTES  
OF THE WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, JANUARY 9, 2024 – 5:00 PM**

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for Tuesday, January 9, 2024 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. SRF Consulting Bridge Study Update – Reid Huttunen & Ken Holte**

Mr. Huttunen stated there were two parts to the presentation that included an update on the current study and information about a grant opportunity. He turned it over to Mr. Ken Holte from SRF Consulting. Mr. Holte reminded the Council how there were 5 different phases to the process and listed each step, the study was wrapping up Phase 2, and how that set things up for the NEPA process which was the process where decisions would be made. He stated how that process reviewed many options and got it down to the preferred solution. He reviewed the key components, how the PEL study would start the work to help determine the purpose and need and help streamline the work. He said the study had eight tasks, six had been completed, and they were starting on the seventh. He explained how they had reviewed all the study information from before to show what had happened which could lead to good options.

Mr. Holte said they had a number of conversations with the Department of Transportations from both states and federal agencies, so they had learned a lot of good information. He reviewed how Minnesota used the PEL process, North Dakota did not, but they were willing for both sides to follow that process. He said the entities at this time see this as a local project, local entities would need to take the lead, and the Federal Highway Administration would be looking at the entire corridor instead of just one or two crossings. He reminded everyone that there could not be a pre-determined location because it was a data driven process. He stated the PEL process had four concurrent points, they would need to have the scope of worked approved, and that process had started. He said the Minnesota Department of Natural Resources was also looking at being involved because the did not want to permit landscaping in floodways, there was a change in interpretation, and that could cause some issues and increase the length of the bridge, but

it was not a deal breaker. He explained how the Army Corps of Engineers would be a cooperating agency, the Coast Guard was not sure who would take the lead from their agency, but they were interested in the PEL study.

Mr. Holte said the last task was to find funding sources, the RAISE grant could help fund planning efforts, and they were working on the scope for the PEL study and were waiting on feedback from the Federal Highway Administration. He stated they would be able to develop a budget once they received feedback so the next step would be completed the PEL study which was eligible to be paid for by the RAISE funding. He reminded the Council the application for the RAISE funding was due in February, there was not a matching fund requirement, the grant would be awarded in June, but it would take 12 months up to 18 months to get all of the agreements signed, and it was a reimbursable program so the funds would have to be spent first. He explained the PEL process could take 20 up to 24 months and would find the best solution for the river corridor and asked for questions.

Council President Olstad asked if these funds could be used on everything and commented how it would be short-sighted not to apply for the grant funding. Mr. Holte said there was no pre-determined solution so they could go big and request funds to cover planning for both bridges. Council President Olstad said again it would be short-sighted to not take advantage of this opportunity. Mr. Holte said it showed interest since the group had started a scoping phase and paid for that and how letters of support would really help in the process. Mr. Galstad asked if the grant funds could be used retroactively. Mr. Holte said they could not. Discussion followed about how this would be data driven, there were no pre-determined locations being used, and if the PEL study should continue or if they should try to use grant dollars to pay for it which would take longer to completed. Council member Pokrzywinski said it could take 12 to 18 months to have agreements signed but it would be awarded in June to they could pause the process. More discussion followed about how the cost of the PEL Study would be significant cost and if they should include that in grant funding request. Mr. Holte said he would have more information by the end of the month.

## **2. Request for Gate on Road at Asphalt Plant Site – Nancy Ellis**

Ms. Ellis told the Council a request was coming from the Zavorals to gate off the road to their property since currently no one else needed access. Mr. John Zavoral explained to the Council they would like to add a gate about 150 feet off of County Road 17, people had been driving out there, and they wanted to restrict the access. He added the gate would be removed once the area was more developed. Discussion followed about how there was not currently a concern about emergency access, there was a ditch on both sides but there was an area they could turn around, it was public right-of-way, and eventually it would be paved. Ms. Ellis stated the road was not being maintained at this time, a study was being conducted by MNDOT about the Highway 2 access, and Mr. Galstad had suggested putting something in place until the area was further developed.

This item will be referred to a future meeting.

## **3. Request to File Plans and Specifications for the 2022 City Project No. 3 Quiet Zone – Steve Emery**

Mr. Emery stated he was requesting to file plans and specifications and start advertising for bids for the quiet zone project. He explained the plans were approved by the Minnesota Department of Transportation (MNDOT), agreements were will being worked on with BNSF, and there had been a lot of discussion

about the timing of when the work would be done because BNSF was not sure when they would be able to get certain items that were needed. He stated he was working on getting the project bid out, getting completed what could be before school started, and some items would have to wait for fall or winter so there was no confirmed timeline of the project. He informed the Council the estimate included costs for flagging by the railroad so they would coordinate as much work being done at the same time the railroad was working because even if a flagger was only used for a couple hours the City would be charged for a whole day. Mr. Emery reminded the Council BNSF had offered \$156,000 as an incentive to close the 3<sup>rd</sup> Street crossing, MNDOT would be paying for half of the signal replacement, \$200,000 would be coming from the State Aid construction fund, and they would need to determine how the remaining \$450,000 would be covered. He added the bid date was set for February 7<sup>th</sup> and asked for questions. There were none.

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

#### **4. Requested Change Youth Snowmobile Race Event – Reid Huttunen**

Mr. Huttunen explained staff had reached out to the organizers of the youth snowmobile event, they were not able to hold the event due to lack of snow, they still wanted to hold the event, and if possible host it for a couple weekends once a track was built. He asked if the Council would support it and how the dates would still need to be determined. Council President Olstad said this was a good event and it brought visitors to town. Council member Larson stated he was able to attend one of the race days and he was impressed with how the event was run so he would strongly encourage that this event be held.

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

#### **ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LARSON, TO ADJOURN THE JANUARY 9, 2024 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:47 P.M.**

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

*Voting Nay: None.*

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Megan Nelson, City Clerk

**UNAPPROVED MINUTES  
OF THE SPECIAL MEETING  
CITY OF EAST GRAND FORKS  
TUESDAY, JANUARY 9, 2024 – FOLLOWING THE WORK SESSION**

**CALL TO ORDER:**

*The Special Meeting of the East Grand Forks City Council for Tuesday, January 9, 2024 was called to order by Council President Olstad at 5:47 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. Consider adopting Resolution No. 24-01-07 authorizing staff to enter into an agreement with SRF Consulting for the RAISE grant application and contribute 25% or \$7,101.00 for the contract amendment proposal.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LARSON, TO ADOPT RESOLUTION NO. 24-01-07 AUTHORIZING STAFF TO ENTER INTO AN AGREEMENT WITH SRF CONSULTING FOR THE RAISE GRANT APPLICATION AND CONTRIBUTE 25% OR \$7,101.00 FOR THE CONTRACT AMENDMENT PROPOSAL.**

Council member Larson asked if a discussion was needed regarding if they would need to pay more than 25%. Mr. Huttunen stated it would be best if all four entities participated, Grand Forks County had already approved to pay their portion, Polk County had not acted on it yet, but staff would be recommending to pay their 25%, and the City of Grand Forks would also be considering this at their next meeting. Council member Larson asked if others did not agree if they could revisit this but did not want to have to pay a higher percentage. Council President Olstad said it could be amended later but he would prefer to stick to 25%. Council member Vetter said paying 25% or \$7100 to try and get a grant for \$10 million dollars or more was a no brainer. Mayor Gander stated the study needed to be done to get either of the bridges and it was being driven by facts.

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

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LARSON, TO ADJOURN THE JANUARY 9, 2024 SPECIAL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:51 P.M.**

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

*Voting Nay: None.*

---

Megan Nelson, City Clerk

**RESOLUTION NO. 24 - 01 - 08**

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

BE IT RESOLVED, that the City Council of the City of East Grand Forks, Minnesota designates "C&H Insurance" as the insurance agency to handle the city property, liability and workers compensation policy for 2024.

*Voting Aye:*

*Voting Nay:*

The President declared the resolution passed.

Passed: January 16, 2024

Attest:

\_\_\_\_\_  
City Administrator/Clerk-Treasurer

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

I hereby approve the foregoing resolution this 16<sup>th</sup> of January, 2024.

\_\_\_\_\_  
Mayor

**RESOLUTION NO. 24 – 01 - 09**

**RESOLUTION APPROVING THE 2024 ADMINISTRATIVE SERVICES AGREEMENT WITH WEX BENEFITS**

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

WHEREAS, the City of East Grand Forks employs Wex Benefits to administer the Flexible Benefits Plan for the City of East Grand Forks, and

WHEREAS, The City Council of the City of East Grand Forks, Minnesota, has designated American Federal Bank as a depository.

BE IT RESOLVED, that the form of amended Cafeteria Plan including a Dependent Care Flexible Spending Account and Health Flexible Spending Account effective January 1, 2024, presented Flexible Benefits Plan effective January 1, 2024, presented to this meeting is hereby approved and adopted and that the duly authorized agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

BE IT FURTHER RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

BE IT FURTHER RESOLVED, that the duly authorized agents of the Employer shall act as soon as possible to notify the employees of Employer of the adoption of the Cafeteria Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form in hereby approved.

BE IT FURTHER RESOLVED, by the City Council of and for the City of East Grand Forks, Minnesota, as follows:

1. The City agrees to the terms and conditions of any account agreement approved by the City Council and properly opened by any representative(s) of the City identified in Resolution No. 24-01-04, and authorizes American Federal Bank to charge the City for all checks, drafts, or other orders, for the payment of money, that are drawn on American Federal Bank by any representative(s) of the City identified in Resolution No. 24-01-04, regardless of by what means the facsimile signature(s) may have been affixed so long as they resemble the signature specimens listed in Resolution No. 24-01-04 and contain the required number of signatures for this purpose.

BE IT FURTHER RESOLVED that the City Council has, and at the time of adoption of this resolution had full power and lawful authority to adopt the foregoing resolution and to confer the powers granted to the person named who have full power and lawful authority to exercise the same.

*Voting Aye:*  
*Voting Nay:*  
*Absent:*

The President declared the resolution passed.

Passed: January 16, 2024

Attest:

\_\_\_\_\_  
City Administrator/Clerk-Treasurer

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

I hereby approve the foregoing resolution this 16<sup>th</sup> of January, 2024.

\_\_\_\_\_  
Mayor

**RESOLUTION NO. 24 – 01 – 10**

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,

WHEREAS, the law enables elected or appointed officials of the City of East Grand Forks to be covered by the Minnesota Workers Compensation Law; and

WHEREAS, the East Grand Forks Mayor and East Grand Forks City Council members’ intent is that the Following Board Members be considered employees for the eligibility for Workers Comp coverage purposes.

NOW THEREFORE, BE IT RESOLVED, that the following number of board members be covered by the Minnesota Workers Compensation Law:

- Mayor & City Council: 8 Members
- Cemetery Commission: 4 Members
- Charter Commission: 8 Members
- Civil Service Board: 3 Members
- Economic Development Authority Board: 7 Members
- Senior Citizen Board: 7 Members
- Library Board: 7 Members
- Parks & Recreation Commission: 7 Members
- Planning Commission: 7 Members
- Water, Light, Power, & Building Commission: 4 Members
- Metropolitan Planning Organization: 3 East Grand Forks Representatives
- Red Lake River Corridor: 2 East Grand Forks Representatives
- Convention & Visitors Bureau Commission: 1 East Grand Forks Representative
- Polk County Planning Commission: 1 East Grand Forks Representative
- Pine to Prairie Drug Task Force: 3 East Grand Forks Representatives

*Voting Aye:*

*Voting Nay:*

The President declared the resolution passed.

Passed: January 16, 2024

Attest:

\_\_\_\_\_  
City Administrator/Clerk-Treasurer

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

I hereby approve the foregoing resolution this 16<sup>th</sup> of January, 2024.

\_\_\_\_\_  
Mayor

**RESOLUTION NO. 24 – 01 - 11**

**A RESOLUTION DESIGNATING THE MAYOR’S APPOINTMENT TO THE EAST GRAND FORKS BOARD AND COMMISSIONS FOR 2024**

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

WHEREAS, the Mayor appoints citizens to fill vacancies on various Boards and Commissions of the City of East Grand Forks each year; and

WHEREAS, These Boards and Commissions are important to the operation of the City due to the value of citizen input on recommendations that are forwarded to the City Council on many important issues.

THEREFORE BE IT RESOLVED, that the City Council of the City of East Grand Forks ratifies the following appointments of Mayor Steven Gander to the respective Board and/or Commission for the designated term:

**CEMETERY COMMISSION** – Commissioners shall be appointed by the Mayor, by approval of the majority of the City Council for 3 year terms. Vacancies shall be filled in the same manner. Ordinance #208.

|                             |                |
|-----------------------------|----------------|
| <u>Member</u>               | <u>Expires</u> |
| Len Vonasek (Reappointment) | 12/31/26       |

**PLANNING COMMISSION** – Members shall be appointed by the Mayor, with the approval of a majority of the City Council, for four year terms. Vacancies will be filled in the same manner. Ordinance #181, Section 2.

|                                 |                |
|---------------------------------|----------------|
| <u>Members</u>                  | <u>Expires</u> |
| Richard Audette (Reappointment) | 12/31/27       |

**SENIOR CITIZEN BOARD** – Board (which includes one City Council member) appointed by the Mayor, subject to approval by a majority of the City Council, for 3 year terms. See Ordinance #80 – 3<sup>rd</sup> Series.

|                                 |                |
|---------------------------------|----------------|
| <u>Members</u>                  | <u>Expires</u> |
| Kathy Mills (Reappointment)     | 12/31/26       |
| Teddy Torgerson (Reappointment) | 12/31/26       |

**WATER, LIGHT, POWER & BUILDING COMMISSION** – Commissioners appointed by the Mayor, subject to approval by the City Council, for 3 year terms.

|                            |                |
|----------------------------|----------------|
| <u>Members</u>             | <u>Expires</u> |
| Mike Quirk (Reappointment) | 12/31/26       |

*Voting Aye:*

*Voting Nay:*

The President declared the resolution passed.

Passed: January 16, 2024

Attest:

\_\_\_\_\_  
City Administrator/Clerk-Treasurer

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

I hereby approve the foregoing resolution this 16<sup>th</sup> day of January, 2024.

\_\_\_\_\_  
Mayor

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:  
• conducts lawful gambling on five or fewer days, and  
• awards less than \$50,000 in prizes during a calendar year.  
If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

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

**ORGANIZATION INFORMATION**

Organization Name: Riverside Christian School Previous Gambling Permit Number: X-  
Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: 45-0369330  
Mailing Address: 610 2nd Ave NE  
City: East Grand Forks State: MN Zip: 56721 County: Polk  
Name of Chief Executive Officer (CEO): Paul Hensrud  
CEO Daytime Phone: 701-367-3914 CEO Email: paul.d.hensrud@ampf.com  
(permit will be emailed to this email address unless otherwise indicated below)  
Email permit to (if other than the CEO): \_\_\_\_\_

**NONPROFIT STATUS**

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

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

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

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

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

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

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Riverside Christian School  
Physical Address (do not use P.O. box): 610 2nd Ave NE  
Check one:  
 City: East Grand Forks Zip: 56721 County: Polk  
 Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
Date(s) of activity (for raffles, indicate the date of the drawing): April 13, 2024

Check each type of gambling activity that your organization will conduct:  
 Bingo  Paddlewheels  Pull-Tabs  Tipboards  Raffle

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

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

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

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

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

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

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

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

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

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

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

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

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

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

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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

Chief Executive Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature must be CEO's signature; designee may not sign)

Print Name: \_\_\_\_\_

**REQUIREMENTS**

- Complete a separate application for:**
- all gambling conducted on two or more consecutive days; or
  - all gambling conducted on one day.

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

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

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

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

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.

