

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, APRIL 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 “Work Session” for the East Grand Forks, Minnesota City Council of March 26, 2024.
2. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of April 2, 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.

3. Consider approving the Special Event Application for the Grand Forks 10 event scheduled to take place on Saturday, August 24th starting at 7am and will require the closure of the Sorlie Bridge for the start of the race for approximately 30 minutes and will be contingent upon MNDOT approval.
4. Consider approving the Special Event Application for the East Grand Forks Senior High Prom scheduled for Saturday, May 11th and will require the closure of the parking lot by restaurant row from approximately 5pm to 8:30pm.
5. Consider adopting Resolution No. 24-04-34 declaring the City will act as a legal sponsor for the application for the fiscal year 2024/2025 funding to the State of Minnesota Department of Natural Resources for the trail maintenance of snowmobile trails managed by the Red River Snowmobile Club.

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

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

- 6. Regular meeting minutes of the Water, Light, Power, and Building Commission for March 20, 2024.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

- 7. Consider adopting the 2024 Economic Development Strategic Plan.
- 8. Consider approving the request to start the hiring process for the Economic Development Director position.
- 9. Consider approving a loan agreement between the City of East Grand Forks and M & W Services for a \$110,000 loan at 4% for 10 years.
- 10. Consider approving the request to start the hiring process for the Accounting Technician position.

CLAIMS:

- 11. Consider adopting Resolution No. 24-04-35 authorizing the City of East Grand Forks to approve purchases from Border States Trophy the goods referenced in check number 42347 for a total of \$30.00 whereas Council Member Riopelle is personally interested financially in the contract.
- 12. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

COUNCIL/STAFF REPORTS:

ADJOURN:

Upcoming Meetings

- Work Session – Tuesday, April 23, 2024 – Training Room – 5:00 PM
- Council Meeting – Tuesday, May 7, 2024 – Council Chambers – 5:00 PM
- Work Session – Tuesday, May 14, 2024 – Training Room – 5:00 PM
- Council Meeting – Tuesday, May 21, 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 WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, MARCH 26, 2024 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for Tuesday, March 26, 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, 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; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.

Economic Development Authority Board Members Present: Josh Grinde, Ben Horken, Daniel Black, and Penny Stai.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

Council President Olstad stated Ms. Renee Cardarelle had information to share. Ms. Cardarelle told the Council she was excited to announce they had received a \$25,000 grant from the Laura Jane Musser Fund which strived to bring together rural communities and diverse community groups together. She explained the application had been submitted in October and she collaborated with agencies that included the City, churches, schools, and other community members. She added she had not heard anything, so she did not think they were awarded the grant, but the check arrived last week. She said she wanted to share the good news and set up a meeting to determine how to use the funding to make things happen. Mayor Gander thanked her for all the hard work.

1. 2024 Economic Development Strategic Plan Update – Paul Gorte & Mark Schill

Mr. Gorte stated the Council had the final draft of the plan for the Economic Development Authority (EDA). He said this would provide direction for the EDA and it was also flexible so it could adjust due to changing conditions. Mr. Schill stated this was the summation of what had been previously brought forward, they kept it brief to be useful, but it has enough detail to not leave anything out. He explained this listed what the EDA should be focusing on and what could be more of a broader City responsibility. He stated this set a clear structure for the EDA, how there could be additional roles, but set goals for the EDA. He reviewed how the priorities developed based on the input received by the different groups when going through the process and the areas that need to be focused on. He added housing was a key priority

but the City should discontinue lot sales once all of the current city residential lots were sold. He said the last item was about the next director and how communication, coalition building, and sales should all be skills.

Mr. Schill moved on to the core work areas of local business development, new business development, connect, convene, communicate, and land and site development. He stated the next couple pages outlined the four areas, described the general roles, and some outlying actions, initiatives, or strategies specific to the EDA or items that the EDA could support. He reviewed the action items under each category and gave some suggestions of examples of some of the items. He said they were trying to create a structure using the four pillars to help inform actions going forward. Mr. Gorte asked if any changes should be made. Council President Olstad said it was great information and a great exercise that had taken place over the last few months. He stated it gave them action items and they might need to make changes as things move forward. There were no other questions.

Mr. Gorte informed the Council the Northwest Minnesota Foundation was going to have a grant available, it was State funding, and the information would be added online.

Mayor Gander thanked the members of the EDA Board that were present and hoped to have a seamless connection between the City and EDA and hoped for continued support for the change in staff from both groups.

2. Discussion on Economic Development Director Job Description and Process for Position Search – Reid Huttunen

Mr. Huttunen commented the how the board members volunteer their time, so he wanted to also extend a thank you to the board members. He explained at the February EDA meeting the Board President suggested forming a smaller committee to review the EDA Director job description and determine the top attributes they would be looking for in a new director. He stated the previous week the subcommittee met, reviewed the current job description, and how some of the top priorities for this position include building relationships with businesses and community partners, retain and help businesses grow, be the spokesperson of the EDA, and be the salesperson for the community. He said the person would also need the knowledge of programs and available funding opportunities, and the experience or ability writing or support grant writing grant applications which was a city need as well. He said the last thing was to promote and market programing on the city website and social media platforms.

Mr. Huttunen said he had shared the job description with David Drown Associates that grades and points job descriptions. He explained there were changes that did affect the grading of the position, certain items were no longer under this job, and there was a downgrade in what was being requested for experience so that simple change also made change in the grade from a 22 down to 20. He added it would be prudent to discuss the search process; the last time a firm was hired to complete the process, there were 19 applicants, 10 were moved on, and there were four finalists. He said the recommendation was to have staff post the job first for approximately four weeks and after four weeks determine if there were qualified applicants to interview or if they need to hire a firm to help with the process. He reviewed how more time was needed to determine if this position was affected by the civil service rules, if they would conduct the initial interviews, and Mr. Galstad would be looking into that. He added they would also need to determine how the final interviews would be conducted. He asked for questions.

Council President Olstad asked if there were any changes that were suggested at the EDA meeting. Council member Larson said the EDA Board had received the same information during their meeting, the comments were positive, and were on the right track. He added he commented on the updated duties and how the position description meshed with the strategic plan so the two documents worked well together and suggested including the plan when advertising for the position. Council President Olstad asked if there were any other questions. Mayor Gander commented how it was good to have reviewed the job description and tie it to the action plan. Council President Olstad thanked those that had put a lot of work into this, he appreciated the committee for the work they did, and hoped to get good candidates. He asked for questions and there were none.

This item will be brought back at a future meeting.

3. Request to File Assessment Roll for the 2023 Assessment Job No. 1 for Street and Pedestrian Improvements – Steve Emery

Mr. Emery said he was requesting to file the assessment roll from the subtarget project. He stated they had been holding the final hearing prior to awarding the project but due to timelines they did proceed with the project before holding the final assessment hearing. He said the final costs were known and the assessment roll was prepared. He reviewed the costs, 30% of the project was going to be assessed, and there were both front and end benefits for this project. He added they would need to file the assessment roll and set the hearing date. He asked for questions. There were none.

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

4. Review of Annual Sewer Cleaning Quotes for 2024 – Jason Stordahl

Mr. Stordahl stated this was the annual sewer cleaning that had been done since 2011, this year there was not as much televising that was needed, they requested proposals from four companies, three were received, and he recommended moving forward with Johnson Jet Line because they had the lowest quote. There were no questions.

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

5. Announcement of Change to Spring Clean-up Dates – Jason Stordahl

Mr. Stordahl told the Council in the last few years clean-up week had to be moved due to flooding so Grand Forks moved their clean-up week back a week so the City would also be doing the same. He stated clean-up week would be May 13th through the 17th which was the second week in May and the hazardous waste and electronic drop off would stay on May 11th from 9am to 3pm at the Public Works building. He added the change would be publicized because it was incorrect on the sanitation calendar. There were no questions.

6. Review of Bids for City Hall Roof Replacement Project – Nancy Ellis

Ms. Ellis informed the Council the schematic would be included with the information for the next meeting. She reminded the Council all city facility roofs were previously inspected and the City Hall roof was scheduled to be replaced in 2024. She explained they would be removing the gravel, re-rubber all three wings, and included in an addendum to replace all the metal flashing around each wing and dome. She

said the dome was a concern because they were not sure if it was needed, the work was very specific, and it was included as a deduct in case that work did not need to be done. She said bids were received, one was noticeably lower, they met with their estimators to make sure they followed everything that needed to be done, the company only worked on government buildings, they would be completing the roof project on the Polk County building in April and then could start on the City Hall building in May if the bid was awarded. She stated the bid did include the replacement of the metal flashing and a gutter system to help shed the water away from the building. She added it was recommended not to include the dome work so that would be deducted out. She stated based on references and how they were listed as a responsible bidder through Dunn and Broadstreet, the recommendation was to award the project to Equity Builders. She asked for questions and reminded the Council the project was estimated at \$750,000 but came in under than. There were no questions.