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

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

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

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

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

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

**Megan Nelson**

---

**From:** noreply@civicplus.com  
**Sent:** Tuesday, November 7, 2023 8:58 PM  
**To:** Megan Nelson; City Administration  
**Subject:** [EXTERNAL]Online Form Submittal: Special Event Application

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

## Special Event Application

Please Submit 60 Days Prior to Event

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

|                               |                      |
|-------------------------------|----------------------|
| Organization Name             | KC PRO WEST          |
| Phone Number                  | 2188431070           |
| Address1                      | 5611 157TH AVE NE    |
| Email Address                 | coreyg79@hotmail.com |
| City                          | ARDOCH               |
| State                         | ND                   |
| Zip                           | 58261                |
| Applicant Name/Contact Person | Corey Grochowski     |
| Email Address                 | coreyg79@hotmail.com |
| Phone Number                  | 2188431070           |
| Second Contact Person         | Corey Grochowski     |
| Email Address                 | coreyg79@hotmail.com |
| Phone Number                  | 2188431070           |

(Section Break)

## Special Event Information

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

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

|                                    |   |
|------------------------------------|---|
| Event Title                        | KC PRO EGF RACE   |
| Type of Event                      | Other   |
| Date(s) and Time of Event          | 1/6/2024 9:00 AM - 1/7/2024 5:00 PM   |
| Description/Narrative of the Event | KC Pro West youth racing organization is requesting to host another race in the same location as previous years near the LaFave Park/ boat landing. We are expecting an estimated amount of 60-70 children racing along with their families as spectators. This has been very successful in the past with excellent feedback with the amenities that East Grand Forks has to offer. We are asking that we have a couple days prior to the event to build the racing track. Our organization will take care of all cleanup after this event. |

(Section Break)

|                     |                         |
|---------------------|-------------------------|
| Event Site Plan/Map | <u>KC Pro Race .pdf</u> |
|---------------------|-------------------------|

(Section Break)

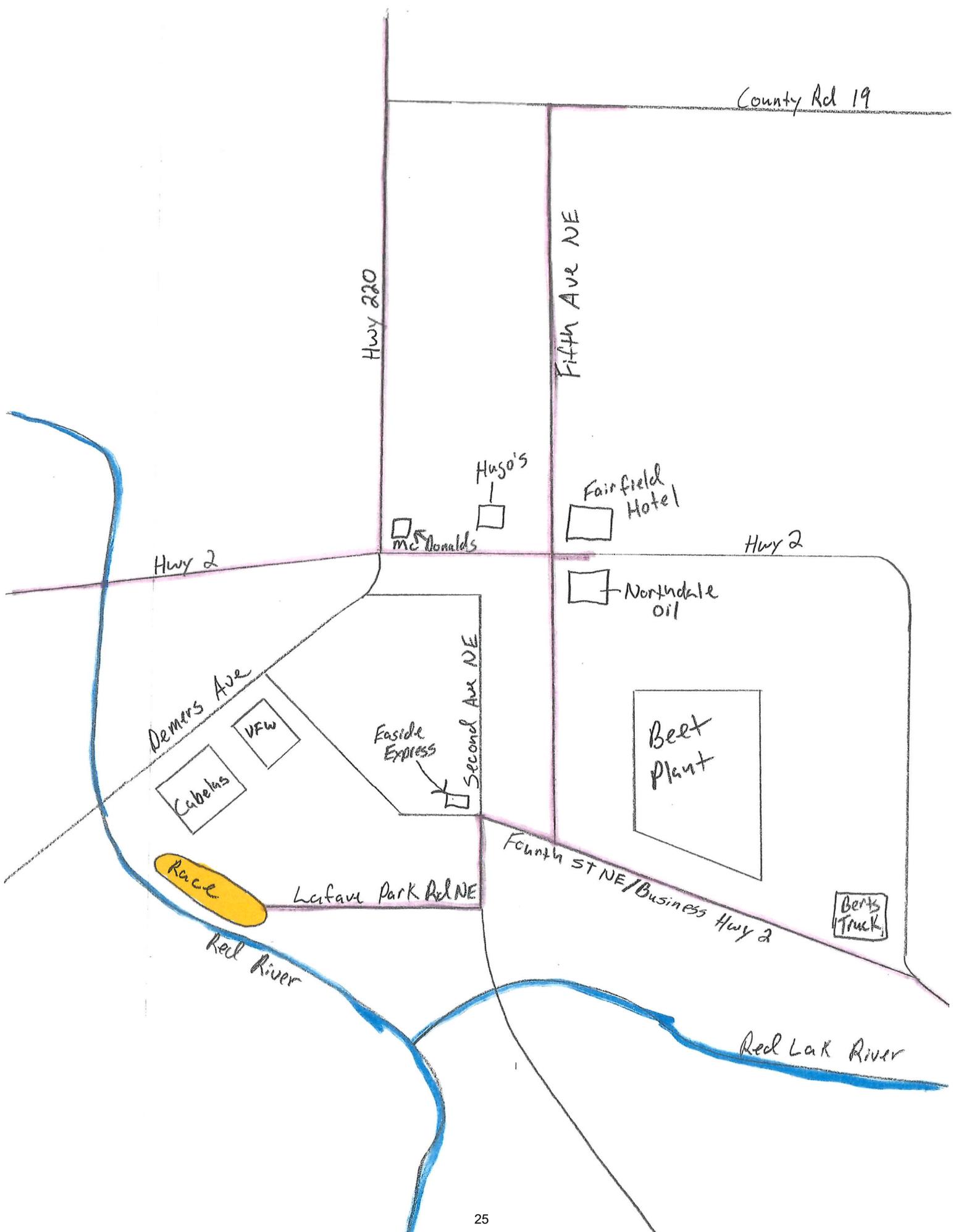
## Power & Water Requests

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

(Section Break)

|                           |  |
|---------------------------|--|
| River Access              | No   |
| If yes, complete the form | <u>The Polk County Boat &amp; Water Event Permit Application</u> |

(Section Break)



## Megan Nelson

---

**From:** noreply@civicplus.com  
**Sent:** Thursday, January 4, 2024 8:38 PM  
**To:** Megan Nelson; City Administration  
**Subject:** [EXTERNAL]Online Form Submittal: Special Event Application

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

### Special Event Application

Please Submit 60 Days Prior to Event

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

|                               |   |
|-------------------------------|---|
| Organization Name             | East Grand Forks Vintage Snowmobile Show    |
| Phone Number                  | 218798101                                   |
| Address1                      | 1010 17th Ave SE East Grand Forks, MN 56721 |
| Email Address                 | kyle_kozel@yahoo.com                        |
| City                          | EAST GRAND FORKS                            |
| State                         | MN  |
| Zip                           | 56721                                       |
| Applicant Name/Contact Person | Kyle Jeffrey Kozel                          |
| Email Address                 | kyle_kozel@yahoo.com                        |
| Phone Number                  | 12187798101                                 |
| Second Contact Person         | Al Seydel                                   |
| Email Address                 | al.seydel@icsgf.us                          |
| Phone Number                  | 7017407552                                  |

(Section Break)

## Special Event Information

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

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

|                                    |   |
|------------------------------------|---|
| Event Title                        | East Grand Forks Vintage Snowmobile Show  |
| Type of Event                      | Fundraiser  |
| Date(s) and Time of Event          | 2/3/2024 7:30 AM - 2/3/2024 4:00 PM   |
| Description/Narrative of the Event | East Grand Forks Vintage Snowmobile Show at The Blue Moose. The event will have snowmobiles showcased on the west side of the restaurant. We do plan to have a portion of the parking lot closed off, just in front of The Blue Moose on the river deck side. We plan on having roughly 200 people coming and going during this event time. We will provide our own clean up if needed. |

(Section Break)

|                     |                              |
|---------------------|------------------------------|
| Event Site Plan/Map | <a href="#">IMG_3850.jpg</a> |
|---------------------|------------------------------|

(Section Break)

## Power & Water Requests

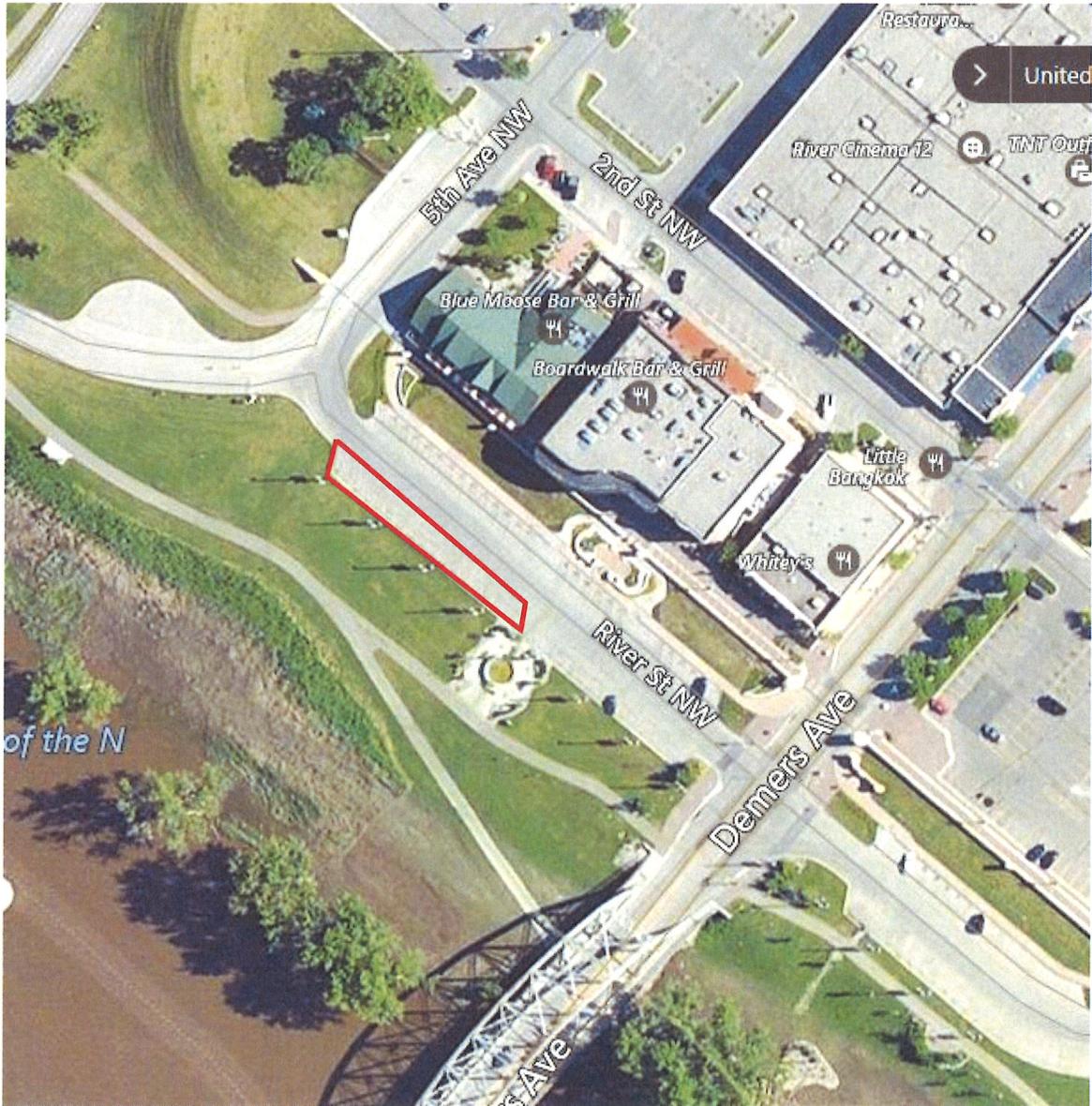
All power and water requests must go through and be approved by the Water and Light Commission. **The Water and Light Commission may charge for labor and materials for event related activities.** Contact the Distribution Superintendent by calling (218) 773-0515 between 8am and 4:30pm or email [alldsc@egf.mn](mailto:alldsc@egf.mn)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

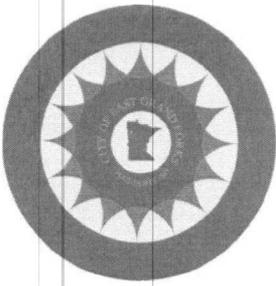
(Section Break)

|              |    |
|--------------|----|
| River Access | No |
|--------------|----|

|                           |   |
|---------------------------|---|
| If yes, complete the form | <a href="#">The Polk County Boat &amp; Water Event Permit Application</a> |
|---------------------------|---|

(Section Break)





# City of East Grand Forks

600 DeMers Ave · P.O. Box 373 · East Grand Forks, MN 56721  
218-773-2483 · 218-773-9728 fax www.eastgrandforks.net

## APPLICATION FOR SPECIAL EVENT

License Fee: \_\_\_\_\_

| Organization Information             |                                  |                         |
|--------------------------------------|----------------------------------|-------------------------|
| <u>See Dick Run, LLC</u>             | <u>701.775.1115</u>              |                         |
| <i>Organization Name</i>             | <i>Organization Phone Number</i> |                         |
| <u>28 S 3<sup>rd</sup> St. STE A</u> | <u>Grand Forks, ND</u>           | <u>58201</u>            |
| <i>Organization Address</i>          | <i>City</i>                      | <i>State</i> <i>Zip</i> |

| Applicant Information                            |                                     |                         |
|--|-------------------------------------|-------------------------|
| <u>Richard Datoe</u>                             | <u>701.213.7017</u>                 |                         |
| <i>Applicant Name</i>                            | <i>Applicant Phone Number</i>       |                         |
| <u>502 27<sup>th</sup> Ave S Grand Forks, ND</u> | <u>58201</u>                        | <u>dick@rundick.com</u> |
| <i>Applicant Address</i>                         | <i>City</i> <i>State</i> <i>Zip</i> | <i>Email Address</i>    |

| Special Event Information                                    |                   |                 |
|--|-------------------|-----------------|
| <u>2-10-2024</u>   | <u>7:00 AM</u>    | <u>12:00 PM</u> |
| <i>Date of Event</i>   | <i>Start Time</i> | <i>End Time</i> |
| <u>5K/10K Walk/Run</u>                                       |                   |                 |
| <i>Explanation of Event</i>                                  |                   |                 |
| <u>GF/EGF Greenway. Start/Finish in front of Blue Moose.</u> |                   |                 |
| <i>Route/Area of Event (include map)</i>                     |                   |                 |
| <u> </u>   |                   |                 |
| <i>Special Requests (Staff, Road Closures, Etc)</i>          |                   |                 |

I hereby certify that I have completely filled out the entire above application, together and that the application is true, correct, and accurate.

[Signature]  
*Signature of Applicant*

12-20-2023  
*Date*

Richard Datoe  
*Print Name*

Race Director  
*Title*

City of East Grand Forks  
Application for Special Event

**Internal Use Only**

The following items need to be completed and/or attached in order for the application to be processed:

\*Application fee paid in full:  yes  no  n/a  
Payment Type:  cash  check # \_\_\_\_\_ Receipt # \_\_\_\_\_

\*Application completed in full and signed:  yes  no

\*Map of route is provided:  yes  no

\*Copy of voluntary waiver of liability agreement for participants:  yes  no  n/a

\*Event Sponsor – Release & Indemnification Agreement:  yes  no

\*Liability Insurance:  yes  no

\*MnDot (if applicable):  approved  denied  n/a

\*Appropriate Staff:  approved  denied  n/a

Notes: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Council Approval \_\_\_/\_\_\_/\_\_\_  approved  denied

Notes: \_\_\_\_\_

City Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*License Number \_\_\_\_\_

Plains Chiropractic + Acupuncture -EVENT SPONSOR-  
**RELEASE AND INDEMNIFICATION AGREEMENT**  
**CITY OF EAST GRAND FORKS, MINNESOTA**

**THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT  
SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.**

In consideration for being permitted to engage in the following special event activities on the City of East Grand Forks' property:

Frozen Feat 5K/10K Walk/Run  
\_\_\_\_\_  
\_\_\_\_\_

Special Events Holder hereby acknowledges, represents, and agrees as follows:

- A. We understand that the above described activities are or may be dangerous and do or may involve risks or injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

tripping, falling, slipping, heart attack, theft, frost bite.  
\_\_\_\_\_

(Special Events Holder initials here) RD

- B. If required by this paragraph, we agree to require each participant in our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of East Grand Forks, on a form approved by the City of East Grand Forks.

Participant Release and Indemnification required? YES  NO

(Special Events Holder initials here) RD

- C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of East Grand Forks, for the duration of the above described activities.

(Special Events Holder initials here) RD

City of East Grand Forks  
Application for Special Event

- D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of East Grand Forks, its officers, its employees, or by any other cause.

(Special Events Holder initials here) RD

- E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of East Grand Forks, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of East Grand Forks, its officers, its employees, or by any other cause.

(Special Events Holder initials here) RD

- F. We further agree to defend, indemnify and hold harmless the City of East Grand Forks, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against the City of East Grand Forks, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of East Grand Forks, its officers, its employees, or by any other cause.

(Special Events Holder initials here) RD

- G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of East Grand Forks, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder initials here) RD

- H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder initials here) RD

- I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder initials here) RD

**IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT** is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

**PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:**

City of East Grand Forks  
Application for Special Event

Name Richard Datoe

Title President/Race Director

Signature 

Date 12-20-2023

**PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_





6

1

5

2

4

3

Lafave Park

Central Park

City Dog Park

Disc Golf Course

Lincoln Drive Park

East Grand Forks Public Works Department

Eagle Point Park Trailhead

Bob Zavoral Memorial Park

VFW Arena

O'Leary Park

Folsom Park

NORTH DAKOTA  
MINNESOTA

NORTH DAKOTA  
MINNESOTA

NORTH DAKOTA

Red Lake River

Red Lake River

Red Lake River



Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held on December 20, 2023, at 8:00 am in the City Council Chambers.

Present: Grinde, Quirk (interactive technology), Beauchamp, Riopelle

Absent: None

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

It was moved by Commissioner Beauchamp supported by Commissioner Riopelle to approve the minutes of the previous regular meeting held on December 6, 2023.

Voting Aye: Grinde, Quirk, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Quirk supported by Commissioner Riopelle to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,656,933.78.

Voting Aye: Grinde, Quirk, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp supported by Commissioner Riopelle to approve Commission Meeting date changes in 2024. The June 19, 2024 Commission Meeting will be changed to June 18, 2024 at 8am in the City Council Chambers and the August 21, 2024 Commission Meeting will be changed to August 22, 2024 at 8am in the City Council Chambers.

Voting Aye: Grinde, Quirk, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Riopelle supported by Commissioner Beauchamp to approve the use of Positive Pay for our Water and Light checking account due to recent fraudulent checks.

Voting Aye: Grinde, Quirk, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Quirk supported by Commissioner Beauchamp to adjourn at 8:42 am to the next regular meeting on January 3, 2024, at 8:00 am to be held in the City Council Chambers.

Voting Aye: Grinde, Quirk, Beauchamp, Riopelle

Voting Nay: None

Kristen Shipes  
Commission Secretary

# General Ledger

## As of November 30, 2023

### Council Monthly Rev Budgt Report

User: kanderson  
 Printed: 01/11/24 16:16:59  
 Period 01 - 11  
 Fiscal Year 2023

| <b>Fund Description</b>            | <b>2023<br/>Budget</b> | <b>Amt collected<br/>as of Nov 30</b> | <b>Remaining<br/>Balance</b> | <b>% left to collect</b> |
|------------------------------------|------------------------|---------------------------------------|------------------------------|--------------------------|
| <b>101 General</b>                 |                        |                                       |                              |                          |
| 31 Taxes                           | \$ 8,150,768.41        | \$ 4,244,259.03                       | \$ 3,906,509.38              | 47.93%                   |
| 32 Licenses & Permits              | \$ 105,775.00          | \$ 122,038.75                         | \$ (16,263.75)               | -15.38%                  |
| 33 Intergovernmental               | \$ 2,613,304.00        | \$ 1,445,661.18                       | \$ 1,167,642.82              | 44.68%                   |
| 34 Charges for Services            | \$ 1,376,805.00        | \$ 1,154,602.60                       | \$ 222,202.40                | 16.14%                   |
| 35 Fines & Forfeitures             | \$ 118,000.00          | \$ 148,763.38                         | \$ (30,763.38)               | -26.07%                  |
| 36 Special Assessment/Misc Rev     | \$ 36,400.00           | \$ 354,644.69                         | \$ (318,244.69)              | -874.30%                 |
| 39 Other Financing Sources         | \$ 224,873.50          | \$ 5,000.00                           | \$ 219,873.50                | 97.78%                   |
| Revenue                            | \$ 12,625,925.91       | \$ 7,474,969.63                       | \$ 5,150,956.28              | 40.80%                   |
| <b>209 State Aid Street</b>        |                        |                                       |                              |                          |
| 33 Intergovernmental               | \$ 190,000.00          | \$ 183,804.37                         | \$ 6,195.63                  | 3.26%                    |
| Revenue                            | \$ 190,000.00          | \$ 183,804.37                         | \$ 6,195.63                  | 3.26%                    |
| <b>210 Transit</b>                 |                        |                                       |                              |                          |
| 33 Intergovernmental               | \$ 708,315.00          | \$ 731,114.04                         | \$ (22,799.04)               | -3.22%                   |
| 36 Special Assessment/Misc Rev     | \$ -                   | \$ 909.00                             | \$ (909.00)                  | 0.00%                    |
| 39 Other Financing Sources         | \$ 105,287.30          | \$ -                                  | \$ 105,287.30                | 100.00%                  |
| Revenue                            | \$ 813,602.30          | \$ 732,023.04                         | \$ 81,579.26                 | 10.03%                   |
| <b>214 Resurrection Cemetery</b>   |                        |                                       |                              |                          |
| 34 Charges for Services            | \$ 40,500.00           | \$ 38,980.00                          | \$ 1,520.00                  | 3.75%                    |
| 39 Other Financing Sources         | \$ 41,551.54           | \$ -                                  | \$ 41,551.54                 | 100.00%                  |
| Revenue                            | \$ 82,051.54           | \$ 38,980.00                          | \$ 43,071.54                 | 52.49%                   |
| <b>215 Insect</b>                  |                        |                                       |                              |                          |
| 34 Charges for Services            | \$ 47,800.00           | \$ 43,753.99                          | \$ 4,046.01                  | 8.46%                    |
| Revenue                            | \$ 47,800.00           | \$ 43,753.99                          | \$ 4,046.01                  | 8.46%                    |
| <b>217 Greenway Maint</b>          |                        |                                       |                              |                          |
| 34 Charges for Services            | \$ 99,000.00           | \$ 91,883.19                          | \$ 7,116.81                  | 7.19%                    |
| Revenue                            | \$ 99,000.00           | \$ 91,883.19                          | \$ 7,116.81                  | 7.19%                    |
| <b>218 Fundraising Parks</b>       |                        |                                       |                              |                          |
| 00                                 | \$ -                   | \$ 1,500.00                           | \$ (1,500.00)                | 0.00%                    |
| Revenue                            | \$ -                   | \$ 1,500.00                           | \$ (1,500.00)                | 0.00%                    |
| <b>280 Housing/Lot Sale</b>        |                        |                                       |                              |                          |
| 36 Special Assessment/Misc Rev     | \$ 52,000.00           | \$ 176,510.76                         | \$ (124,510.76)              | -239.44%                 |
| 39 Other Financing Sources         | \$ -                   | \$ -                                  | \$ -                         | 0.00%                    |
| Revenue                            | \$ 52,000.00           | \$ 176,510.76                         | \$ (124,510.76)              | -239.44%                 |
| <b>400 Grants</b>                  |                        |                                       |                              |                          |
| 33 Intergovernmental               | \$ -                   | \$ 49,999.54                          | \$ (49,999.54)               | 0.00%                    |
| 36 Donations                       | \$ -                   | \$ 51,300.00                          | \$ (51,300.00)               | 0.00%                    |
| Revenue                            | \$ -                   | \$ 101,299.54                         | \$ (101,299.54)              | 0.00%                    |
| <b>401 Infrastructure Projects</b> |                        |                                       |                              |                          |
| 36 Special Assessment/Misc Rev     | \$ -                   | \$ 125,579.92                         | \$ (125,579.92)              | 0.00%                    |
| Revenue                            | \$ -                   | \$ 125,579.92                         | \$ (125,579.92)              | 0.00%                    |

|            |                                     |    |               |    |               |    |                      |
|------------|-------------------------------------|----|---------------|----|---------------|----|----------------------|
| <b>403</b> | <b>Police Grants</b>                |    |               |    |               |    |                      |
| 36         | Dept                                | \$ | -             | \$ | 600.00        | \$ | (600.00) 0.00%       |
|            | Revenue                             | \$ | -             | \$ | 600.00        | \$ | (600.00) 0.00%       |
| <b>404</b> | <b>Fire Grants</b>                  |    |               |    |               |    |                      |
| 33         | Dept                                | \$ | -             | \$ | -             | \$ | - 0.00%              |
| 36         | Dept                                | \$ | -             | \$ | 1,872.95      | \$ | (1,872.95) 0.00%     |
|            | Revenue                             | \$ | -             | \$ | 1,872.95      | \$ | (1,872.95) 0.00%     |
| <b>405</b> | <b>Parks Grants</b>                 |    |               |    |               |    |                      |
| 36         | Dept                                | \$ | -             | \$ | 3,000.00      | \$ | (3,000.00) 0.00%     |
|            | Revenue                             | \$ | -             | \$ | 3,000.00      | \$ | (3,000.00) 0.00%     |
| <b>414</b> | <b>City AJ Projects</b>             |    |               |    |               |    |                      |
| 33         | Intergovernmental                   | \$ | -             | \$ | 530,098.78    | \$ | (530,098.78) 0.00%   |
| 39         | Other Financing Sources             | \$ | -             | \$ | 127,882.54    | \$ | (127,882.54) 0.00%   |
|            | Revenue                             | \$ | -             | \$ | 657,981.32    | \$ | (657,981.32) 0.00%   |
| <b>415</b> | <b>City Capital Projects</b>        |    |               |    |               |    |                      |
| 33         | Intergovernmental                   | \$ | -             | \$ | 1,267,547.71  | \$ | (1,267,547.71) 0.00% |
| 39         | Other Financing Sources             | \$ | -             | \$ | 39,863.27     | \$ | (39,863.27) 0.00%    |
|            | Revenue                             | \$ | -             | \$ | 1,307,410.98  | \$ | (1,307,410.98) 0.00% |
| <b>419</b> | <b>CP's 23rd St NW Construction</b> |    |               |    |               |    |                      |
| 33         | Intergovernmental                   | \$ | 200,187.06    | \$ | 156,539.53    | \$ | 43,647.53 21.80%     |
|            | Revenue                             | \$ | 200,187.06    | \$ | 156,539.53    | \$ | 43,647.53 21.80%     |
| <b>425</b> | <b>Building Improvements</b>        |    |               |    |               |    |                      |
| 36         | Special Assessment/Misc Rev         | \$ | -             | \$ | 5,023.01      | \$ | (5,023.01) 0.00%     |
| 39         | Other Financing Sources             | \$ | 350,000.00    | \$ | 350,000.00    | \$ | - 0.00%              |
|            | Revenue                             | \$ | 350,000.00    | \$ | 355,023.01    | \$ | (5,023.01) -1.44%    |
| <b>531</b> | <b>12-01-01 Improvement Bond</b>    |    |               |    |               |    |                      |
| 36         | Special Assessment/Misc Rev         | \$ | -             | \$ | 2,828.39      | \$ | (2,828.39) 0.00%     |
|            | Revenue                             | \$ | -             | \$ | 2,828.39      | \$ | (2,828.39) 0.00%     |
| <b>532</b> | <b>12-01-03 Improvement Bond</b>    |    |               |    |               |    |                      |
| 36         | Special Assessment/Misc Rev         | \$ | -             | \$ | 25,590.51     | \$ | (25,590.51) 0.00%    |
|            | Revenue                             | \$ | -             | \$ | 25,590.51     | \$ | (25,590.51) 0.00%    |
| <b>533</b> | <b>12-01-04 Improvement Bond</b>    |    |               |    |               |    |                      |
| 36         | Special Assessment/Misc Rev         | \$ | -             | \$ | 160,804.19    | \$ | (160,804.19) 0.00%   |
|            | Revenue                             | \$ | -             | \$ | 160,804.19    | \$ | (160,804.19) 0.00%   |
| <b>534</b> | <b>03-01-06 Improvement Bond</b>    |    |               |    |               |    |                      |
| 36         | 2006 Bond Assessment                | \$ | -             | \$ | 34,436.69     | \$ | (34,436.69) 0.00%    |
|            | Revenue                             | \$ | -             | \$ | 34,436.69     | \$ | (34,436.69) 0.00%    |
| <b>535</b> | <b>12-1-07 Improvement Bond</b>     |    |               |    |               |    |                      |
| 36         | 2007 Bond Assessment                | \$ | -             | \$ | 147,160.48    | \$ | (147,160.48) 0.00%   |
|            | Revenue                             | \$ | -             | \$ | 147,160.48    | \$ | (147,160.48) 0.00%   |
| <b>537</b> | <b>2012 Imp Bond</b>                |    |               |    |               |    |                      |
| 36         | 2012 Bond assessments               | \$ | -             | \$ | 29,458.81     | \$ | (29,458.81) 0.00%    |
|            | Revenue                             | \$ | -             | \$ | 29,458.81     | \$ | (29,458.81) 0.00%    |
| <b>538</b> | <b>2015 Improvement Bond</b>        |    |               |    |               |    |                      |
| 36         | 2015 Bond assessments               | \$ | -             | \$ | 50,592.93     | \$ | (50,592.93) 0.00%    |
|            | Revenue                             | \$ | -             | \$ | 50,592.93     | \$ | (50,592.93) 0.00%    |
| <b>539</b> | <b>2017 Improvement Bond</b>        |    |               |    |               |    |                      |
| 36         | 2017 Bond assessments               | \$ | -             | \$ | 118,366.97    | \$ | (118,366.97) 0.00%   |
|            | Revenue                             | \$ | -             | \$ | 118,366.97    | \$ | (118,366.97) 0.00%   |
| <b>601</b> | <b>Electric</b>                     |    |               |    |               |    |                      |
| 37         | Utility Sales                       | \$ | 16,097,175.88 | \$ | 14,690,832.09 | \$ | 1,406,343.79 8.74%   |
|            | Revenue                             | \$ | 16,097,175.88 | \$ | 14,690,832.09 | \$ | 1,406,343.79 8.74%   |