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

7. Request to Hire Parks & Recreation Specialist – Jeremy King

Mr. King informed the Council the Park and Recreation Department had received a resignation from the full-time Parks and Recreation Specialist, the position was important to the department, and listed the job duties that the position handled. He said the position was listed at a Grade 10 and had been budgeted at a Grade 10 Step 5 for 2024. He reminded the Council the position was created in 2019, all of the fees were increased to help cover the position, and it was expected to have an above average workload with the current and upcoming projects. He commented that the accounting technician position was still open, how there might be a thought to combine the two positions, but the two positions had opposite skill sets. He said if it was approved to fill, they were hoping to have it filled before the pool opened so his recommendation was to move forward with filling the position.

Council member Vetter stated they hadn't started the budget process, the previous year the accounting position was not filled to help balance the budget, and there had been a lot of discussion on possible changes in the parks department which could still be in the planning stages. He said the park position along with the EDA Director position should stay open until they had completed the budgeting process. Mayor Gander said they should move on filling it because the budget process could take until the end of the year. He asked if they fully funded the accounting technician position. Mr. Huttunen said it was budgeted starting for July 1st. Mayor Gander suggested they should fill that position as well because what was happening was not sustainable. He added it was a quality-of-life issue when it came to the Parks Department, and they should run it the way people were accustomed to. Council President Olstad stated he agreed with the Mayor and that they should also fill the EDA Director position and accounting technician position. He added it would take a while to get through the budget process, there were many things going on for the Parks Department, and asked for other comments. There were none.

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

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER PETERSON, TO ADJOURN THE MARCH 26, 2024 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:38 P.M.

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

Voting Nay: None.
Absent: Helms.

Megan Nelson, City Clerk

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

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for Tuesday, April 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 (5:04pm), 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.

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.

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of March 19, 2024.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” FOR THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL OF MARCH 19, 2024.

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

Voting Nay: None.

SCHEDULED BID LETTINGS: NONE.

SCHEDULED PUBLIC HEARINGS:

2. Public Hearing to consider a request for the 3rd Street NW intersection within the BNSF right-of-way to be vacated.

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

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

Voting Nay: None.

Mr. Huttunen stated he would review the timeline of the project, the three project areas, which crossing would be closed, how the gate system would be upgraded at the 2nd Avenue crossing, curb and gutter would be added and fencing would also be added. He explained the discussion for this project started in 2017, staff had been working on items since then, letters were mailed out to the neighborhood in 2020 with information about the closure of 3rd Street, 16 responses were received back, and 11 responses were in support of the closure. He added one was not in favor and one other response was not legible.

Mr. Huttunen continued saying how in July 2020 BNSF offered an incentive to the City to close the 3rd Street crossing, which was \$206,000 to help pay for the project. He explained a resolution was adopted in 2020 to close the 3rd Street crossing, the design phase had been taking place since then, there was a long lead time, and the City had already spent \$96,000 on the project. He stated bids were opened on February 7th and they were good for 60 days. He said a common question was why a closure was needed and the main reason was for safety. He added that the Minnesota Department of Transportation (MNDOT) would be covering the necessary upgrades to the 2nd Avenue crossing which was around \$400,000. He stated because of the angle at the 3rd Street crossing, it would require a quad gate system, 100% of that cost would be the City's, it was estimated to cost \$750,000 up to \$1 million, and the City would not received the incentive to help pay for the project. He stated the project cost was \$1.375 million based on the bids received, MNDOT and BNSF would contribute an additional \$700,000, and asked if there were any questions.

Ms. Arlene Holtman, 906 16th Ave SE, asked if this item had been voted on by the citizens and stated she did not want the crossing closed. Mr. Huttunen said this had not been voted on by the citizens and explained how the property owners with property abutting the project area were the ones that received the letters about the possible closure. Ms. Holtman said she did not understand why the citizens would not be able to vote on this. She added she used to live by the train tracks and did not mind the train horn.

Mr. Ruben Samuelson, 124 4th St NW, told the Council he had lived in the community for 9 years, he worked for the railroad for 36 years, and he understood their focus on safety. He stated they did not need to continue this way, it was amazing there were no hearing issues with the students at the school, and he would support a 3rd Street crossing because he very seldom used it. He said it would be nice if they could accommodate the school but there would be serious effects for the kids, and funding from BNSF would help. He added he was here for the kids, how a crew could be called in to work, and how they could lay on the horn to wake everyone up because they had to be at work. He said he hoped this could get figured out.

Ms. Kelicia Christianson, 124 4th St NW, pointed out where she lived, how she was raising two kids in her house, and the train horn caused issues. She explained she worked from home and had to mute her

computer when the train passes by because of the loud horn, there were no limits for how many times a train passes day or night, and they couldn't enjoy life at their home because of the train horns. She added she did not use the crossing so closing it would not be an issue, there was a lot of turnover in the neighborhood and the number one reason for her wanting to move was because of the trains. She commented it might be inconvenient if the crossing closed, there were other attempts to create a quiet zone, and was glad to see progress being made. She added she could share numerous videos she has of the train horn and how the decibel level was damaging.

Mr. Richard Osborn, 111 3rd St NE, stated he had moved into his home 2 years ago, both he and his wife were very firmly in favor of the quiet zone with the crossing being closed. He explained he used the crossing about six times a day, there was more benefit to have the crossing closed, he also drove the different routes from the point area about 10 times, and using a different route took about 10 seconds longer. He said he was not sure if they understood how negative the train horn was for people that lived by the tracks, they were not able to sleep with their windows open, the horns really affected their sleep, and others in the neighborhood were also in favor of the quiet zone. He added it would be a great benefit to the neighborhood.

Mr. Emery thanked everyone for their input. He stated if the project moved forward the work would start this summer, they had to work with BNSF on some parts of the project, and some of the work might not be completed until the summer of 2025. He added that all the work had to be completed before the quiet zone could be implemented.

Mr. Christopher Lider, 304 Central Ave NE, said he was with Entech Industries and he agreed it was impossible to conduct business with the train horns. He asked if there were going to be changes to the property lines. Mr. Emery explained what would be implemented at the Central Avenue crossing and it would not require changes to the property lines.

Council member Helms thanked everyone that spoke. He stated he lived three blocks north of the railroad, he had been there for 50 years, he could verify the train horns were very loud, and it wasn't getting any better. Mayor Gander reminded everyone this was not voted on by the whole city, there had been many meetings, input was gathered, there has been a lot of back and forth between the City and the railroad along with other groups, and he appreciated the work that had been done. Mr. Samuelson added he appreciated Council member Pokrzywinski because he knew he was concerned about this, so he called him to make sure he knew about this meeting.

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

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

Voting Nay: 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:

3. Regular meeting minutes of the Water, Light, Power, and Building Commission for March 6, 2024.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

4. Consider adopting Resolution No. 24-03-30 permanently closing the 3rd Street NW crossing (DOT No. 081280B) to vehicular traffic from the BNSF right-of-way, install continuous curb along 2nd Street NW and Hill Street, file the resolution, and authorize the Council President and City Administrator to execute all necessary documentation.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 24-03-30 PERMANENTLY CLOSING THE 3RD STREET NW CROSSING (DOT NO. 081280B) TO VEHICULAR TRAFFIC FROM THE BNSF RIGHT-OF-WAY, INSTALL CONTINUOUS CURB ALONG 2ND STREET NW AND HILL STREET, FILE THE RESOLUTION, AND AUTHORIZE THE COUNCIL PRESIDENT AND CITY ADMINISTRATOR TO EXECUTE ALL NECESSARY DOCUMENTATION.

Mr. Huttunen stated the Charter required 75% of the Council to vote in favor for the vacation to be approved so that would require six out of seven to vote to approve.

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

Voting Nay: None.

5. Consider approving the Highway-Rail Grade Crossing Closure Agreement between the City of East Grand Forks and BNSF Railway Company for the closure of the 3rd Street NW crossing and donation to the city for the elimination of the crossing.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE THE HIGHWAY-RAIL GRADE CROSSING CLOSURE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND BNSF RAILWAY COMPANY FOR THE CLOSURE OF THE 3RD STREET NW CROSSING AND DONATION TO THE CITY FOR THE ELIMINATION OF THE CROSSING.

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

Voting Nay: None.

6. Consider approving the Grade Crossing Construction and Maintenance Agreement between the City of East Grand Forks and BNSF Railway Company for the reconstruction of the roadway, adding pedestrian facilities to a crossing, center medians, and curb and gutter for the 2nd Avenue NE crossing.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE GRADE CROSSING CONSTRUCTION AND MAINTENANCE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND BNSF RAILWAY COMPANY FOR THE RECONSTRUCTION OF THE ROADWAY, ADDING PEDESTRIAN FACILITIES TO A CROSSING, CENTER MEDIANS, AND CURB AND GUTTER FOR THE 2ND AVENUE NE CROSSING.

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

Voting Nay: None.

7. Consider adopting Resolution No. 24-03-26 accepting the bid and awarding the project for the 2022 City Project No 3 for the Quiet Zone/Street and Sidewalk Improvements to Opp Construction for a total of \$1,051,314.50.

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT RESOLUTION NO. 24-03-26 ACCEPTING THE BID AND AWARDING THE PROJECT FOR THE 2022 CITY PROJECT NO 3 FOR THE QUIET ZONE/STREET AND SIDEWALK IMPROVEMENTS TO OPP CONSTRUCTION FOR A TOTAL OF \$1,051,314.50.

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

Voting Nay: None.

8. Consider awarding the Annual Sewer Cleaning and Televising Project to Johnson Jet-Line for a total of \$69,832.15.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER PETERSON, TO AWARD THE ANNUAL SEWER CLEANING AND TELEVISIONING PROJECT TO JOHNSON JET-LINE FOR A TOTAL OF \$69,832.15.

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

Voting Nay: None.

9. Consider adopting Resolution No. 24-04-31 accepting and awarding the bid for the City Hall Roof Replacement to the Equity Builders Company for a total of \$635,560.00.

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 24-04-31 ACCEPTING AND AWARDING THE BID FOR THE CITY HALL ROOF REPLACEMENT TO THE EQUITY BUILDERS COMPANY FOR A TOTAL OF \$635,560.00.

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

Voting Nay: None.

10. Consider approving the Grant Agreement between the City of East Grand Forks and the Bass Pro Shops and Cabela's Outdoor Fund for \$3,700 to support the purchase of solar lights for the boat ramp area in LaFave Park.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE THE GRANT AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND THE BASS PRO SHOPS AND CABELA'S OUTDOOR FUND FOR \$3,700 TO SUPPORT THE PURCHASE OF SOLAR LIGHTS FOR THE BOAT RAMP AREA IN LAFAVE PARK.

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

Voting Nay: None.

11. Consider authorizing the hiring process to fill the Parks and Recreation Specialist position.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER PETERSON, TO AUTHORIZE THE HIRING PROCESS TO FILL THE PARKS AND RECREATION SPECIALIST POSITION.

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

Voting Nay: Vetter.

12. Consider adopting Resolution No. 24-04-32 approving the proposed increases to the Mayor, Council President, and Council members salaries starting January 2025.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO ADOPT RESOLUTION NO. 24-04-32 APPROVING THE PROPOSED INCREASES TO THE MAYOR, COUNCIL PRESIDENT, AND COUNCIL MEMBERS SALARIES STARTING JANUARY 2025.

Council member Helms said he was not on City Council for the money and with all the cuts they had talked about this was not something he could support.

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

Voting Nay: Vetter and Helms.

13. Consider waiving the special event related fees for the Cruz-In Forks Downtown Car Show for the 2024 events.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER RIOPELLE, TO WAIVE THE SPECIAL EVENT RELATED FEES FOR THE CRUZ-IN FORKS DOWNTOWN CAR SHOW FOR THE 2024 EVENTS.

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

Voting Nay: None.

14. Consider adopting Resolution No. 24-04-33 filing the proposed assessments and setting the final public hearing date for May 7, 2024.

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 24-04-33 FILING THE PROPOSED ASSESSMENTS AND SETTING THE FINAL PUBLIC HEARING DATE FOR MAY 7, 2024.

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

Voting Nay: None.

CLAIMS:

15. 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 VETTER, TO AUTHORIZE THE CITY ADMINISTRATOR/CLERK-TREASURER TO ISSUE PAYMENT OF RECOMMENDED BILLS AND PAYROLL.

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Gander stated he had visited the North Country Food Bank when Land-O-Lakes had donated 20,000 pounds or 50,000 servings of fresh macaroni and cheese to the food bank. He added the Food Bank could use some assistance and any help would be greatly appreciated.

Council Member Larson thanked everyone who attended the meeting and gave input.

Council President Olstad also thanked everyone for their input and if anyone needed anything to reach out to them, send an email, or give them a call.

Mr. Emery stated Widseth would be hosting a lunch for staff from 11:30am to 1pm, it would be a free will donation that would be going to the East Grand Forks Food Shelf, and invited the Council to attend.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER PETERSON, TO ADJOURN THE APRIL 2, 2024 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:42 P.M.

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

Voting Nay: None.

Megan Nelson, City Clerk

Megan Nelson

From: noreply@civicplus.com
Sent: Wednesday, February 28, 2024 7:56 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	Grand Forks Marathon Inc
Phone Number	218-791-1584
Address1	1620 King Cove
Email Address	ddunham@dakotacommercial.com
City	Grand Forks
State	ND
Zip	58201-8413
Applicant Name/Contact Person	Deb Dunham
Email Address	ddunham@dakotacommercial.com
Phone Number	2187911584
Second Contact Person	Rachel Hellyer
Email Address	rachel@pdsproule.com
Phone Number	701-215-1080

(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	Grand Forks 10
Type of Event	Run/Walk
Date(s) and Time of Event	8/24/2024 7:00 AM - 8/24/2024 11:00 AM
Description/Narrative of the Event	10M run of which a portion are run on the EGF greenway from the Sorlie Bridge north to the pedestrian bridge. Approximately 300 runners

(Section Break)

Event Site Plan/Map	2023 10 M Route (Final).png
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(Section Break)

Power & Water Requests

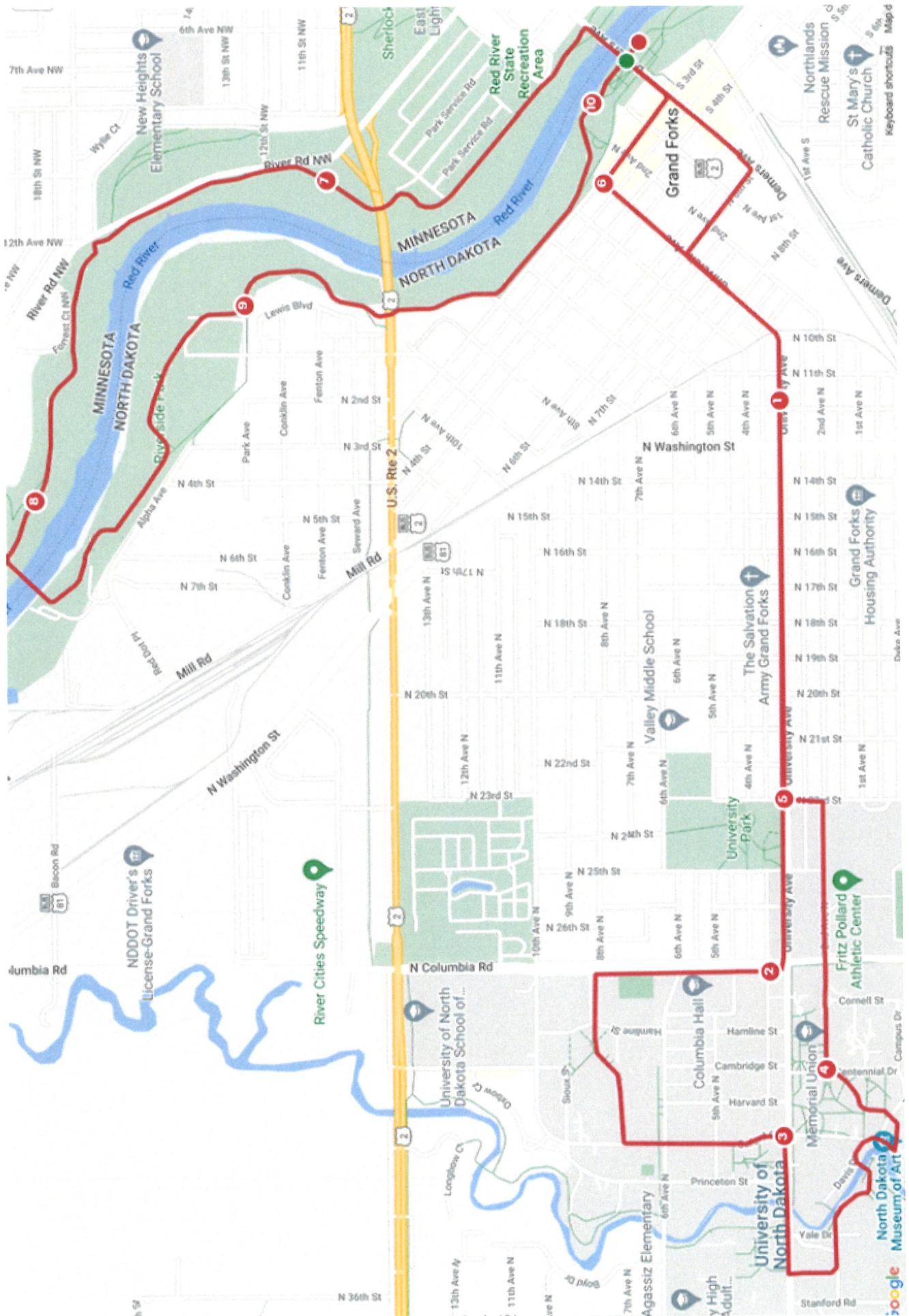
All power and water requests must go through and be approved by the Water and Light Commission. **The Water and Light Commission may charge for labor and materials for event related activities.** Contact the Distribution Superintendent by calling (218) 773-0515 between 8am and 4:30pm or email alldsc@egf.mn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