|            |                                     |                 |                 |                 |         |  |
|------------|-------------------------------------|-----------------|-----------------|-----------------|---------|--|
| <b>602</b> | <b>Water</b>                        |                 |                 |                 |         |  |
| 37         | Utility Sales                       | \$ 2,706,334.26 | \$ 2,493,499.67 | \$ 212,834.59   | 7.86%   |  |
|            | Revenue                             | \$ 2,706,334.26 | \$ 2,493,499.67 | \$ 212,834.59   | 7.86%   |  |
| <b>603</b> | <b>Refuse</b>                       |                 |                 |                 |         |  |
| 34         | Charges for Services                | \$ 1,042,000.00 | \$ 984,558.71   | \$ 57,441.29    | 5.51%   |  |
|            | Revenue                             | \$ 1,042,000.00 | \$ 984,558.71   | \$ 57,441.29    | 5.51%   |  |
| <b>605</b> | <b>Sewage</b>                       |                 |                 |                 |         |  |
| 36         | Special Assessment/Misc Rev         | \$ -            | \$ 31,000.00    | \$ (31,000.00)  | 0.00%   |  |
| 37         | Utility Sales                       | \$ 2,001,622.00 | \$ 1,790,248.88 | \$ 211,373.12   | 10.56%  |  |
|            | Revenue                             | \$ 2,001,622.00 | \$ 1,821,248.88 | \$ 180,373.12   | 9.01%   |  |
| <b>609</b> | <b>Storm Water</b>                  |                 |                 |                 |         |  |
| 33         | Intergovernmental                   | \$ -            | \$ 42,060.29    | \$ (42,060.29)  | 0.00%   |  |
| 34         | Charges for Services                | \$ 710,000.00   | \$ 649,595.81   | \$ 60,404.19    | 8.51%   |  |
| 37         | Utility Sales                       | \$ -            | \$ 41,918.40    | \$ (41,918.40)  | 0.00%   |  |
|            | Revenue                             | \$ 710,000.00   | \$ 733,574.50   | \$ (23,574.50)  | -3.32%  |  |
| <b>620</b> | <b>EDA General</b>                  |                 |                 |                 |         |  |
| 36         | Special Assessment/Misc Rev         | \$ -            | \$ 10.00        | \$ (10.00)      | 0.00%   |  |
| 39         | Other Financing Sources             | \$ 229,306.22   | \$ -            | \$ 229,306.22   | 100.00% |  |
|            | Revenue                             | \$ 229,306.22   | \$ 10.00        | \$ 229,296.22   | 100.00% |  |
| <b>623</b> | <b>EDA TIF 1-2 E of BN Tri</b>      |                 |                 |                 |         |  |
| 36         | Special Assessment/Misc Rev         | \$ -            | \$ 94.42        | \$ (94.42)      | 0.00%   |  |
|            | Revenue                             | \$ -            | \$ 94.42        | \$ (94.42)      | 0.00%   |  |
| <b>625</b> | <b>EDA IRP Loan Subfund</b>         |                 |                 |                 |         |  |
| 36         | Interest Earnings                   | \$ -            | \$ 2,108.06     | \$ (2,108.06)   | 0.00%   |  |
|            | Revenue                             | \$ -            | \$ 2,108.06     | \$ (2,108.06)   | 0.00%   |  |
| <b>626</b> | <b>MIF (DRLF-97-0003-V-FY98)</b>    |                 |                 |                 |         |  |
| 36         | Special Assessment/Misc Rev         | \$ -            | \$ 20,990.37    | \$ (20,990.37)  | 0.00%   |  |
|            | Revenue                             | \$ -            | \$ 20,990.37    | \$ (20,990.37)  | 0.00%   |  |
| <b>627</b> | <b>MN DEED MIF</b>                  |                 |                 |                 |         |  |
| 33         | Intergovernmental                   | \$ -            | \$ 85.84        | \$ (85.84)      | 0.00%   |  |
| 36         | Special Ass/Misc                    | \$ -            | \$ 892.05       | \$ (892.05)     | 0.00%   |  |
|            | Revenue                             | \$ -            | \$ 977.89       | \$ (977.89)     | 0.00%   |  |
| <b>630</b> | <b>Sunshine Terrace</b>             |                 |                 |                 |         |  |
| 34         | Charges for Services                | \$ 526,572.00   | \$ 477,325.00   | \$ 49,247.00    | 9.35%   |  |
| 36         | Special Assessment/Misc Rev         | \$ 7,000.00     | \$ 9,484.78     | \$ (2,484.78)   | -35.50% |  |
| 39         | Dept                                | \$ -            | \$ 185,392.05   | \$ (185,392.05) | 0.00%   |  |
|            | Revenue                             | \$ 533,572.00   | \$ 672,201.83   | \$ (138,629.83) | -25.98% |  |
| <b>681</b> | <b>DeMers Professional Building</b> |                 |                 |                 |         |  |
| 36         | Special Assessment/Misc Rev         | \$ -            | \$ -            | \$ -            | 0.00%   |  |
|            | Revenue                             | \$ -            | \$ -            | \$ -            | 0.00%   |  |
| <b>682</b> | <b>Infill Building</b>              |                 |                 |                 |         |  |
| 36         | Special Assessment/Misc Rev         | \$ 77,490.00    | \$ 72,371.25    | \$ 5,118.75     | 6.61%   |  |
|            | Revenue                             | \$ 77,490.00    | \$ 72,371.25    | \$ 5,118.75     | 6.61%   |  |
| <b>703</b> | <b>Central Equipment</b>            |                 |                 |                 |         |  |
| 38         |                                     | \$ -            | \$ 205,392.00   | \$ (205,392.00) | 0.00%   |  |
|            | Revenue                             | \$ -            | \$ 205,392.00   | \$ (205,392.00) | 0.00%   |  |
| <b>849</b> | <b>Perpetual Care Cemetery</b>      |                 |                 |                 |         |  |
| 34         | Charges for Services                | \$ 15,000.00    | \$ -            | \$ 15,000.00    | 100.00% |  |
|            | Revenue                             | \$ 15,000.00    | \$ -            | \$ 15,000.00    | 100.00% |  |

# General Ledger As of November 30, 2023

## Council Monthly Exp Budget Report

User: kanderson  
 Printed: 01/11/24 16:18:35  
 Period 01 - 11  
 Fiscal Year 2023

| Fund Description                           | 2023<br>Budget   | Amt Spent<br>as of Nov 30 | Remaining<br>Balance | % left to spend |
|--|------------------|---------------------------|----------------------|-----------------|
| <b>101 General</b>                         |                  |                           |                      |                 |
| 41 General Government                      | \$ 1,546,919.21  | \$ 1,253,964.78           | \$ 292,954.43        | 18.94%          |
| 42 Public Safety                           | \$ 5,162,320.02  | \$ 4,154,976.02           | \$ 1,007,344.00      | 19.51%          |
| 43 Public Works                            | \$ 1,969,854.98  | \$ 1,583,325.57           | \$ 386,529.41        | 19.55%          |
| 45 Culture and Recreation                  | \$ 3,038,100.06  | \$ 2,404,705.13           | \$ 633,394.93        | 20.64%          |
| 46 Community Development                   | \$ 65,000.00     | \$ 31,395.36              | \$ 33,604.64         | 51.70%          |
| 49 Unallocated                             | \$ 970,740.26    | \$ 377,459.76             | \$ 593,280.50        | 61.12%          |
| Expense                                    | \$ 12,752,934.53 | \$ 9,805,826.62           | \$ 2,947,107.91      | 23.05%          |
| <b>204 Community &amp; Economic Growth</b> |                  |                           |                      |                 |
| 46 Community Development                   | \$ 10,000.00     | \$ 1,475.00               | \$ 8,525.00          | 85.25%          |
| Expense                                    | \$ 10,000.00     | \$ 1,475.00               | \$ 8,525.00          | 85.25%          |
| <b>209 State Aid Street</b>                |                  |                           |                      |                 |
| 49 Unallocated                             | \$ 518,481.00    | \$ 4,160.00               | \$ 514,321.00        | 99.20%          |
| Expense                                    | \$ 518,481.00    | \$ 4,160.00               | \$ 514,321.00        | 99.20%          |
| <b>210 Transit</b>                         |                  |                           |                      |                 |
| 49 Transit                                 | \$ 813,602.30    | \$ 697,790.30             | \$ 115,812.00        | 14.23%          |
| Expense                                    | \$ 813,602.30    | \$ 697,790.30             | \$ 115,812.00        | 14.23%          |
| <b>212 Sales Tax Pool</b>                  |                  |                           |                      |                 |
| 49 Unallocated                             | \$ -             | \$ 39,863.27              | \$ (39,863.27)       | 0.00%           |
| Expense                                    | \$ -             | \$ 39,863.27              | \$ (39,863.27)       | 0.00%           |
| <b>214 Resurrection Cemetery</b>           |                  |                           |                      |                 |
| 49 Unallocated                             | \$ 82,051.54     | \$ 58,790.61              | \$ 23,260.93         | 27.39%          |
| Expense                                    | \$ 82,051.54     | \$ 58,790.61              | \$ 23,260.93         | 27.39%          |
| <b>215 Insect</b>                          |                  |                           |                      |                 |
| 43 Public Works                            | \$ 50,071.00     | \$ 12,331.22              | \$ 37,739.78         | 75.37%          |
| Expense                                    | \$ 50,071.00     | \$ 12,331.22              | \$ 37,739.78         | 75.37%          |
| <b>217 Greenway Maint</b>                  |                  |                           |                      |                 |
| 43 Public Works                            | \$ 10,000.00     | \$ 15,000.00              | \$ (5,000.00)        | -50.00%         |
| Expense                                    | \$ 10,000.00     | \$ 15,000.00              | \$ (5,000.00)        | -50.00%         |
| <b>280 Housing/Lot Sale</b>                |                  |                           |                      |                 |
| 47 Other L-T Debt                          | \$ 343,800.00    | \$ 79,152.13              | \$ 264,647.87        | 76.98%          |
| 49 Unallocated                             | \$ 65,000.00     | \$ -                      | \$ 65,000.00         | 100.00%         |
| Expense                                    | \$ 408,800.00    | \$ 79,152.13              | \$ 329,647.87        | 80.64%          |
| <b>400 Grants</b>                          |                  |                           |                      |                 |
| 42 Public Safety                           | \$ -             | \$ 54,742.94              | \$ (54,742.94)       | 0.00%           |
| 45 Culture and Recreation                  | \$ -             | \$ 23,402.26              | \$ (23,402.26)       | 0.00%           |
| Expense                                    | \$ -             | \$ 78,145.20              | \$ (78,145.20)       | 0.00%           |
| <b>401 Infrastructure Projects</b>         |                  |                           |                      |                 |
| 49 Unallocated                             | \$ -             | \$ 127,882.54             | \$ (127,882.54)      | 0.00%           |
| Expense                                    | \$ -             | \$ 127,882.54             | \$ (127,882.54)      | 0.00%           |
| <b>414 City AJ Projects</b>                |                  |                           |                      |                 |

|            |                                     |    |               |    |               |    |                |        |
|------------|-------------------------------------|----|---------------|----|---------------|----|----------------|--------|
| 43         | Public Works                        | \$ | -             | \$ | 1,424,453.08  | \$ | (1,424,453.08) | 0.00%  |
|            | Expense                             | \$ | -             | \$ | 1,424,453.08  | \$ | (1,424,453.08) | 0.00%  |
| <b>415</b> | <b>City Capital Projects</b>        |    |               |    |               |    |                |        |
| 41         | General Govt                        | \$ | -             | \$ | 160.00        | \$ | (160.00)       | 0.00%  |
| 43         | Public Works                        | \$ | -             | \$ | 1,488,504.94  | \$ | (1,488,504.94) | 0.00%  |
| 45         | Culture and Recreation              | \$ | -             | \$ | 88,039.16     | \$ | (88,039.16)    | 0.00%  |
|            | Expense                             | \$ | -             | \$ | 1,576,704.10  | \$ | (1,576,704.10) | 0.00%  |
| <b>419</b> | <b>CP's 23rd St NW Construction</b> |    |               |    |               |    |                |        |
| 43         | Public Works                        | \$ | 87,187.06     | \$ | 87,079.06     | \$ | 108.00         | 0.12%  |
| 47         | Other L-T Debt                      | \$ | 113,000.00    | \$ | 113,000.00    | \$ | -              | 0.00%  |
|            | Expense                             | \$ | 200,187.06    | \$ | 200,079.06    | \$ | 108.00         | 0.05%  |
| <b>425</b> | <b>Building Improvements</b>        |    |               |    |               |    |                |        |
| 41         | General Government                  | \$ | 65,775.00     | \$ | 20,857.93     | \$ | 44,917.07      | 68.29% |
| 42         | Police Dept                         | \$ | -             | \$ | 10,500.00     | \$ | (10,500.00)    | 0.00%  |
| 43         | Public Works                        | \$ | 64,000.00     | \$ | 24,600.00     | \$ | 39,400.00      | 61.56% |
| 45         | Culture and Recreation              | \$ | 210,000.00    | \$ | 140,971.08    | \$ | 69,028.92      | 28.61% |
|            | Expense                             | \$ | 339,775.00    | \$ | 196,929.01    | \$ | 142,845.99     | 39.41% |
| <b>434</b> | <b>Dwntwn CDBG Close 493/496</b>    |    |               |    |               |    |                |        |
| 43         | Public Works                        | \$ | -             | \$ | 9,874.40      | \$ | (9,874.40)     | 0.00%  |
|            | Expense                             | \$ | -             | \$ | 9,874.40      | \$ | (9,874.40)     | 0.00%  |
| <b>533</b> | <b>12-01-04 Improvement Bond</b>    |    |               |    |               |    |                |        |
| 47         | 2004 Improvement Bond               | \$ | -             | \$ | 190,650.00    | \$ | (190,650.00)   | 0.00%  |
|            | Expense                             | \$ | -             | \$ | 190,650.00    | \$ | (190,650.00)   | 0.00%  |
| <b>534</b> | <b>03-01-06 Improvement Bond</b>    |    |               |    |               |    |                |        |
| 47         | 2006 Improvement Bond               | \$ | -             | \$ | 46,575.00     | \$ | (46,575.00)    | 0.00%  |
|            | Expense                             | \$ | -             | \$ | 46,575.00     | \$ | (46,575.00)    | 0.00%  |
| <b>535</b> | <b>12-1-07 Improvement Bond</b>     |    |               |    |               |    |                |        |
| 47         | 2007 Improvement Bond               | \$ | -             | \$ | 209,255.00    | \$ | (209,255.00)   | 0.00%  |
|            | Expense                             | \$ | -             | \$ | 209,255.00    | \$ | (209,255.00)   | 0.00%  |
| <b>537</b> | <b>2012 Imp Bond</b>                |    |               |    |               |    |                |        |
| 47         | Other L-T Debt                      | \$ | -             | \$ | 40,807.50     | \$ | (40,807.50)    | 0.00%  |
|            | Expense                             | \$ | -             | \$ | 40,807.50     | \$ | (40,807.50)    | 0.00%  |
| <b>538</b> | <b>2015 Improvement Bond</b>        |    |               |    |               |    |                |        |
| 47         | Dept                                | \$ | -             | \$ | 117,950.00    | \$ | (117,950.00)   | 0.00%  |
|            | Expense                             | \$ | -             | \$ | 117,950.00    | \$ | (117,950.00)   | 0.00%  |
| <b>539</b> | <b>2017 Improvement Bond</b>        |    |               |    |               |    |                |        |
| 47         | 2017 Improvement Bond               | \$ | -             | \$ | 366,280.00    | \$ | (366,280.00)   | 0.00%  |
|            | Expense                             | \$ | -             | \$ | 366,280.00    | \$ | (366,280.00)   | 0.00%  |
| <b>601</b> | <b>Electric</b>                     |    |               |    |               |    |                |        |
| 16         | Construction Projects               | \$ | -             | \$ | 44,047.08     | \$ | (44,047.08)    | 0.00%  |
| 49         | Electric Utilities                  | \$ | 16,320,601.71 | \$ | 13,230,406.42 | \$ | 3,090,195.29   | 18.93% |
|            | Expense                             | \$ | 16,320,601.71 | \$ | 13,274,453.50 | \$ | 3,046,148.21   | 18.66% |
| <b>602</b> | <b>Water</b>                        |    |               |    |               |    |                |        |
| 16         | Construction Projects               | \$ | -             | \$ | 77,606.82     | \$ | (77,606.82)    | 0.00%  |
| 49         | Water Utilities                     | \$ | 2,977,213.75  | \$ | 1,613,011.28  | \$ | 1,364,202.47   | 45.82% |
|            | Expense                             | \$ | 2,977,213.75  | \$ | 1,690,618.10  | \$ | 1,286,595.65   | 43.21% |
| <b>603</b> | <b>Refuse</b>                       |    |               |    |               |    |                |        |
| 49         | Unallocated                         | \$ | 1,125,400.12  | \$ | 932,418.53    | \$ | 192,981.59     | 17.15% |
|            | Expense                             | \$ | 1,125,400.12  | \$ | 932,418.53    | \$ | 192,981.59     | 17.15% |
| <b>605</b> | <b>Sewage</b>                       |    |               |    |               |    |                |        |
| 49         | Unallocated                         | \$ | 2,177,190.48  | \$ | 928,301.12    | \$ | 1,248,889.36   | 57.36% |
|            | Expense                             | \$ | 2,177,190.48  | \$ | 928,301.12    | \$ | 1,248,889.36   | 57.36% |

|            |                                     |                 |               |                 |         |  |  |
|------------|-------------------------------------|-----------------|---------------|-----------------|---------|--|--|
| <b>609</b> | <b>Storm Water</b>                  |                 |               |                 |         |  |  |
| 43         | Public Works                        | \$ 1,030,409.67 | \$ 283,164.45 | \$ 747,245.22   | 72.52%  |  |  |
|            | Expense                             | \$ 1,030,409.67 | \$ 283,164.45 | \$ 747,245.22   | 72.52%  |  |  |
| <b>620</b> | <b>EDA General</b>                  |                 |               |                 |         |  |  |
| 49         | Unallocated                         | \$ 229,306.22   | \$ 180,464.88 | \$ 48,841.34    | 21.30%  |  |  |
|            | Expense                             | \$ 229,306.22   | \$ 180,464.88 | \$ 48,841.34    | 21.30%  |  |  |
| <b>627</b> | <b>MN DEED MIF</b>                  |                 |               |                 |         |  |  |
| 47         | Dept                                | \$ -            | \$ 8,672.84   | \$ (8,672.84)   | 0.00%   |  |  |
|            | Expense                             | \$ -            | \$ 8,672.84   | \$ (8,672.84)   | 0.00%   |  |  |
| <b>630</b> | <b>Sunshine Terrace</b>             |                 |               |                 |         |  |  |
| 46         | Community Development               | \$ 569,216.79   | \$ 392,221.91 | \$ 176,994.88   | 31.09%  |  |  |
|            | Expense                             | \$ 569,216.79   | \$ 392,221.91 | \$ 176,994.88   | 31.09%  |  |  |
| <b>633</b> | <b>Downpayment Assistance</b>       |                 |               |                 |         |  |  |
| 46         | Community Development               | \$ -            | \$ 60,900.00  | \$ (60,900.00)  | 0.00%   |  |  |
|            | Expense                             | \$ -            | \$ 60,900.00  | \$ (60,900.00)  | 0.00%   |  |  |
| <b>635</b> | <b>Town Square</b>                  |                 |               |                 |         |  |  |
| 46         | Community Development               | \$ -            | \$ 185,392.05 | \$ (185,392.05) | 0.00%   |  |  |
|            | Expense                             | \$ -            | \$ 185,392.05 | \$ (185,392.05) | 0.00%   |  |  |
| <b>681</b> | <b>DeMers Professional Building</b> |                 |               |                 |         |  |  |
| 46         | Community Development               | \$ -            | \$ -          | \$ -            | 0.00%   |  |  |
|            | Expense                             | \$ -            | \$ -          | \$ -            | 0.00%   |  |  |
| <b>682</b> | <b>Infill Building</b>              |                 |               |                 |         |  |  |
| 46         | Community Development               | \$ 90,273.96    | \$ 39,923.54  | \$ 50,350.42    | 55.78%  |  |  |
|            | Expense                             | \$ 90,273.96    | \$ 39,923.54  | \$ 50,350.42    | 55.78%  |  |  |
| <b>703</b> | <b>Central Equipment</b>            |                 |               |                 |         |  |  |
| 47         | Other L-T Debt                      | \$ -            | \$ 800.00     | \$ (800.00)     | 0.00%   |  |  |
|            | Expense                             | \$ -            | \$ 800.00     | \$ (800.00)     | 0.00%   |  |  |
| <b>705</b> | <b>Benefit Accrual</b>              |                 |               |                 |         |  |  |
| 49         | Unallocated                         | \$ -            | \$ 29,939.00  | \$ (29,939.00)  | 0.00%   |  |  |
|            | Expense                             | \$ -            | \$ 29,939.00  | \$ (29,939.00)  | 0.00%   |  |  |
| <b>849</b> | <b>Perpetual Care Cemetery</b>      |                 |               |                 |         |  |  |
| 49         | Unallocated                         | \$ 20,000.00    | \$ -          | \$ 20,000.00    | 100.00% |  |  |
|            | Expense                             | \$ 20,000.00    | \$ -          | \$ 20,000.00    | 100.00% |  |  |
| <b>851</b> | <b>Campbell-Olson</b>               |                 |               |                 |         |  |  |
| 45         | Dept                                | \$ -            | \$ 671.40     | \$ (671.40)     | 0.00%   |  |  |
|            | Expense                             | \$ -            | \$ 671.40     | \$ (671.40)     | 0.00%   |  |  |

General Ledger  
Council Monthly Cash Report



# City of East Grand Forks

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

User: kanderson  
Printed: 01/11/24 14:21:18  
Period 01 - 11  
Fiscal Year 2023

| AccountFund | Description                  | Budget | Beg Bal       | Debits        | Credits       | End Bal       |
|-------------|------------------------------|--------|---------------|---------------|---------------|---------------|
| 101         | General                      | 0.00   | 6,469,967.04  | 21,936,070.42 | 24,365,008.87 | 4,041,028.59  |
| 201         | ARPA                         | 0.00   | 795,139.90    | 0.00          | 90,700.00     | 704,439.90    |
| 204         | Community & Economic Growth  | 0.00   | 72,490.97     | 0.00          | 1,475.00      | 71,015.97     |
| 209         | State Aid Street             | 0.00   | 389,800.74    | 183,804.37    | 2,480.00      | 571,125.11    |
| 210         | Transit                      | 0.00   | -120,000.00   | 852,896.79    | 968,464.64    | -235,567.85   |
| 212         | Sales Tax Pool               | 0.00   | 399,743.93    | 0.00          | 39,863.27     | 359,880.66    |
| 214         | Resurrection Cemetery        | 0.00   | 0.00          | 39,000.00     | 59,929.72     | -20,929.72    |
| 215         | Insect                       | 0.00   | 279,501.38    | 43,512.18     | 12,331.22     | 310,682.34    |
| 217         | Greenway Maint               | 0.00   | 4,848.73      | 90,937.34     | 15,000.00     | 80,786.07     |
| 218         | Fundraising Parks            | 0.00   | 0.00          | 1,500.00      | 0.00          | 1,500.00      |
| 222         | PoliceForfeiture Fund        | 0.00   | 23,231.78     | 0.00          | 0.00          | 23,231.78     |
| 280         | HousingLot Sale              | 0.00   | 59,859.93     | 396,452.93    | 269,868.09    | 186,444.77    |
| 400         | Grants                       | 0.00   | 235,108.46    | 104,971.54    | 84,686.25     | 255,393.75    |
| 401         | Infrastructure Projects      | 0.00   | 944,793.64    | 126,001.82    | 127,882.54    | 942,912.92    |
| 403         | Police Grants                | 0.00   | 0.00          | 600.00        | 0.00          | 600.00        |
| 404         | Fire Grants                  | 0.00   | 0.00          | 5,781.75      | 3,908.80      | 1,872.95      |
| 405         | Parks Grants                 | 0.00   | 0.00          | 3,000.00      | 0.00          | 3,000.00      |
| 414         | City AJ Projects             | 0.00   | 467,153.46    | 658,301.32    | 1,414,452.01  | -288,997.23   |
| 415         | City Capital Projects        | 0.00   | -283,748.71   | 1,489,343.04  | 1,639,826.05  | -434,231.72   |
| 419         | CP's 23rd St NW Construction | 0.00   | 171,691.18    | 156,539.53    | 200,079.06    | 128,151.65    |
| 425         | Building Improvements        | 0.00   | 64,101.40     | 355,023.01    | 237,904.79    | 181,219.62    |
| 434         | Dwntwn CDBG Close 493496     | 0.00   | 18,262.58     | 795.00        | 10,385.90     | 8,671.68      |
| 527         | 04-01-04 Refunding '95 Bond  | 0.00   | 256,044.77    | 0.00          | 0.00          | 256,044.77    |
| 531         | 12-01-01 Improvement Bond    | 0.00   | 521,910.33    | 8,528.81      | 0.00          | 530,439.14    |
| 532         | 12-01-03 Improvement Bond    | 0.00   | 382,927.15    | 27,050.02     | 0.00          | 409,977.17    |
| 533         | 12-01-04 Improvement Bond    | 0.00   | 158,113.58    | 179,974.30    | 209,814.14    | 128,273.74    |
| 534         | 03-01-06 Improvement Bond    | 0.00   | 186,034.84    | 34,436.69     | 46,575.00     | 173,896.53    |
| 535         | 12-1-07 Improvement Bond     | 0.00   | 969,044.47    | 157,469.46    | 219,558.56    | 906,955.37    |
| 537         | 2012 Imp Bond                | 0.00   | 310,921.12    | 29,462.60     | 40,257.50     | 300,126.22    |
| 538         | 2015 Improvement Bond        | 0.00   | 108,947.11    | 86,163.47     | 153,150.00    | 41,960.58     |
| 539         | 2017 Improvement Bond        | 0.00   | 186,229.29    | 120,343.20    | 366,280.00    | -59,707.51    |
| 601         | Electric                     | 0.00   | 17,384,282.77 | 29,705,739.13 | 30,097,251.17 | 16,992,770.73 |
| 602         | Water                        | 0.00   | 987,752.04    | 3,304,142.60  | 3,684,017.35  | 607,877.29    |
| 603         | Refuse                       | 0.00   | 358,164.06    | 1,022,767.23  | 975,645.00    | 405,286.29    |
| 605         | Sewage                       | 0.00   | 2,222,364.60  | 1,830,729.59  | 1,572,830.71  | 2,480,263.48  |
| 609         | Storm Water                  | 0.00   | 947,888.91    | 925,539.46    | 497,908.36    | 1,375,520.01  |
| 620         | EDA General                  | 0.00   | 0.00          | 16,820.05     | 206,484.76    | -189,664.71   |

| AccountFund        | Description                  | Budget      | Beg Bal               | Debits               | Credits              | End Bal               |
|--------------------|------------------------------|-------------|-----------------------|----------------------|----------------------|-----------------------|
| 623                | EDA TIF 1-2 E of BN Tri      | 0.00        | 371,350.29            | 12,290.55            | 0.00                 | 383,640.84            |
| 625                | EDA IRP Loan Subfund         | 0.00        | 286,533.97            | 56,117.68            | 0.00                 | 342,651.65            |
| 626                | MIF (DRLF-97-0003-V-FY98)    | 0.00        | 1,677,917.08          | 256,558.18           | 212,862.72           | 1,721,612.54          |
| 627                | MN DEED MIF                  | 0.00        | 16,294.22             | 14,454.66            | 8,672.84             | 22,076.04             |
| 630                | Sunshine Terrace             | 0.00        | 1,487,399.83          | 676,439.06           | 399,435.89           | 1,764,403.00          |
| 633                | Downpayment Assistance       | 0.00        | 237,129.77            | 8,700.00             | 60,900.00            | 184,929.77            |
| 635                | Town Square                  | 0.00        | 185,392.05            | 0.00                 | 185,392.05           | 0.00                  |
| 681                | DeMers Professional Building | 0.00        | 73,034.68             | 2,921.25             | 2,921.25             | 73,034.68             |
| 682                | Infill Building              | 0.00        | 474,590.64            | 72,371.25            | 40,582.56            | 506,379.33            |
| 703                | Central Equipment            | 0.00        | 431,069.43            | 550,552.91           | 460,970.96           | 520,651.38            |
| 705                | Benefit Accrual              | 0.00        | 672,699.58            | 0.00                 | 29,939.00            | 642,760.58            |
| 849                | Perpetual Care Cemetery      | 0.00        | 278,618.68            | 0.00                 | 0.00                 | 278,618.68            |
| 851                | Campbell-Olson               | 0.00        | 80,978.23             | 0.00                 | 671.40               | 80,306.83             |
| 852                | Employee Flex Benefits       | 0.00        | 11,684.13             | 0.00                 | 0.00                 | 11,684.13             |
| <b>Grand Total</b> |                              | <b>0.00</b> | <b>-41,257,264.03</b> | <b>65,544,103.19</b> | <b>69,016,367.43</b> | <b>-37,784,999.79</b> |

# Request for Council Action

Date: January 4, 2024

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 – 2022 City Project No. 3 – Quiet Zone/Street & Sidewalk 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 Quiet Zone Project. We are currently working with BNSF on Easements, Construction & Maintenance Agreements, Closure Agreements and other misc items. At this point BNSF is not 100% sure if they will be able to get the new RR signals and Gates replaced at 2<sup>nd</sup> Ave NE by the end of the 2024 construction season. However, they would be able to get the at grade crossing surfaces installed this summer for the pedestrian crossings. My goal is if bid prices and such come in favorable, that we would be able to complete all the necessary street and pedestrian work during the time frame from June 1 – September 1<sup>st</sup> to have all of this work completed when school is out for the summer. This would include removal of the street crossing at 3<sup>rd</sup> St NW. A “Notice of Establishment” of the Quiet Zone would not be able to be filed with BNSF until such time that they have completed the replacement of the RR signals and gates.

**Estimated Construction Cost**

|   |   |
|---|---|
| Construction Cost:                        | \$676,000.00 (Street & ADA Improvements)    |
| At Grade Crossing Surfaces:               | \$110,673.00 (work to be completed by BNSF) |
| Flagging Operations:                      | <u>\$50,000.00</u>                          |
| <b>Total Estimated Construction Cost:</b> | <b>\$836,673.00</b>                         |

**Project Funding**

|                               |   |
|-------------------------------|---|
| BNSF:                         | \$156,203.00  |
| MNDOT:                        | \$32,000.00 (1/2 Cost of Traffic Signal Upgrades at 2 <sup>nd</sup> & 4 <sup>th</sup> St) |
| State Aid Construction Funds: | \$200,000.00 (2 <sup>nd</sup> Ave NE)   |
| Local Funds                   | <u>\$448,470.00</u> ( Funding sources to be determined)                                   |
| <b>Total Funding</b>          | <b>\$836,673.00</b>   |

**Recommendation:**

Authorize Widseth to proceed with Advertising of the project.  
Set Bid Date for 10:00 A.M. on February 7, 2024

**Enclosures:**

None

**RESOLUTION NO. 24 – 01 - 12**

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING  
ADVERTISEMENT FOR BIDS FOR THE 2022 CITY PROJECT NO. 3 – QUIET  
ZONE/STREET & SIDEWALK IMPROVEMENTS**

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

WHEREAS, the City Council has directed the City Engineers to prepare plans and specifications for the improvement of 2022 City Project No. 3 Quiet Zone/Street & Sidewalk Improvements; and

WHEREAS, the plans and specifications have been included for the Council to approve and file; and

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Engineer shall prepare and cause to be inserted in the official paper and in the *Quest CND* an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published 21 days, shall specify the work to be done, shall state that bids will be received by the Administration Office until 10am on February 7, 2024, at which time they will be publicly opened in the council chambers of the city hall by the city engineer, will then be tabulated, and will be considered by the Council at 5:00pm on February 20, 2024 in the Council Chambers at City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the Administration Office and accompanied by a cash deposit, cashier’s check, bid bond or certified check payable to the City of East Grand Forks for five percent (5%) of the amount of such bid.

*Voting Aye:*  
*Voting Nay:*

The President declared the resolution passed.

Passed: January 16, 2024

Attest:

\_\_\_\_\_  
City Administrator

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

I hereby approve the foregoing resolution this 16<sup>th</sup> day of January, 2024.