(Section Break)

River Access	No
If yes, complete the form	The Polk County Boat & Water Event Permit Application

(Section Break)

Use of DNR Property	No
If yes, complete the form	The MN DNR Special Use Permit Application



Megan Nelson

From: noreply@civicplus.com
Sent: Tuesday, April 2, 2024 9:53 AM
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 Senior High School Prom

Phone Number 218-773-2405

Address1 1420 4th Ave NW

Email Address Eterpstra@egf.k12.mn.us

City East Grand Forks

State MN

Zip 56721

Applicant
Name/Contact Person Erin Terpstra

Email Address Eterpstra@egf.k12.mn.us

Phone Number 218-773-2405

Second Contact Person Meradith Vanyo

Email Address mvanyo@egf.k12.mn.us

Phone Number 218-773-2405

(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	EGF Senior High Prom Grand March
Type of Event	Ceremony
Date(s) and Time of Event	5/11/2024 5:00 PM - 5/12/2024 12:00 AM
Description/Narrative of the Event	<p>The past few years, the EGF Senior High School has held Grand March for Prom on the Boardwalk downtown. We would like to continue to do that this year.</p> <p>Location: Boardwalk, downtown parking lot Attendance: 600 Blocked Parking Lot near the Boardwalk, Bernies to Blue Moose We would need the parking lot from 5:00 - approximately 8:30 p.m.</p>

(Section Break)

Event Site Plan/Map	3131_001.pdf
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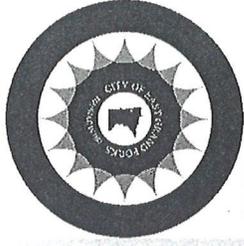
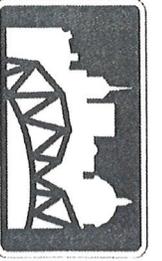
(Section Break)

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 for further instructions.

(Section Break)

River Access	No
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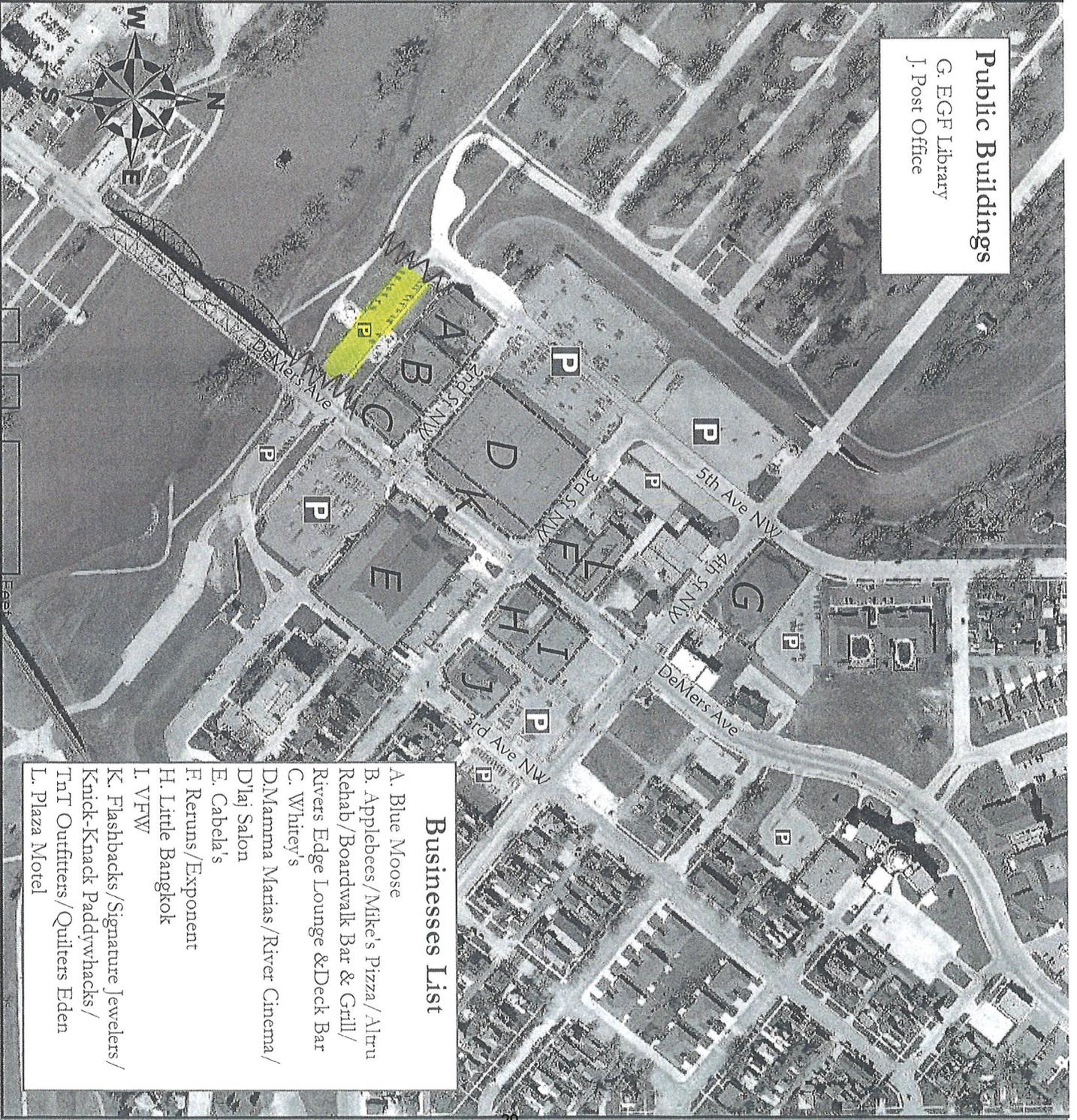


Grand Forks - East Grand Forks
Metropolitan Planning Organization

Business and public parking

-  Businesses
-  Parking
-  Off Street
-  On Street
-  On Street 1hr
-  On Street 2hr

Public Buildings
G. EGF Library
J. Post Office



Businesses List

- A. Blue Moose
- B. Applebees/Mike's Pizza/Altru Rehab/Boardwalk Bar & Grill/Rivers Edge Lounge & Deck Bar
- C. Whitey's
- D. Mamma Marias/River Cinema/D'laj Salon
- E. Cabela's
- F. Reruns/Exponent
- H. Little Bangkok
- I. VFW
- K. Flashbacks/Signature Jewelers/Knick-Knack Paddywhacks/TnT Outfitters/Quilters Eden
- L. Plaza Motel

RESOLUTION NO. 24 – 04 - 34

A RESOLUTION DECLARING THAT THE CITY OF EAST GRAND FORKS ACT AS THE LEGAL SPONSOR FOR AN APPLICATION FOR THE FY 2024/2025 FUNDING TO THE STATE OF MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR THE TRAIL MAINTENANCE OF SNOWMOBILE TRAILS MANAGED BY THE RED RIVER SNOWMOBILE CLUB.

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

BE IT RESOLVED, that City of East Grand Forks will act as the legal sponsor for an application for funding to the State of Minnesota Department of Natural Resources for maintenance of snowmobile/ski trails managed by the Red River Snowmobile Club.

BE IT FURTHER RESOLVED, that upon approval of its application by the state, the City of East Grand Forks may enter into an agreement with the State of Minnesota for the above referenced project and that it will comply with all applicable laws and regulations as stated in the agreement.

BE IT FURTHER RESOLVED, that City Administrator/Clerk-Treasurer, is hereby authorized to serve as the fiscal agent for the above referenced project.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed.

Passed: April 16, 2024

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 16th of April, 2024.

Mayor

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held on March 20, 2024, at 8:00 am in the City Council Chambers.

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

Absent: None

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

It was moved by Commissioner Quirk supported by Commissioner Beauchamp to approve the minutes of the previous regular meeting held on March 6, 2024.

Voting Aye: Grinde, Beauchamp, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Quirk supported by Commissioner Beauchamp to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,025,434.94.

Voting Aye: Grinde, Beauchamp, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp supported by Commissioner Quirk to approve the final payment to D&D Roofing for the DSC Roof Project.

Voting Aye: Grinde, Beauchamp, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp supported by Commissioner Quirk to adjourn at 8:15 am to the next regular meeting on April 3, 2024, at 8:00 am to be held in the City Council Chambers.

Voting Aye: Grinde, Beauchamp, Quirk, Riopelle

Voting Nay: None

Kristen Shipes
Commission Secretary

Request for Council Action

Date: April 16, 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: Economic Development Director

RE: 2024 EDA Strategic Plan

Praxis has been working with the EDA, City Council, Chamber, and the business community to update the EDA Strategic Plan. Attached is the proposed plan.