\_\_\_\_\_  
Mayor

# Request for Council Action

Date: January 17, 2024

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

Cc: File

From: Nancy Ellis, Community Development Director

RE: Final Approval of the Green Acres Resubdivision Plat and PUD Plan amendment

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## PLANNING COMMISSION RECOMMENDATION

No Planning Commission meeting or public hearing was necessary as only minor changes have been made to the preliminary plat and PUD. Therefore, Staff recommends final approval of the Green Acres Resubdivision Plat and PUD Plan amendment with the following conditions:

1. Review and approval by the City Attorney of the encroachment agreement and/or amendment to the ingress-egress easement document
2. Submits a digital file of the plat

## GENERAL INFORMATION

APPLICANTS/PROPERTY OWNERS: Judd Stauss with Green Acres, LLP applicant

REQUESTED ACTION: Applicant is requesting preliminary approval of Green Acres Resubdivision being the Replat of Outlots 77, 78, 79, 80 and 94 of Auditor's Plat of Outlots 65 through 94 Section 36, Township 152 North, Range 50 West to the City of East Grand Forks, MN.

SITE ZONING/LAND USE: PUD is the current zoning for Green Acres Resubdivision, Apartment Buildings.

SURROUNDING ZONING/LAND USE:

North: R-1 zoning, vacant NCTC property

West: R-2 zoning, mobile home park

South: PUD zoning, 4-plex apartments

East: Outside City Limits, Vacant Land/Rural homes

LOCATION: The parcel is located east of 5<sup>th</sup> Ave NE and between 17<sup>th</sup> St NE and 20<sup>th</sup> St NE.

## COMMENTS

We have received an application from Judd Stauss to Replat Outlots 77, 78, 79, 80 and 94 of Auditor's Plat of Outlots 65 through 94 into Green Acres Resubdivision for sale of some of the property. Lot 2 will have the property line move to the east from the center of the garages to placing all the garages onto the lot where Green Acres built a new apartment complex. Most of the remaining lots will not be changed or have property lines moved; other than to add some parking spaces from Lot 3 to Lot 7. This is being done for the purpose of selling many of the buildings to a new property owner/apartment owner. In total, only two lots will have small lot line changes and the ingress/egress easements, as well as utility easements will remain. Because of the potential for each lot being owned by a different person, these access easements were dedicated on the plat and a reciprocal parking and access easement agreement was recorded with the plat.

Additionally, there is concern regarding encroachment or repairs of any private water, sewer, or other utility line that runs across one property to another separately owned property (that is not located in an easement). There will need to be an agreement between the two parties that they will allow the line to be fixed, that a contractor is allowed on the site to fix it, and payment will be determined between the two parties and not passed back to the City. The paperwork will be provided to our City Attorney for review.

This plat proposal will also require a PUD amendment. The new PUD concept plan shows the new apartment building, parking space changes for each building, small setback changes and ingress/egress easements. It will be attached for your review.

Finally, as far as a developer's agreement is concerned, no developer's agreement is necessary. All access to the new building will be an extension to the current access easements. Right-of-Way for future 17<sup>th</sup> St. NE (to the south of the lots) and 20<sup>th</sup> St NE (to the north of the lots) was dedicated on a previous plat and shown on this new plat.

### STAFF RECOMMENDATION

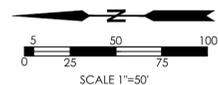
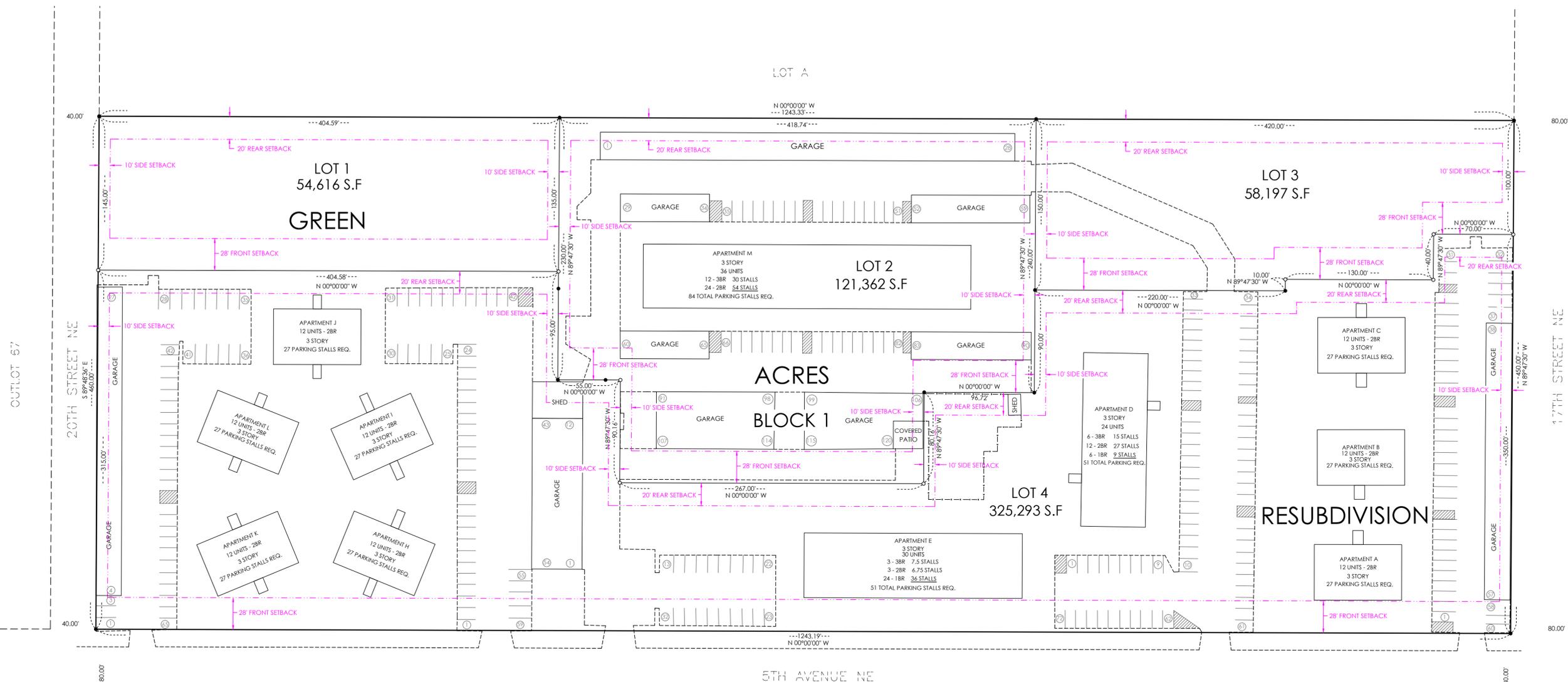
Staff recommends preliminary approval of the Green Acres Resubdivision to the City of East Grand Forks with shown lot line changes, utility, and road/access easements the PUD amendment with the following comments:

- 1) Submit a digital file to the planning office.
- 2) Provide utility access/mutual encroachment agreement paperwork to be reviewed and recorded with the plat.

Enc. Green Acres Resubdivision

# GREEN ACRES PUD - CONCEPT DEVELOPMENT PLAN

(PRELIMINARY PUD)  
1-11-2024



### LEGEND

- MONUMENT FOUND
- SET MONUMENT
- PUD BOUNDARY
- INTERIOR LOT LINE
- EXISTING LOT LINE
- SETBACK LINE
- EDGE OF ROAD LINE
- BUILDING LINE
- PARKING LINE
- FENCE LINE

### LEGAL DESCRIPTION

LOTS 1 THROUGH 4, BLOCK 1, GREEN ACRES RESUBDIVISION  
TO THE CITY OF EAST GRAND FORKS, MINNESOTA.

### PUD REQUIREMENTS

Lot Size Minimum = 7,000 s.f.  
 Lot Width Minimum = 50 feet  
 Lot Depth Minimum = 100 feet  
 Front Property Line Setback = 28 feet  
 Rear Property Line Setback = 20 feet  
 Side Yard Setback = 10 feet  
 Detached Private Garage/Utility Shed Setback = 0 feet  
 Maximum Impervious Lot Coverage = 70%  
 Maximum Building Height = 70 feet  
 Required Off-Street Parking and Loading Area Impervious Surface Minimum Setback  
 Requirements for Front Property Line = 20 feet  
 Required Off-Street Parking and Loading Area Impervious Surface Minimum Setback  
 Requirements for Rear and Side Property Line = 0 feet

### PARKING DATA

All exterior parking stalls within this PUD shall be considered "Community Parking Stalls" and may be utilized by any buildings within subject PUD.

Parking Requirements:  
 One (1) bedroom: 1.5 off-street spaces per unit  
 Two (2) bedroom: 2.25 off-street spaces per unit  
 Three (3) bedroom: 2.5 off-street spaces per unit

|              |                            |
|--------------|----------------------------|
| Apartment A: | 27 Parking Stalls Required |
| Apartment B: | 27 Parking Stalls Required |
| Apartment C: | 27 Parking Stalls Required |
| Apartment D: | 51 Parking Stalls Required |
| Apartment E: | 51 Parking Stalls Required |
| Apartment H: | 27 Parking Stalls Required |
| Apartment I: | 27 Parking Stalls Required |
| Apartment J: | 27 Parking Stalls Required |
| Apartment K: | 27 Parking Stalls Required |
| Apartment L: | 27 Parking Stalls Required |
| Apartment M: | 84 Parking Stalls Required |

Total Parking Required = 402 Spaces  
 Total Parking Provided = 408 Spaces

### SITE DATA

Street Address: 5th Avenue Northeast  
 R-3 High Density Residential District  
 PUD Area = 559,468 s.f. (12.84 AC.)  
 Max Impervious Area = 391,627 s.f. (70%)  
 Existing Impervious Area = 289,120 s.f. (51.7%)

### GENERAL NOTES

All signs shall be approved by the East Grand Forks planning department.  
 Driveways/approaches to refuse containers shall be constructed with 6 inch concrete on 6 inch Class 5 (or crushed concrete) with compacted base.

|  |  |                        |                 |
|--|--|------------------------|-----------------|
| <b>DEVELOPMENT PLAN</b>  |  | REVISED:               | DATE: 1-9-2024  |
| GREEN ACRES<br>1800 5TH AVE. NE, EAST GRAND FORKS, MN 56721  |  |                        | DRAWN BY: BP    |
| REQUESTED BY: JUDD STAUSS - GREEN ACRES<br>1800 5TH AVENUE NORTHEAST<br>EAST GRAND FORKS, MN 56721 |  | PROJECT NO.<br>24-0108 | SCALE: 1" = 50' |
| PRIBULA ENGINEERING, PLLC<br>208 3RD AVENUE NW<br>EAST GRAND FORKS, MN 56721                       |  | DRAWING NO.<br>C - 1   | 701-772-7058    |

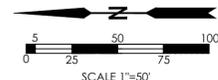
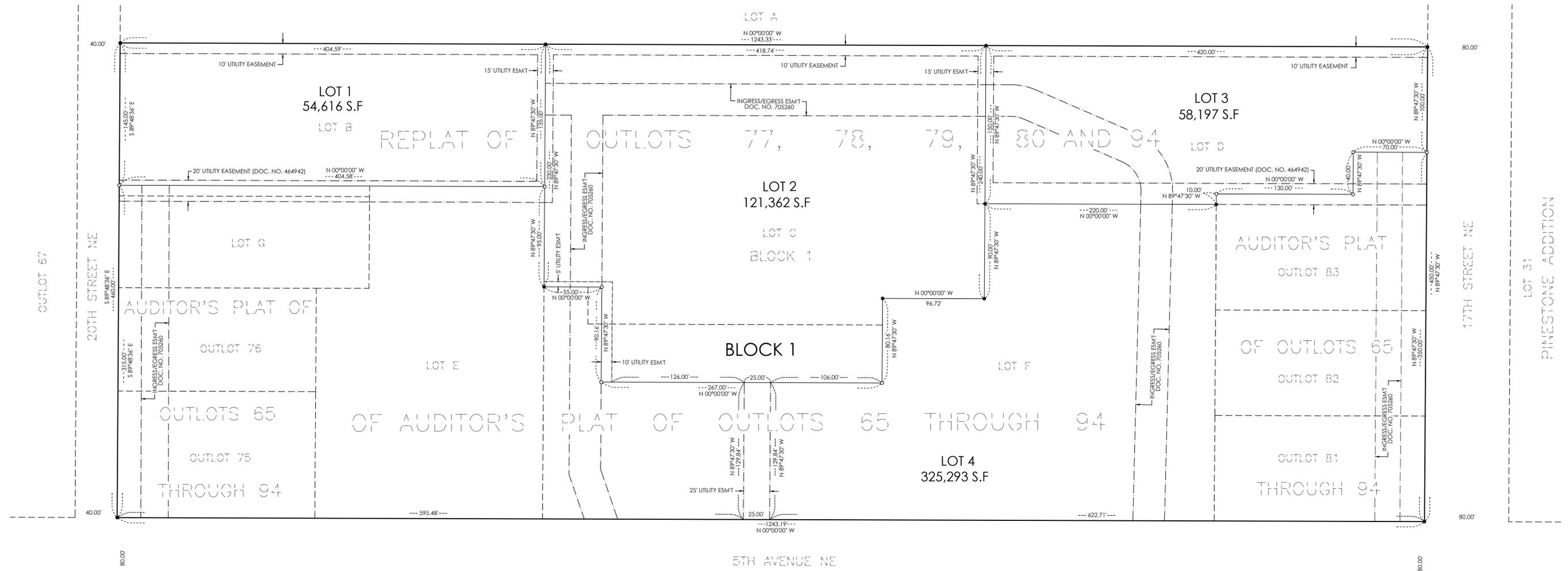
APPROVAL:  
 APPROVED BY: \_\_\_\_\_  
 TITLE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

# GREEN ACRES RESUBDIVISION

BEING A REPLAT OF LOTS B, C, D, E, F, AND G, BLOCK ONE OF THE REPLAT OF OUTLOTS 77, 78, 79, 80 AND 94 OF AUDITOR'S PLAT OF OUTLOTS 65 THROUGH 94 & BEING A REPLAT OF OUTLOT 83 OF AUDITOR'S PLAT OF OUTLOTS 65 THROUGH 94, SECTION 36, TOWNSHIP 152 NORTH, RANGE 50 WEST, TO THE CITY OF EAST GRAND FORKS, MINNESOTA

(PRELIMINARY PLAT)

1-9-2024



### LEGEND

MONUMENT FOUND  
SET MONUMENT  
PLAT BOUNDARY  
INTERIOR LOT LINE  
EXISTING LOT LINE  
EASEMENT LINE



### VICINITY MAP

SCALE: 1" = 200'



### OWNERS CONSENT AND DEDICATION

We, the undersigned, certify that all persons are the owners of the land platted herein as "GREEN ACRES RESUBDIVISION" to the City of East Grand Forks, Polk County, Minnesota.

We do voluntarily consent to the execution of said plat and dedicate the streets, alleys, open spaces, slope easements, firelane easements, utility easements, drainage easements, bikeways, bridges and public grounds as shown thereon, including sewers, culverts, bridges, water distribution lines, sidewalks, and other improvements on or under such streets, alleys, parks and public grounds, whether such improvements are shown or not, to public use forever. We agree not to vacate any portion of this plat without consent of the Planning and Zoning Commission and the City of East Grand Forks. Said "GREEN ACRES RESUBDIVISION" being described as follows:

Lots B, C, D, E, F, and G, Block 1 of the Replat of Outlots 77, 78, 79, 80 AND 94 of Auditor's Plat of Outlots 65 Through 94, Section 36, Township 152 North, Range 50 West of the 5th Principal Meridian, to the City of East Grand Forks, Polk County, Minnesota.

AND

Outlots 75, 76, 81, 82, and 83 of Auditor's Plat of Outlots 65 Through 94, Section 36, Township 152 North, Range 50 West of the 5th Principal Meridian, to the City of East Grand Forks, Polk County, Minnesota.

Owner (Lots E, F, & G and Outlots 75, 76, 81, 82, & 83):

Green Acres General Partnership  
Judd Stauss, Managing Partner

STATE OF MINNESOTA)  
COUNTY OF POLK)

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by Judd Stauss, Managing Partner of Green Acres General Partnership.

Notary Public, Polk County  
State of Minnesota  
My Commission Expires: \_\_\_\_\_

Owner (Lots B, C, & D):

Green Acres II, Limited Liability Partnership  
Judd Stauss, Managing Partner

STATE OF MINNESOTA)  
COUNTY OF POLK)

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by Judd Stauss, Managing Partner of Green Acres II, Limited Liability Partnership.

Notary Public, Polk County  
State of Minnesota  
My Commission Expires: \_\_\_\_\_

### CITY PLANNING COMMISSION APPROVAL

The subdivision of land shown hereon has been approved by the Planning Commission of the City of East Grand Forks at a meeting of said City Planning Commission on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, in accordance with the laws of the State of Minnesota, ordinances of the City of East Grand Forks, and regulations of said City Planning Commission. In witness thereof are set the hands and seals the City Planner of the Planning Commission of the City of East Grand Forks.

Chad Erickson, Planning Commission Secretary

### CITY COUNCIL APPROVAL

The City of East Grand Forks, Minnesota has approved the subdivision of land shown hereon, at a regular scheduled meeting of the City Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Reid Huttunen, City Administrator  
City of East Grand Forks, Minnesota

### COUNTY TREASURER TAX STATEMENT

I hereby certify that all taxes for 2024 on the land described herein are paid.

Polk County Treasurer, State of Minnesota

RECORDING CERTIFICATE  
COUNTY RECORDER CERTIFICATE  
DOCUMENT NUMBER

I hereby certify that this instrument was filed in the office of the Polk County Recorder for record on this \_\_\_\_\_ day of \_\_\_\_\_, 2024, at \_\_\_\_\_ o'clock \_\_\_\_\_ M., and was duly recorded in Book \_\_\_\_\_ of \_\_\_\_\_ on page \_\_\_\_\_.

Polk County Recorder, State of Minnesota

### TAX STATEMENT

COUNTY AUDITOR TAX STATEMENT

No delinquent taxes due and transfer entered this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Polk County Auditor, State of Minnesota

### GENERAL NOTES

The existing 100-year floodplain elevation is 832.00 (NGVD 29), the flood boundary and floodway map for the City of East Grand Forks, Polk County, Minnesota was taken from FIRM Community - Panel Number 275236 0005 C, dated July 20th, 1979.

### SURVEYOR'S CERTIFICATE

I, Nicholas P. Pribula, Registered Land Surveyor in the State of Minnesota, do hereby certify this map is a true and complete survey made by me or under my direct supervision and all dimensions, angles, and bearings are correct as shown.

Nicholas P. Pribula, Registered Land Surveyor  
Minnesota Registration, Number 48397

STATE OF MINNESOTA)  
COUNTY OF POLK)

On this \_\_\_\_\_ day of \_\_\_\_\_, 2024, before me a Notary Public in and for said County and State, personally appeared Nicholas P. Pribula, to me known to be the person described herein and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.

Notary Public, Polk County  
State of Minnesota  
My Commission Expires: \_\_\_\_\_

# Request for Council Action

Date: 1/11/2024

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: Hiring-Supervisor & Foreman

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Background: Last month City Council approved Staff to start the hiring process to fill vacant Supervisor & Foreman positions. We received five applications, 2 for the Supervisor position, and 3 for the Foreman Position.

The Civil Service Board reviewed the candidates and moved all of them on to the interview process. After interviewing the candidates our recommendation is to hire Mrs. Erika Perez as Supervisor starting at Grade 16 and Step 1 \$30.75/hour, and Mr. Josh Krostue as Foreman starting at Grade 15 and Step 3 \$30.29/hour.

Recommendations:

Hire/promote Mrs. Erika Perez as Public Work Supervisor starting at Grade 16 & Step 1 \$30.75/hour.

Hire/promote Mr. Josh Krostue as Public Works Foreman starting at Grade 15 & Step 3 \$30.09/hour.

**RESOLUTION NO. 24 – 01 - 13**

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

WHEREAS, the City of East Grand Forks has an opening for position of “Public Works Supervisor”, and

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

WHEREAS, City Staff has recommended the hiring of Erika Perez as Public Works Supervisor, and

WHEREAS, Ms. Perez would be placed on the current Grade 16 Step 1 which is \$30.75 per hour; and

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

1. Approve the hiring of Erika Perez as the Public Works Supervisor at a salary of \$30.75 per hour.

*Voting Aye:*  
*Voting Nay:*  
*Absent:*

The President declared the resolution passed.

Passed: January 16, 2024

Attest:

\_\_\_\_\_  
 City Administrator

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

I hereby approve the foregoing resolution this 16<sup>th</sup> day of January, 2024.

\_\_\_\_\_  
 Mayor

**RESOLUTION NO. 24 – 01 - 14**

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

WHEREAS, the City of East Grand Forks has an opening for position of “Public Works Foreman”, and

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

WHEREAS, City Staff has recommended the hiring of Josh Krostue as Public Works Foreman, and

WHEREAS, Mr. Krostue would be placed on the current Grade 15 Step 3 which is \$30.29 per hour; and

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

1. Approve the hiring of Josh Krostue as the Public Works Foreman at a salary of \$30.29 per hour.

*Voting Aye:*

*Voting Nay:*

*Absent:*

The President declared the resolution passed.

Passed: January 16, 2024

Attest:

\_\_\_\_\_  
City Administrator

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

I hereby approve the foregoing resolution this 16<sup>th</sup> day of January, 2024.

\_\_\_\_\_  
Mayor

# Request for Council Action

Date: 01/11/2024

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

Cc: File

From: Michael Hedlund – Chief of Police

RE: Request to Approve MOU Regarding School Liaison Officer

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**Background:** In 2014 the East Grand Forks Police Department received a COPS Grant to help pay for a new officer so that the EGFPD could assign an experienced officer to be a School Resource Officer (SRO) for the East Grand Forks Public Schools (ISD # 595). The grant paid partial funding toward wage and benefit expenses for three years. The EGFPD/City of East Grand Forks and the East Grand Forks Public Schools had partnered on this grant and had agreed to split the remaining wage and benefit expenses on a 50/50 basis. The grant required a mandatory one-year retention period that was entirely at local expense. This expense was also split between the City and ISD # 595. At the conclusion of the retention period the City and ISD # 595 entered into a three-year MOU to continue the SRO position and the 50/50 share of expenses. In the Spring of 2022 the City and ISD # 595 renewed this MOU with a new agreement that was scheduled to run from June 1, 2022 through May 31, 2025.

In the Spring of 2023 EGFPD staffing levels had fallen to the point that the EGFPD was forced to pull the SRO out of the schools to cover a position within our Patrol Division. Our SRO continued to work with the schools as much as possible, but his priority had to be his Patrol position. Because of that the decision was made that the City would not bill ISD #595 for their share of the position until our SRO was back in the schools on a full-time basis. Subsequently a revised MOU was agreed upon that was set to begin in the Fall of 2023 and was to have ISD # 595 take 65% of the cost while the city paid 35%.

The legislature in the State of Minnesota passed a new statute that put into question the ability of officers working in the schools to use levels of force that they would otherwise be allowed to by statute. The City of East Grand Forks became aware of this legislation in the Summer of 2023 and concern about this legislation led to the City of East Grand Forks making the decision to pull our officer out of the East Grand Forks Schools.

Throughout the first half of the school year East Grand Forks City Officials and ISD #595 officials have continued to meet and discuss this situation. We have now reached a point where we feel it is in the best interest of all parties to have the East Grand Forks Police Department assign an officer back to the schools in the role of School Liaison Officer. There has been some modification/clarification of the role of

this officer. These are laid out in the attached MOU. It is our plan to assign Cpl. Nick Gunderson to this role. The implementation of this MOU will be on a date mutually agreed upon by the City of East Grand Forks and ISD # 595. This MOU is scheduled to end on June 30, 2024. The City and ISD #595 will be discussing an extension of this MOU prior to that date.

ISD #595 has not discussed and/or approved this MOU as of this date. It is expected to be on their School Board agenda at their meeting on January 22, 2024.

**Budgetary Impact:** This position is in the City of East Grand Forks budget. The assignment of Cpl. Gunderson to the School Liaison Officer position will result in the need to promote a Police Corporal and to hire a new officer. Those situations are dealt with in separate RCA's that were also submitted on this date.

**Recommendation:** It is my recommendation that the City of East Grand Forks authorize the MOU between the City and ISD # 595 to assign a School Liaison Officer to work in the East Grand Forks Public Schools.

**Enclosures:** Draft MOU between the City of East Grand Forks and the East Grand Forks Public Schools

**MEMORANDUM OF UNDERSTANDING  
POLICE LIASON SERVICES FOR SCHOOL DISTRICT NO. 595**

This Memorandum of Understanding is entered into by and between Independent School District No. 595, East Grand Forks Public School District, East Grand Forks, Minnesota (hereinafter “School District”) and the City of East Grand Forks, Minnesota (hereinafter “City”) by and through its Police Department.

**WHEREAS**, the City provides police services within the City of East Grand Forks, Minnesota; and

**WHEREAS**, the School District provides educational services within the City of East Grand Forks, Minnesota; and

**WHEREAS**, Minnesota Statutes Section 126C.44 authorizes the School District to contract with the City to have peace officers provide police liaison services; and

**WHEREAS**, the parties recognize that the police liaison officer is independent of the School District and this agreement does not create any type of employment relationship, agency, or joint venture; and

**WHEREAS**, both the City and the School District desire to dedicate a police officer to provide police liaison services within the public-school buildings of the School District to perform duties associated with safety on or near school grounds; and

**WHEREAS**, in its 2023 session, the Minnesota Legislature amended Minnesota Statutes Sections 121A.58 and 121A.582 which led to the City suspending its agreement to provide a police officer to serve as an school resource officer given questions about the impact of this legislation on the ability of the City to perform its obligations under the Agreement; and

**WHEREAS**, the City and the School District have agreed that the City will dedicate a police officer to provide police liaison services subject to the terms of this MOU, with the liaison officer’s duties guided by the Minnesota Attorney General opinion that was issued on September 20, 2023, clarifying the impact of the new legislation on police officers’ authority to respond to incidents in schools.

**NOW THEREFORE**, the parties hereto agree as follows:

I. **PURPOSE.** The intent of this MOU is to establish a framework under which the School District will reimburse the City for the costs associated with police liaison officers and for the City to establish the procedures which will govern the services provided by the police liaison officer. The School District may provide suggestions but shall not have any role in developing or establishing the procedures to govern the conduct or services provided by the police liaison officer, and the police liaison officer shall always retain their independence as licensed peace officers in the State of Minnesota.

II. TERM OF CONTRACT: The term of this agreement shall begin \_\_\_\_\_ and shall end June 30, 2024.

III. TERMINATION. This MOU may be terminated for any reason by either party upon thirty (30) days' written notice to the other party. The parties acknowledge that they are awaiting legislative review of legislation passed in 2023 that may impact the police liaison officer's authority to respond to incidents in schools. If this review is completed during the term of this MOU and the City reasonably concludes that any revisions to the law are overly restrictive as to the police liaison officer's authority the City may terminate this MOU upon ten (10) business days' written notice to the School District. In the event of an early termination, the School District's obligations under Paragraph VIII shall immediately cease.

IV. ASSIGNMENT OF THE POLICE LIASON OFFICER: The City will assign a licensed police officer to the School District for liaison services at locations that are mutually agreed upon by the City and the School District. The assigned officer will provide general police services at the locations assigned.

V. EMPLOYMENT STATUS: The assigned police liaison officer shall be an employee of the City and not an employee of the School District and will provide general police services within the School District locations as assigned. Further, the parties agree the polices liaison officer shall not become an agent of the School District by virtue of this agreement and shall not make any representations to the contrary. The City maintains full control over the police liaison officer it employs and is solely responsible for all employment and administrative functions related to its employees, including, but not limited to, supervision and evaluation, payroll and deductions, maintenance of all required insurance, and any labor disputes or grievances. The School District shall not be responsible for, and the City agrees to indemnify and hold the School District harmless from liability for the withholding of any taxes related to the assignment of the police liaison officer by the City to the School District, including but not limited to State and Federal income tax, worker's compensation benefits, or unemployment compensation premiums.

VI. SCHOOL RESOURCE OFFICER - DESIGNATION: The City's police liaison officer is hereby authorized to serve as the School District's "law enforcement unit" for the purposes of:

- a. Enforcing local, state, and federal laws;
- b. Referring to appropriate authorities matters of enforcement of any local, state, or federal law against any individual or organization; and
- c. Maintaining the physical security, safety and the protection of life and property of the School District in accordance with the Minnesota Attorney General opinion issued on September 20, 2023.
- d. The police liaison officer shall not have school disciplinary authority, enforce School District administrative policies, or be considered an educational service provider, and instead is limited to their police function, but may have student interactions to build positive relationships with the students and the community.

VII. RESPONSIBILITIES OF THE CITY OF EAST GRAND FORKS: The police liaison officer shall be an employee of the City, supervised by and answerable to the Chief of Police or his designee. The City shall be responsible for the actions of the police liaison officer within the

scope of the officer's employment. The police liaison officer shall be an experienced officer selected by the City. The City will assist the School District in meeting its responsibilities to students and their families by:

- A. Agreeing to provide services, as defined in paragraph VI stated above, to the School District during the term of this agreement.
- B. Ensuring that the police liaison officer is aware of, and adheres to, all federal and state laws and regulations and School District policies/procedures applicable to the provision of services as defined in paragraph VI above.
- C. Evaluating the police liaison officer's work performance and as part of the evaluation process, the City may seek input from School District staff (school principals or designees).
- D. Providing the police liaison officer with a cell phone and laptop computer for use in the duties of the police liaison officer.
- E. The police liaison officer shall be present at the school locations during regular school hours and available to the School District when school is in session and by special arrangements as determined by the City and the School District consistent with the following terms:
  - a. The police liaison officer shall be allowed to be absent from the School District's premises for training purposes with prior approval of the School District and the City.
  - b. The police liaison officer will be allowed to be absent from school for the purpose of appearing in court.
  - c. The police liaison officer will be allowed to be absent from the School District's premises for three days during the school year (for reasons other than training) without the City providing a replacement police liaison officer.
  - d. The police liaison officer shall not be required to be on School District premises during school curriculum days.
  - e. The police liaison officer will work School District special events (i.e., dances, significant sporting events, etc.) with sufficient notice to allow the police liaison officer an opportunity to adjust his regular work schedule. The police liaison officer's responsibilities at these events are limited to those listed in paragraph VI of this MOU. Per the LELS labor contract with the City, adjustments to the police liaison officer's work schedule must be made at least 30 days in advance.
  - f. The police liaison officer will coordinate the transportation of students to juvenile detention when necessary and appropriate under the purpose of this agreement.
  - g. The police liaison officer may provide annual DARE instruction to students at Sacred Heart and Riverside Christian Schools.
- F. Providing the police liaison officer with appropriate uniforms and equipment to allow for the effective performance of his duties.

- G. Ensuring that while on the School District's premises, the police liaison officer wears a School District issued identification badge and verbally identifies himself as a police liaison officer when in contact with parents of School District students.