The updated Strategic Plan is designed to provide direction but be flexible to adjust as needed to accommodate the future. The Plan identifies priorities and core work areas. It also identifies actions where the EDA serves as the lead entity and other actions where the EDA supports broader, citywide actions.

April 16 Update:

The EDA and City Council discussed the updated Strategic Plan on March 26. Neither recommended any changes.

The EDA will meet on April 16. The EDA is expected to approve the plan at its meeting. The Director will update the City Council regarding the action of the EDA.

Recommendation:

Adopt the 2024 EDA Strategic Plan.

East Grand Forks Economic Development Priorities and Work Plan



March 2024

The purpose of the Strategic Plan is to provide direction for the EDA, the City Council, and other City departments while allowing flexibility to adjust to changed conditions. This strategic plan comprises two parts: 1) cross-cutting priorities that impact all of the City's and EDA's efforts and 2) set of core work areas that define economic development in East Grand Forks. This framework was created with input from local businesses, staff, EDA Board, Planning and Zoning Commission, and City Council.

*The **mission** of the Economic Development Authority is to maintain and improve the economic vitality of East Grand Forks by doing the following:*

- *By retaining & growing local businesses*
- *By creating & supporting investment & growth opportunities for commercial activities*
- *By creating & supporting opportunities for residential growth, including workforce housing*
- *By working to develop a workforce capable of meeting current & future needs of local employers.*

Economic Development Strategic Priorities

1. Place highest priority on helping existing businesses grow.
2. Increase commercial real estate space and development sites.
3. Increase marketing and communications efforts for East Grand Forks.
4. Create explicit mechanisms to engage and cooperate with the local business community.
5. Continue to facilitate housing development in the city but discontinue direct land development projects by the EDA and devote capacity to other efforts. Current City-owned lots should be sold organically over time until stock is exhausted.
6. For the next EDA Executive Director, prioritize communication, coalition-building, and sales skills.

Core Work Areas

The EDA's economic development work is defined by four key work areas:

1. Local business development
2. New business development
3. Connect / Convene / Communicate
4. Land and Site Development

Local
Business
Development

New Business
Development

Connect
Convene
Communicate

Land and Site
Development

Local Business Development

Support for existing businesses in East Grand Forks.

- Local Business Retention / Expansion (including regular local business visits)
- Administer and Coordinate Assistance Programs
- Support Existing Retail

EDA Specific Actions

1. Continue explicit business retention and expansion (BRE) visits and the new regular business needs meetings. Goal: at least two business contacts per month.
2. Continue targeted business financing programs and grants.

City Specific Actions (EDA Support)

1. Create and support opportunities to draw customers to town, including events, governor's fishing opener, concerts, youth sports tournaments, etc.
2. Support facilities – including sports – that host events and draw new customers to town
3. Leverage service clubs for events and outreach
4. Recommend signage and wayfinding for the city

New Business Development

Support for businesses new to East Grand Forks.

- Business Attraction
- Identify and Support Entrepreneurs
- Continue advocacy and “sales” role, specifically targeting businesses in agriculture, UAS, medical, and retail sectors.

EDA Specific Actions

1. Maintain a strong relationship with Grand Forks Region EDC and the Chamber of Commerce.
2. Assess factors why businesses choose North Dakota over Minnesota and create a strategy to address what is possible to change.
3. Collaborate with DEED to coordinate economic development opportunities.

City Specific Actions (EDA Support)

1. Funnel economic development requests to the EDA.

Connect / Convene / Communicate

Play a coordination and capacity-building role to further important issues in East Grand Forks

- Marketing Campaigns
- Communications / Facilitation
- Quality of Life Efforts
- Maintain workforce partnerships and information

EDA Specific Actions

1. Create a specific regular opportunity for EDA engagement with local businesses, such as a larger advisory committee.
2. Create a strategy to incentivize businesses to improve aesthetics.
3. Create a strategy to improve aesthetics for entrances to the city.
4. Identify outside resources to support City beautification efforts and other quality of life initiatives.

City Specific Actions (EDA Support)

1. Assess marketing activities across City departments and coordinate where appropriate to maximize resources.
2. Play supporting role in City activities that support quality of life to retain existing and attract new residents.
3. Continue specific outreach regarding sales tax costs and benefits.
4. Support code enforcement activities.
5. Support adequate childcare availability in the community.

Land and Site Development

Facilitate development of critical real estate in East Grand Forks

- Commercial and industrial land development
- Housing development
- Infrastructure planning and investment
- City development policies and processes
- City-owned land sales and disposition policies and processes

EDA Specific Actions

1. Work to increase land available for industrial development.
2. Sell the existing residential lots held by the City.

City Specific Actions (EDA Support)

1. Support the creation of a strategy for infrastructure assessment and development.
3. Support improvements to the City's development agreement and land development processes and improve business friendliness where possible. Refine standards to reduce costs without reducing quality.
4. Assess access to utilities and services in industrial development areas:
 - a. Power
 - b. Natural gas
 - c. Water
 - d. Broadband and telecommunications
 - e. Sanitary and storm sewer
5. Investigate partnerships to promote development of workforce housing, including home ownership and larger units for New American larger families.

Request for Council Action

Date: April 16, 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: Reid Huttunen, City Administrator

RE: Request to advertise for Economic Development Director

Background:

The EDA Board will meet at Noon on Tuesday, April 16th and on their agenda, they will review and approve the updated Economic Development Director position description.

The updated description with all edits incorporated is included in the agenda packet. Also included in the packet is a draft of the position announcement and community profile that will be posted online, along with the hiring advertisement.

Proposed timeline for advertisement and interviews:

- Wednesday, April 17 – position announcement posted online.
- Monday, May 27 at 5:00 p.m. – Application period closes
- Friday, June 7 – proposed date for first round of interviews with Civil Service commission; selection of final candidate
- Week of June 17 to June 21 - Final interviews with Economic Development Authority Board, City Council, and City staff.
 - o *The exact makeup of the final interview panels still needs to be finalized. We have discussed two interview panels, with a mix of EDA board, City Council, and City department heads on each interview panel.*

Recommendation:

Authorize the advertisement for hiring of the Economic Development Director position.

Enclosures:

EDA Director Job description

EDA Director Position Announcement and Community Profile

Classification: Economic Development Director

Reports to: City Administrator

Supervises: All Department Personnel

Adopted: _____, 2024

Department: Economic Development Authority

Location: East Grand Forks City Hall

FLSA Classification: Exempt

Grade: 20

Position Summary

Performs complex administrative leadership directing Economic Development Authority (EDA) programs that identify community needs to create, retain, and grow a vibrant business and economic community. Develops and implements plans and programs that create community, support and accommodate economic growth, and foster tax base growth in East Grand Forks. Has frequent interaction with business owners, developers, elected officials, administrators, and City department heads. Work is performed under the general direction of the EDA Board and the City Administrator.

Essential Duties and Responsibilities

Professional Duties

- Manage the overall operations of the Economic Development Authority (EDA).
- Plans and implements Economic Development programs and policies, manages funds and properties controlled by the EDA.
- Collaborates and provides support to grow a variety of economic development programs including, but not limited to, business growth & retention, childcare, workforce development, and housing development.
- Meet with public officials, developers, businesses, and the public regarding development plans and Economic Development funding opportunities.
- Foster relationships with developers and contractors to support expansion of available housing inventory.
- Identifies potential grant and loan opportunities, and other funding sources, for local economic development projects, and makes applications for them.
- Works with existing City businesses to assess their needs and support strengthening them.
- Manages available property and markets the City’s Industrial Park.
- Establishes and maintains special tax districts.
- Oversees commercial development loan programs; reviews applications, makes funding recommendations to the EDA, and assists in preparation of loan documents.
- Holds meetings, represents, and builds relationships with community partners to strengthen the EDA, including the business community, GF/EGF Chamber, Grand Forks Region Economic Development Corporation, Downtown Development Association, local school district, etc.
- Prepares, maintains, and submits necessary reports and forms to the State, City elected bodies, and the EDA Board
- Prepares financial reports and annual budgets for the EDA.

Ancillary Duties

- Participates in a variety of meetings and trainings.
- Other duties as assigned or apparent.

The incumbent may encounter non-public data in the course of these duties. Any access to non-public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the non-public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).

If a new work assignment requires access to non-public data, the incumbent is permitted to access non-public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee’s work assignment no longer requires access.

Qualifications

Education:

- Bachelor's degree with coursework in Business Administration, Community/Economic Development, Public Administration, or other areas of study closely related is required.
- Two plus years of experience working in economic development or related field is desired.
- Or equivalent combination of education and experience

Requirements:

- Valid Class D driver's license.
- Applicable position, department, organization, and professional training will be provided and must be completed upon hire and on an ongoing basis.