VIII. RESPONSIBILITIES OF THE EAST GRAND FORKS PUBLIC SCHOOL DISTRICT:

The School District will assist the City to meet its responsibilities by:

- A. Making allowed disclosures of information to the police liaison officer to allow the police liaison officer to perform the duties set forth in this agreement.
- B. Providing office space, necessary furniture, and telephone on School District premises for the police liaison officer.
- C. Upon request, provide input into the performance evaluation of the police liaison officer.

IX. The School District shall pay \$41,500.00 for the services of the police officer assigned under this MOU. This payment amount is based upon the current salary and benefit expenditures for the officer based upon the labor agreement between the City and Law Enforcement Labor Services. This amount will be adjusted when a new collective bargaining agreement is implemented. The City will provide the School District with a copy of the current LELS contract and each subsequent contract and any memorandum of understanding or agreement that addresses the salary and benefits of the police liaison officer.

X. REPRESENTATION AS TO ADEQUATE INSURANCE COVERAGE: Each party of this agreement represents and warrants to the other that it has and shall maintain in effect adequate liability insurance and other appropriate forms of insurance coverage sufficient to generally protect the respective parties to this agreement and their employees carrying out the objectives of the agreement and each shall provide the other with a declarations page showing said insurance. The City acknowledges that, in its role as the police liaison officer's employer, it is solely responsible for the maintenance of all required insurance, including workers' compensation insurance, unemployment insurance, liability insurance.

XI. GOVERNMENTAL IMMUNITY. The parties agree that each party, along with its employees and officials, do not waive governmental immunity by entering this MOU and specifically retain all immunities and defenses pursuant to Minn. Stat 466.04, or a waiver of any available immunities or defenses and all other applicable law.

XII. LIABILITY. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. Ch. 466), the employees and officers of a party are deemed to be employees (as defined in Minn. Stat. § 466.01, subd. (6)) of that party. Under no circumstances shall a party, irrespective of whether it may have waived the limit set forth in Chapter 466, be required to pay on behalf of itself or the other party, any amounts in excess of the limits of liability established in Chapter 466 applicable to any one (1) party. The limits of liability for the parties may not be added together to determine the maximum amount of liability for each party.

XIII. INDEMNIFICATION AND HOLD HARMLESS AGREEMENTS:

- A. To the extent allowed by law the City shall indemnify, defend, and hold harmless the School District, its officers, and its employees from and against all claims, losses, costs, damages and expenses (including reasonable attorney's fees and costs) which result from or arise in connection with any action, negligence or omission of the City and its employees.
- B. To the extent allowed by law, the School District shall indemnify, defend, and hold harmless the City, its officers and its employees from and against all claims, losses, costs, damages and expenses (including reasonable attorney's fees and costs) which result from or arise in connection with any action, negligence or omission of the School District and its employees.
- C. The indemnifications provided herein shall survive the termination of this agreement.

XIV. DATA PRACTICES

- A. The police liaison officer will not have access to a student's private educational records unless the School District deems it necessary and then only as allowed under FERPA, the MGDPA, and other applicable state and federal laws. Even then, the record will be held in confidence and will not be divulged without prior written consent of the student and/or parent, except as required by law. The provisions of this paragraph shall survive the termination of this contract.
- B. It shall be recognized by both parties that "law enforcement unit" records shall be exempt from the requirements of the FERPA and the MGDPA. To meet the requirements of this exemption, "law enforcement unit" records must meet the following criteria:
  - a. The law enforcement unit must create the records; and
  - b. The records must be created for a law enforcement purpose; and
  - c. The records must be maintained by the law enforcement unit and apart from educational data.
- C. It shall be recognized by both parties that records of a "law enforcement unit" does not mean records by a law enforcement unit for a law enforcement purpose that are maintained by a component of the School District other than the law enforcement unit.

XV. WAIVER: No failure to enforce or require compliance with any term or provision of this Agreement by either party shall be deemed to be a waiver of any term or other provision.

XVI. SAVINGS CLAUSE: Any term or provision of this Agreement which now or hereafter is determined to be invalid or unenforceable shall not impair the validity of the remainder of this Agreement.

XVII. ASSIGNABILITY: This agreement is not assignable by either party without the prior written consent of the other party.

XVIII. AMENDMENTS: This agreement may be amended or modified at any time, but only by the written agreement of the parties hereto.

XIV. EFFECTIVE DATE. This MOU is deemed effective upon the date of the last signature appearing below.

**East Grand Forks Public School District – ISD #595**

\_\_\_\_\_  
By: Bryan Hackbarth  
Its: Superintendent

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

**City of East Grand Forks**

\_\_\_\_\_  
By: Reid Huttunen  
Its: City Administrator

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

\_\_\_\_\_  
By: Steven Gander  
Its: Mayor

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

# Request for Council Action

Date: January 11, 2024

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

Cc: File

From: Michael S. Hedlund – Chief of Police

RE: Request to Promote Officer Jake Schiller to the Rank of Corporal

---

**\*\*\* This RCA is contingent upon the City of East Grand Forks and the East Grand Forks Public Schools agreeing on an MOU and the assignment of an EGF Corporal as a School Liaison Officer in the East Grand Forks Public Schools.**

**History:** In July 2023 the East Grand Forks City Council authorized the EGFPD to conduct a promotional process for the rank of Police Corporal. Our Department conducted that process and established a promotional roster. Off. Jake Schiller finished second on that roster. Officer Nick Korynta has already been promoted to the rank of corporal and that moved Officer Schiller to the top of the current roster. With the planned return of Cpl. Nick Gunderson to the role of School Liaison Officer with the East Grand Forks Public Schools our department will be short one Corporal in our Patrol Division and we are requesting that the East Grand Forks City Council approve the promotion of Jake Schiller to the rank of Corporal at a date to be determined.

**Financial Impact:** This position is in the EGFPD 2024 budget.

**Recommendations:** That the EGF City Council authorize the promotion of Officer Jake Schiller to the rank of Corporal for the EGFPD.

**Enclosures:** None

**RESOLUTION NO. 24 – 01 - 15**

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

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

WHEREAS, applications were reviewed by the Civil Service Commission, qualified candidates were interviewed by City Staff, and a list of candidates was established ; and

WHEREAS, a Corporal position will be available once the police officer returns to the school for liaison services; and

WHEREAS, City Staff has recommended the promotion of Jake Schiller to Corporal, and

NOW, THEREFORE, BE IT RESOLVED the City Council of East Grand Forks approves the promotion of Jake Schiller to the Corporal position and based on the 2024-2025 labor contract will be placed on the appropriate grade and step on the compensation plan that is at least 4% above his current compensation not to exceed senior members of the promoted classification and also contingent upon the officer returning to the school for liaison services.

*Voting Aye:*

*Voting Nay:*

The President declared the resolution passed.

Passed: January 16, 2024

Attest:

\_\_\_\_\_  
City Administrator/Clerk-Treasurer

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

I hereby approve the foregoing resolution this 16<sup>th</sup> day of January, 2024.

\_\_\_\_\_  
Mayor

# Request for Council Action

Date: January 11, 2024

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

Cc: File

From: Michael S. Hedlund – Chief of Police

RE: Request to start a Hiring Process for the Position of Police Officer

---

**\*\*\* This RCA is contingent upon the City of East Grand Forks and the East Grand Forks Public Schools agreeing on an MOU and the assignment of an EGF Corporal as a School Liaison Officer in the East Grand Forks Public Schools.**

**Background:** The East Grand Forks Police Department is requesting permission to start a new hiring process for the position of Police Officer. We currently have one open position.

**Recommendations:** That the East Grand Forks City Council approve the start of a new hiring process/register for the position of Police Officer.

**Enclosures:** None

Accounts Payable  
Check Register Totals Only



**City of East Grand Forks**

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

User: mnelson  
Printed: 1/11/2024 - 1:47 PM

| Check | Date       | Vendor No | Vendor Name                          | Amount    | Voucher |
|-------|------------|-----------|--------------------------------------|-----------|---------|
| 41834 | 01/16/2024 | ACM001    | Acme Electric Companies              | 79.98     | 0       |
| 41835 | 01/16/2024 | ADV001    | Advanced Business Methods Inc        | 501.23    | 0       |
| 41836 | 01/16/2024 | PET005    | Allstate Peterbilt of Grand Forks    | 458.68    | 0       |
| 41837 | 01/16/2024 | ALL011    | Allstream                            | 160.35    | 0       |
| 41838 | 01/16/2024 | ALT007    | Altec Industries, Inc                | 1,209.00  | 0       |
| 41839 | 01/16/2024 | AME016    | American Society of Composers/Auth   | 434.00    | 0       |
| 41840 | 01/16/2024 | AMU001    | Dale Amundson                        | 272.18    | 0       |
| 41841 | 01/16/2024 | AME005    | Aramark Uniform Services             | 545.78    | 0       |
| 41842 | 01/16/2024 | BAK007    | Baker Tilly Municipal Advisors, LLC  | 1,975.00  | 0       |
| 41843 | 01/16/2024 | BAL001    | Balco Uniforms Co Inc                | 576.48    | 0       |
| 41844 | 01/16/2024 | BEC001    | Becker Arena Products Inc            | 2,575.00  | 0       |
| 41845 | 01/16/2024 | BIE003    | David & Amy Bies                     | 137.00    | 0       |
| 41846 | 01/16/2024 | BNS001    | BNSF Railway Company                 | 1,485.29  | 0       |
| 41847 | 01/16/2024 | GFF001    | Timothy Brooks                       | 10,748.00 | 0       |
| 41848 | 01/16/2024 | C&R001    | C&R Cleaners & Laundry               | 133.90    | 0       |
| 41849 | 01/16/2024 | GFC002    | City of Grand Forks                  | 17,691.50 | 0       |
| 41850 | 01/16/2024 | COL002    | Cole Papers Inc                      | 492.61    | 0       |
| 41851 | 01/16/2024 | COP002    | Copy Cat Printing                    | 218.00    | 0       |
| 41852 | 01/16/2024 | CUS002    | Custom Stripes Inc                   | 320.00    | 0       |
| 41853 | 01/16/2024 | DAK004    | Dakota Supply Group                  | 252.96    | 0       |
| 41854 | 01/16/2024 | DIS001    | Display Sales Co                     | 1,360.50  | 0       |
| 41855 | 01/16/2024 | DOC001    | Docu Shred Inc                       | 55.08     | 0       |
| 41856 | 01/16/2024 | DVS001    | DVS Renewal                          | 1,052.00  | 0       |
| 41857 | 01/16/2024 | EAG001    | Eagle Electric                       | 27,227.20 | 0       |
| 41858 | 01/16/2024 | GAL003    | Galstad Jensen & McCann PA           | 22,427.35 | 0       |
| 41859 | 01/16/2024 | GGF001    | GGF Convention & Visitors Bureau     | 5,118.39  | 0       |
| 41860 | 01/16/2024 | GTI001    | Goodpoint Technology Inc             | 2,520.00  | 0       |
| 41861 | 01/16/2024 | GRA0011   | Grainger                             | 2,566.50  | 0       |
| 41862 | 01/16/2024 | INT013    | Interstate Billing Service           | 159.03    | 0       |
| 41863 | 01/16/2024 | STJ001    | Steve & Teri Johnson                 | 500.00    | 0       |
| 41864 | 01/16/2024 | JOH026    | Johnson Controls                     | 811.03    | 0       |
| 41865 | 01/16/2024 | KEI001    | Keith's Security World               | 564.50    | 0       |
| 41866 | 01/16/2024 | LEA001    | League of MN Cities, Finance Dept    | 870.00    | 0       |
| 41867 | 01/16/2024 | HAR081    | Local Ace                            | 499.22    | 0       |
| 41868 | 01/16/2024 | HAR087    | Local Ace                            | 607.68    | 0       |
| 41869 | 01/16/2024 | MARCD1    | Marco Technologies LLC               | 91.61     | 0       |
| 41870 | 01/16/2024 | MAR009    | Mars Supply                          | 385.99    | 0       |
| 41871 | 01/16/2024 | MAR008    | Marshall and Polk Rural Water System | 9.00      | 0       |
| 41872 | 01/16/2024 | MEL004    | Taylor Mellenthin                    | 157.00    | 0       |
| 41873 | 01/16/2024 | MEN001    | Menards                              | 69.77     | 0       |
| 41874 | 01/16/2024 | MPO001    | Metropolitan Planning Organization   | 13,572.05 | 0       |
| 41875 | 01/16/2024 | MND003    | MN Dept of Labor & Industry          | 30.00     | 0       |
| 41876 | 01/16/2024 | MNM002    | MN Municipal Utilities Assoc         | 4,189.40  | 0       |
| 41877 | 01/16/2024 | MOT002    | Motorola Solutions Inc               | 1,812.00  | 0       |
| 41878 | 01/16/2024 | NOR024    | Northland Yard Service               | 4,455.34  | 0       |
| 41879 | 01/16/2024 | ORE001    | O'Reilly Automotive, Inc.            | 502.71    | 0       |
| 41880 | 01/16/2024 | OFF002    | ODP Business Solutions, LLC          | 50.49     | 0       |
| 41881 | 01/16/2024 | OLS016    | Jeremy Olson                         | 20.00     | 0       |
| 41882 | 01/16/2024 | ORC002    | Orchard Oil Company                  | 990.00    | 0       |
| 41883 | 01/16/2024 | PET001    | Peterson Veterinary Clinic P.C.      | 243.00    | 0       |

| Check        | Date       | Vendor No | Vendor Name                          | Amount     | Voucher |
|--------------|------------|-----------|--------------------------------------|------------|---------|
| 41884        | 01/16/2024 | PKM001    | PKM Electric Cooperative, Inc        | 1,201.00   | 0       |
| 41885        | 01/16/2024 | POW003    | Powerplan OIB                        | 24,913.95  | 0       |
| 41886        | 01/16/2024 | PRE001    | Premium Waters Inc                   | 32.39      | 0       |
| 41887        | 01/16/2024 | QUI001    | Quill Corporation                    | 615.76     | 0       |
| 41888        | 01/16/2024 | R&R001    | R&R Specialties of Wisconsin Inc     | 3,162.00   | 0       |
| 41889        | 01/16/2024 | RIG001    | Right Choice Electric Inc            | 4,288.29   | 0       |
| 41890        | 01/16/2024 | RMB001    | RMB Environmental Lab Inc            | 263.54     | 0       |
| 41891        | 01/16/2024 | SPR005    | SBRK Finance Holdings, Inc           | 60,580.99  | 0       |
| 41892        | 01/16/2024 | SIG004    | Sign Solutions USA, LLC              | 2,651.01   | 0       |
| 41893        | 01/16/2024 | MIK001    | SJA Thunder Corp                     | 600.00     | 0       |
| 41894        | 01/16/2024 | STU001    | Stuart's Towing                      | 100.00     | 0       |
| 41895        | 01/16/2024 | CHA001    | The Chamber of EGF/GF                | 280.00     | 0       |
| 41896        | 01/16/2024 | THU002    | Thur-O-Clean                         | 394.00     | 0       |
| 41897        | 01/16/2024 | USB001    | US Bank                              | 550.00     | 0       |
| 41898        | 01/16/2024 | USB005    | US Bank Corporate Payment System     | 96,258.94  | 0       |
| 41899        | 01/16/2024 | VAL002    | Valley Truck Parts and Services Inc. | 8,168.65   | 0       |
| 41900        | 01/16/2024 | VER001    | Verizon Wireless                     | 275.07     | 0       |
| 41901        | 01/16/2024 | WAT001    | Water & Light Department             | 40,174.16  | 0       |
| 41902        | 01/16/2024 | WID001    | Widseth Smith Nolting & Associates   | 17,747.25  | 0       |
| 41903        | 01/16/2024 | WRA001    | Wrap Technologies Inc                | 559.14     | 0       |
| 41904        | 01/16/2024 | XCE001    | Xcel Energy                          | 12,175.96  | 0       |
| Check Total: |            |           |                                      | 408,175.88 |         |