Knowledge, Skills, and Abilities

- Ability to work in a professional and confidential office environment.
- Knowledge of the principles and practices of public administration.
- Knowledge of economic development principles, programs, and practices.
- Knowledge of relevant laws, ordinances, and program requirements.
- Ability to establish and maintain effective working relationships with government officials, business owners, developers, community groups, and the general public.
- Ability to cooperate and communicate effectively with other city departments, community groups and agencies and the general public.
- Ability to communicate complex ideas effectively, both orally and in writing.
- Ability to analyze service problems and participate effectively in solving them.
- Ability to update and maintain EDA webpage, social media, and web-based forms.
- Ability to operate standard office equipment and related hardware and software and to learn specialized software, systems, databases, or equipment related to department need.
- Ability to generate and present applicable records, reports, and files.
- Ability to direct and support the work of subordinates.

Physical Demands and Working Conditions

- This work requires the frequent exertion of up to 20 pounds of force; and constant exertion of up to 10 pounds of force to move objects; work regularly requires sitting, speaking or hearing, use of hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; vocal communication is required for expressing or exchanging ideas by means of the spoken word; visual acuity is required for depth perception, color perception, peripheral vision, for visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining accuracy, neatness and thoroughness at work, and observing general surroundings and activities; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; operating machines, operating motor vehicles or equipment; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Equipment Utilized

- General office equipment.
- Computer word processing and spreadsheets.



Life Connected

East Grand Forks, MN

Economic Development Authority



POSITION ANNOUNCEMENT: ECONOMIC DEVELOPMENT DIRECTOR FOR EAST GRAND FORKS, MN



The City of East Grand Forks, Minnesota, was established in 1887 and is located in northwestern Minnesota on the border with neighboring North Dakota at the intersection of U.S. Highway 2 and Minnesota Highway 220. East Grand Forks runs parallel to the Minnesota-North Dakota border on the Minnesota side of the Red River of the North and lies in Polk County.

The City of over 9,100 residents serves as part of a regional shopping hub for northwest Minnesota and northeast North Dakota. It is well known for its destination based downtown area. The City's main shopping attractions are the 60,000 square-foot Cabela's retail outlet and the 65,000 square-foot Riverwalk Centre. Additionally, along the well-maintained shores of the scenic Red River of the North, the City has a popular boardwalk section where several restaurants and entertainment facilities are located including Bernie's which is owned and operated by the host of Food Network's "Girl Meets Farm" and cookbook author Molly Yeh.

The City lies within the Red River Valley which was formed when glacial Lake Agassiz receded to the north. The Valley has some of the most fertile agricultural soil in the world with a variety of farms which grow soybeans, sugar beets, wheat, and potatoes. Led by American Crystal Sugar and several other potato and bean companies, agribusinesses are a major portion of the City's economy. The American Crystal Sugar plant in East Grand Forks is the second largest sugar processing plant in North America and it employs more than 300 people. It is also the largest taxpayer and power user within the City.

East Grand Forks is largely a residential community making it a great place to raise a young family with a strong school system and sense of community. East Grand Forks is a close-knit community, big enough to have the amenities, but small enough for your community to know you!

The quality of life offered in this fun, safe, family friendly community is the calling card of East Grand Forks.

Education

East Grand Forks residents take great pride in its quality education offerings. Which includes the EGF Public School District, serving approximately 1,900 students at its two elementary public schools, middle school and high school. Private parochial education is available for students in pre-school and K-12 at Sacred Heart School (approx. 500 students) and K-12 at Riverside Christian School (approx. 240 students).



The East Grand Forks campus of Northland Community and Technical College provides more than 45 degree and career education programs for post-secondary students. Two four-year universities are located in the East Grand Forks area, which include the University of Minnesota in Crookston and the University of North Dakota in Grand Forks.



Healthcare

Altru Clinic, in East Grand Forks, offers a smaller, hometown care setting. The clinic provides access to an entire network of healthcare professionals, including its specialists as well as partnership resources through the Mayo Clinic Care Network. Services available at the East Grand Forks Altru Clinic include: family medicine, lab services, massage therapy, physical therapy, radiology, and more.

As part of the **RiverView Health System** headquartered in Crookston, Minnesota, RiverView Clinic – East Grand Forks offers a number of services including gynecology, laboratory, orthopedics, podiatry, rehabilitation, and more.

Sanford Health, the largest rural health system in the United States, operates a number of facilities in the City of East Grand Forks that provide general clinic services, walk-in care, occupational and medicine therapy, dermatology, and home care services.

Recreation

East Grand Forks hosts several community events including Catfish Days, fishing tournaments, Heritage Days, and an Arts and Crafts festival each year. The City also participates in activities with neighboring Grand Forks, North Dakota, including the Potato Bowl parade and walk/run events in the Greenway System. The Greenway is approximately 2,200 acres of natural open space in the heart of Grand Forks, ND, and East Grand Forks, MN. The Greenway features several parks, a campground, two golf courses, three disc golf courses, over 20 miles of multi-purpose trails, shore bank fishing sites, and so much more. The Red River State Recreation Area is located within walking distance of downtown and restaurants and provides facilities for camping, fishing, and RV parking.

Campbell Library, located in downtown EGF, is open 6 days a week, and fully staffed with licensed trained librarians. Offering free library cards to East Grand Forks residents and a variety of family friendly and educational programs to community members and visitors of all ages.

Valley Golf Course is an 18-hole course with two distinct front and back nine layouts. The front has a traditional links style feel, landscaped with challenging ponds, where the back nine is lined with mature trees along the Red River.

The **East Grand Forks Swimming Pool** includes many exciting amenities including a climbing wall, water slide, two diving boards, zero entry wading pool with a continuously flowing mushroom, clean locker rooms, and comfortably heated water

Public Safety Services

East Grand Forks supports and values its public safety departments. With fully staffed, full time Police and Fire Departments, our community places an emphasis on providing a safe, secure, and family friendly environment for our residents to live, work, and play.





Economic Development Authority

The East Grand Forks Economic Development Authority (EDA) is an independent entity working in partnership with the City of East Grand Forks to support economic vitality and growth of East Grand Forks. The EDA is governed by and the EDA Director reports to the seven member EDA Board, which is appointed by the Mayor. The EDA Board consists of five community members, appointed to six-year terms and two City Council representatives.

*The **mission** of the Economic Development Authority is to maintain and improve the economic vitality of East Grand Forks by doing the following:*

- *By retaining & growing local business*
- *By creating & supporting investment & growth opportunities for commercial activities*
- *By creating and supporting opportunities for residential growth, including workforce housing*
- *By working to develop a workforce capable of meeting current & future needs of local employers.*

The EDA reflects the City's desire to focus on economic development as a major priority. In early 2024, the EDA adopted a new/updated Strategic Plan. In developing the strategic priorities of the East Grand Forks, the EDA engaged public involvement from EGF business owners, community leaders, and elected officials.

The EDA Strategic Plan will focus on four key work areas:

- Local business development
- New business development
- Connect/Convene/Communicate
- Land and Site Development



[*Click here to view the EDA webpage and its updated Strategic Plan*](#)

The EDA currently consists of two full-time employees, the Executive Director and a shared Executive Assistant and are headquartered in the City Hall's Community Development office. The departments 2024 operating budget is approximately \$220,000 and the EDA has a total portfolio of available loan programs, tax credit programs, and revolving funds of \$3.5 Million.

The EDA Director works closely with Department heads and city staff of the City of East Grand Forks. The City has a 2024 operating budget of approximately \$13.5 million and a full time staff of 70.



East Grand Forks, MN Economic Development Authority (EDA)

POSITION: Economic Development Director

SALARY & BENEFITS: \$83,616 to \$115,523 annual salary range, DOE.
Competitive benefit package and Public Employees Retirement Association (PERA)

APPLICATION DEADLINE: 05/27/2024 at 5:00 p.m.

JOB SUMMARY: Performs complex administrative leadership directing Economic Development Authority (EDA) programs that identify community needs to create, retain, and grow a vibrant business and economic community. Develops and implements plans and programs that create community, support and accommodate economic growth, and foster tax base growth in East Grand Forks. Has frequent interaction with business owners, developers, elected officials, administrators, and City department heads. Work is performed under the general direction of the EDA Board and the City Administrator.

MINIMUM QUALIFICATIONS: Bachelor's degree with coursework in Business Administration, Community/Economic Development, Public Administration, or other areas of study closely related is required. Two plus years of experience working in economic development or a related field is desired.

APPLY: Visit <https://eastgrandforks.us/Jobs.aspx> and complete the application process by no later than 5:00 p.m. on May 27, 2023. **Finalists will be selected on Friday, June 7, 2024 and final interviews will be scheduled for the week of June 17-21, 2024.**

Please direct any questions to Terry Knudson, HR Generalist with the City of East Grand Forks at TKnudson@egf.mn or 218-399-3247.

ESSENTIAL FUNCTIONS OF THE POSITION

- Manage the overall operations of the Economic Development Authority (EDA).
- Plans and implements Economic Development programs and policies, manages funds and properties controlled by the EDA.
- Collaborates and provides support to grow a variety of economic development programs including, but not limited to, business growth & retention, childcare, workforce development, and housing development.
- Meet with public officials, developers, businesses, and the public regarding development plans and Economic Development funding opportunities.
- Identifies potential grant and loan opportunities, and other funding sources, for local economic development projects, and makes applications for them.
- Works with existing City businesses to assess their needs and support strengthening them.
- Holds meetings, represents, and builds relationships with community partners to strengthen the EDA, including the business community, GF/EGF Chamber, Grand Forks Region Economic Development Corporation, Downtown Development Association, local school district, etc.

TOP DESIRED SKILLS AND ATTRIBUTES

- Ability to build relationships with businesses and community partners to retain business and help local businesses grow.
- Experience and knowledge of EDA programs and available funding opportunities
- Experience and ability to write grant applications and funding requests
- Ability to promote and market city programs through EDA webpage and social media.
- Strong social and communication skills
- Collaborative spirit. Able to motivate and energize colleagues and community members.
- Approachable and desires a connection to the community in which we serve.
- Ability to establish and maintain effective relationships with government officials, business owners, developers, and community groups.



Phone: 218-773-2483

Email: TKnudson@egf.mn

www.eastgrandforks.us

Request for Council Action

Date: April 16, 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: Economic Development Director

RE: Gornowicz Loan (M & W Services)

Michael Gornowicz, M & W Services, wants to construct a new building on Business Highway 2 to house equipment for its business (Fert-L-Lawn). This is a \$330,000 project M & W Services proposes to use \$110,000 in owner equity, \$110,000 in bank loans, and \$110,000 in EDA loans. The MIF revolving loan fund (EDA) loan would be at an annual interest rate of 4% for a term of 10 years.

On March 20, the Loan Committee recommended approval of the loan.

On March 26 the EDA recommended approval of a loan in the amount of \$110,000 for 10 years at 4%.

Recommendation:

That the City Council approve a loan of \$110,000 to M & W Services at 4% interest for a term of 10 years.

LOAN AGREEMENT

LOAN AGREEMENT, made _____, 2024, between the City of East Grand Forks Economic Development Authority, a Minnesota economic development authority, ("EDA") (collectively the "Lender"), **Michael V. Gornowicz**, whose address is 1222 Gateway Dr., NE, East Grand Forks, MN 56721 (**the "Borrower(s)"**).

Recitals

A. Borrower is engaged in a business that consists of **PROPERTY MAINTENANCE, LAWN CARE, SNOW REMOVAL AND STREET SWEEPING**.

B. Borrower desires financing to continue and expand its business operations.

C. Lender is willing to finance Borrower under the terms and conditions set forth below.

THEREFORE, for valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. **Loan.** EDA will loan to Borrower the sum of **One Hundred Ten Thousand and 00/100 (\$110,000.00) dollars** which will be amortized over a period of **one hundred twenty (120) months** at an annual simple interest rate of **four (4%) percent** all as more specifically described in the Note which Borrower will sign and deliver to EDA.

2. **Security.** Lender shall retain and/or obtain as security for Borrower's obligations under this Agreement the following (the item(s) set forth below and the present collateral referred to in Paragraph 4 are referred to herein collectively as "the collateral"):

a. **Mortgage.** Borrower will give Lender a Mortgage in and to:

Lots One (1), Two (2), Three (3), Block Twenty-six (26), Traill's Addition to the City of East Grand Forks, Minnesota, according to the official plat thereof on file and of record in the office of the Polk County Recorder in and for the State of Minnesota.

Parcel No. 83.00414.00

b. **Security Interest(s) under the UCC.** Borrower will give Lender a security interest in all now owned or hereafter acquired by the Borrower and wherever located, inventory, equipment, motor vehicles, furniture, fixtures, accounts, accessions, cash, instruments, chattel paper and contract rights and general intangibles.

c. **Personal Guarantee(s).** Personal guarantee(s) from Borrower to Lender guaranteeing the payment by Borrower of all amounts owed to Lender under this Agreement.

d. **Subordination.** Subordination in favor Lender by _____ acknowledging Lender's security position(s) under this Agreement.

e. **Security Agreement.** Borrower will give to Lender a Security Interest in Collateral that has been or is to be attached to real estate, the name of the recorded owner of such real estate is **Michael v. Gornowicz.**

3. **Priority of Interests in Security.** Borrower agrees, warrants, and affirms that there are no adverse claims or liens, security interests, or encumbrances in or on the collateral other than the security interest(s) granted to Lender in this Agreement, except for the security interest in favor of _____.

4. **Present Collateral.** If Lender has, at the execution of this Agreement, security agreements, mortgages, assignments, and other documents, instruments, or agreements securing Borrower's present indebtedness to Lender and covering collateral, some or all of which is listed at Paragraph 2 above, it is agreed that all such security agreements, mortgages, assignments, and other agreements, documents, and

instruments, and all collateral thereunder, shall remain as security for the present and future indebtedness under this Agreement. Lender does not waive any rights it has under any other agreements it may have with Borrower and any mortgages, security agreements, assignments, and other agreements, instruments, and documents securing Borrower's present indebtedness hereunder shall remain in effect.

5. **Limitation on Borrower from Others.** Borrower fully understands and agrees that Borrower is not to borrow monies from others without first obtaining written permission from Lender. Lender must be aware that all the contingent liabilities of Borrower and Borrower agrees to report the Lender all guarantees that have been executed by Borrower and which are in force and effect and all future personal guarantees by Borrower must be first approved by Lender in writing.

6. **Limitation on Investments.** Borrower further understands and agrees that Borrower shall not make any investments outside of the business operation of Borrower except upon the express written consent of Lender.

7. **Covenants.** Until payment in full of the Promissory Note and full performance of all other obligations and liabilities of Borrower under this Agreement and related documents, Borrower covenants that it will not (unless Lender consents in writing):

- a. **Business Organization.** Liquidate, dissolve, or reorganize, or merge or consolidate with, or acquire all or substantially all the assets of, any other company, firm, or association; or make any other substantial change in its capitalization or its business;
- b. **Return on Investment.** Pay any dividends, distributions, advances, loans, or make any distributions of any kind or character, directly or indirectly, determined in accordance with generally accepted accounting principles, to any person who or entity which owns or holds any ownership share in Borrower;
- c. **Sale of Assets.** Sell any of its assets used or useful in its business, except in the ordinary course of business; or sell any of its assets to any other person, firm, or corporation with the agreement that such assets will be leased back to Borrower;

- d. **Management.** Permit any substantial change in its present executive management; or
 - e. **Ownership.** Permit any change in the ownership or beneficial interest in the shares or ownership units entitled to be voted at a meeting of the shareholders or owners which results in a change in the entity person or group of persons or entities having voting control of the Borrower.
8. **Default.** Borrower will be in default under the terms of this Agreement

if any one or more of the following occur:

(a) Failure of Borrower to make any payment when due on the Indebtedness;

(b) Failure to comply with any other term, obligation, covenant, or condition contained in this Loan Agreement or in any of the Related Documents;

(c) Should Borrower or any Borrower default under any loan, extension of credit, security agreement, purchase or sales agreement, or any other agreement, in favor of any other creditor or person that may materially affect any of Borrower's property which is the subject of this Loan Agreement or Borrower's or any Borrower's ability to repay the Loan or perform their respective obligations under this Loan Agreement or any of the Related Documents;

(d) Any warranty, representation or statement made or furnished to Lender by or on behalf of Borrower under this Loan Agreement or the Related Documents is false or misleading in any material respect, either now or at the time made or furnished;

(e) Failure of Borrower to comply with any term, obligations, covenants, or condition contained in any other agreement between Borrower and Lender;

(f) The insolvency of Borrower, the appointment of a receiver for any part of Borrower's property which is the subject of this Loan Agreement, any assignment for the benefit of creditors, any type of creditor workout, or the commencement of any proceeding under any bankruptcy or insolvency laws by or against Borrower;

(g) Commencement of foreclosure or forfeiture proceedings, whether by judicial proceeding, self-help, repossession, or any other method, by any creditor of Borrower or by any governmental agency against any of the Property which is the subject of this Loan Agreement. However, this subsection shall not apply in the event of a good faith dispute by Borrower as to the validity or reasonableness of the claim which is the basis of the foreclosure or forfeiture proceeding, if Borrower gives Lender written notice of such claim and furnishes reserves or a surety bond for the claim satisfactory to Lender; and

(h) Any of the preceding events occurs with respect to any Guarantor of any of the Indebtedness or such Guarantor dies or becomes incompetent. Lender, at its option, may, but shall not be required to, permit the Guarantor's estate to assume unconditionally the obligations arising under the guaranty in a manner satisfactory to Lender, and, in doing so, cure the Event of Default.

9. **Remedies**. If Borrower is in default under this Agreement, Lender has the following remedies:

- a. It may demand immediate payment of all Borrower owes it under this Agreement and all prior agreements and notes.
- b. It may set off the debt hereunder against any right Borrower has to the payment of money from it.
- c. It may demand more security or new parties obligated to pay the indebtedness under this Agreement in return for not using any other remedy.
- d. It may make use of any remedy it has under State or Federal law.
- e. It may make use of any remedy given to it in this Agreement, the original Note or Notes, security agreements, and any other agreements securing or relating to the indebtedness referred to herein.

10. **Insurance**. Borrower will keep the collateral insured against damage and loss, in amounts and by insurance companies acceptable to Lender. All policies must provide that any insurance proceeds will be paid to Lender and such policies will be delivered to Lender upon its request.

11. **Financial Statements**. Borrower will supply to Lender, when reasonably requested by Lender to do so, additional, or interim financial statements or information which is readily available to Borrower with respect to this property.

12. **Waiver of Counsel**. Borrower has been advised to have an independent attorney of Borrower's choice advise and represent Borrower with respect to this Agreement. Borrower has retained an attorney to review and represent him with regards to this transaction. Further, Borrower has carefully read this Loan Agreement,

fully understands its terms, and willingly signs this Loan Agreement with advice of counsel.

13. **Cooperation/Additional Documents**. Borrower will do anything Lender reasonably requests to make Lender's security interest in the collateral granted under this Agreement legally effective and will sign all documents necessary or advisable to carry out the purposes of this Agreement.

14. **Cumulative Rights**. No right or remedy herein conferred on or reserved to Lender is intended to be exclusive in any other right or remedy herein or by law provided, but each shall be cumulative in and in addition to every other right or remedy existing under all other agreements with Borrower, at law or in equity, or by statute, now or in the future.

15. **Waiver**. No delay or omission on Lender's part in exercising any right shall operate as a waiver of such right or any other right. A waiver on any one occasion shall not be considered as a bar to or waiver of any right on any future occasion. All rights and remedies of Lender on liabilities or collateral whether evidenced hereby or by any other instrument or papers shall be cumulative and may be exercised singularly or concurrently.

16. **Expenses/Attorneys' Fees/Deficiency**. Borrower shall pay to the Lender on demand all expenses, including reasonable attorney's fees, incurred or paid by Lender in protecting or enforcing its rights upon or under the liabilities referred to in this Agreement or the collateral it holds in connection therewith. After deducting all said expenses, the residue of any proceeds or collection or sale of liabilities or collateral shall be applied to the payment of principal or interest on liabilities in such order of preference as Lender may determine, and Borrower shall remain liable for any deficiency.

17. **Amendment, Modification or Waiver**. No amendment, modification, or waiver of any condition, provision, or term of this Agreement shall be valid or of any effect unless made in writing, signed by the party or parties to be bound, or its duly

authorized representative and specifying with particularity the extent and nature of such amendment, modification, or waiver.

18. **Severable Provisions**. Each provision, section, sentence, clause, phrase, and word of this Agreement is intended to be severable. If any provision, section, sentence, clause, phrase, and word hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.

19. **Entire Agreement**. This Agreement contains the entire understanding of the parties hereto with respect to the transactions contemplated hereby. No representations, warranties, undertakings, or promises, whether oral, implied, written, or otherwise have been made by any party hereto to the other unless expressly stated in this Agreement or unless mutually agreed in writing between the parties hereto after the date hereof, and none of the parties has relied on any verbal representations, agreements, or understanding not expressly set forth herein.

20. **Captions, Headings, or Titles**. All captions, headings, or titles in the paragraphs or sections of this Agreement are inserted for convenience of reference only and shall not constitute a part of this Agreement as a limitation of the scope of the particular paragraph or sections of which they apply.

IN TESTIMONY WHEREOF, the parties hereto have hereunto signed this Loan Agreement to be effective the day and year first above written.

Michael V. Gornowicz
Borrower

STATE OF MINNESOTA)
)ss
COUNTY OF POLK)

The foregoing Loan Agreement was individually acknowledged before me this _____ day of _____, 2024, Michael V. Gornowicz, Borrower.

Notary Public

My Commission Expires _____

ECONOMIC DEVELOPMENT AUTHORITY

By _____
It's President

By _____
It's Executive Director

STATE OF MINNESOTA)
)ss
COUNTY OF POLK)

The foregoing Loan Agreement was individually acknowledged before me this _____ day of _____, 2024 by Josh Grinde, its President and Paul Gorte, its Executive Director.

Notary Public

My Commission Expires _____



Request for Council Action

Date: April 16, 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: Reid Huttunen, City Administrator

RE: Request to advertise for Accounting Technician

Background:

The City Admin/Finance department has been without an Accounting Technician since April of 2023. City staff are requested approval to advertise the position for hire, with an expected start date for the new employee being after July 1, 2024.

The Accounting Technician is a non-exempt hourly position, paid at grade 11. Total Wages and Compensation, including family medical insurance coverage, ranges from \$80,270 to \$100,969; depending upon experience. The 2024 budget includes funding for this position beginning after July 1st, at a budgeted total compensation of \$45,000.

Accounting Technician position summary

The City Clerk and HR Generalist have seen an increased workload due to Accounting Technician (AT) position remaining unfilled.

Below is a summary of the additional workload on these positions

2023 - 1st Quarter; Admin/Finance Dept had full staff through April 21, 2023

2023 - 4/21 - 7/31/2023; Admin/Finance was short the AT position and City Clerk was serving as Interim City Administrator

2023 - August 1, 2023 through December 31, 2023 - This time period reflects the time the department staffing returned to one employee short (AT).

	1st Qtr 2023 (Dept at full staff 1/1/23 through 3/21/2023)	4/1 - 7/31/2023	2023 8/1 - 12/31/2023	1st Qtr 2024 (through 3/30/2024)	Totals
OT Hours:					
City Clerk & HR Generalist	13.43	58.54	56.21	52.93	181.11
OT Wages:					
City Clerk & HR Generalist	\$ 731.14	\$1613.72*	\$ 3,113.67	\$ 3,215.75	\$8,674.28

**4/1-7/31/2023 OT Wages is for HR Generalist only, as City Clerk was receiving Out of Rank pay*

Primary duties/functions of the Accounting Technician that are currently being delegated to the City Clerk & HR Generalist

- Accounts Payable
- Accounts Receivable
- Payroll processing; Verify hours, timekeeping/payroll rules and enter into payroll software. process reimbursement requests, code to proper accounts, process and issue ACH Submission
- Assist budget reporting and develop financial statements
- Daily cash receipts and deposits

The above-listed duties represent the tasks of the Accounting Technician that are taking the most time and effort from the City Clerk & HR Generalist. They do not, however, represent all the functions of the position that will be completed by the AT position. There are also several regular responsibilities and special projects of the City Clerk and HR Generalist that have had to be placed on pause due to the staff shortage. Some of these items are listed and explained below:

- Lack of proper internal controls, cross-training, and separation of duties. As an example: Currently the HR Generalist is tasked with reviewing, entering, verifying and doublechecking all payroll data and entries, reconciling of payroll benefits, etc. There is a lack of proper cross-training, making it virtually impossible for the HR Generalist to take time off during a payroll week (bi-weekly).
- Training and Continuing Ed. Employee positions hold professional certifications which require continuing ed. With the staffing shortage in place, they have found it increasingly difficult to attend and maintain the required certification standards for their positions.
- Advancing knowledge and keeping up with necessary Payroll Laws and Regulations; examples such as Earned Sick & Safe Time law, upcoming changes to the Family Medical Leave Act (FMLA), and numerous law changes related to Human Resource/Employment.
- Elections. The City Clerk is our lead election official and will have increasing responsibility in administering elections for the presidential primary in August and the presidential election in November.
- Accounting Software: Updates are desperately needed for our accounting software. Our current software system is more than 15 years old and hasn't been eligible for a service pack update in as many as seven years. Funds are budgeted to begin updating this software in the next year or two, but the first step is for City staff that work daily on the system to write an RFP to reflect our software needs. Then review, recommend, and implement any software updates.
- City record keeping and record retention: City staff would like to streamline and improve upon how we store and record our records. We'd like to begin planning for how to digitize our records to save time, make records more searchable, and save space. At current staffing levels, we don't have the time or resources to begin even considering this project.
- Advancing use of technology, specifically online services for licensing, registration, and payment processing to improve customer service offerings.
- Personnel Policy updates: The City personnel policy and handbook hasn't seen a complete review and amendment in more than 10 years. Many policies have been updated and changed since that time. Staff need time to commit to reviews, updates, and amendments.
- Municipal Code review and updates. Many of the Sections in our Municipal Code book date to the early 1980s. The City Clerk needs the time to commit to reviewing many of these sections with various City staff and the City Attorney to recommend updates to our Municipal Code book.

Recommendation:

The above listed information is meant to provide snapshot of the importance of the Accounting Technician position and the role it plays in ensuring the Admin and Finance departments can operate efficiently and with accuracy. Over the long term, the department and its employees simply cannot perform to the best of their ability without the Accounting Technician position. The duties of this position are in large part required and regulated by law to be completed.

City staff recognize the necessary budget commitment to fully fund this position for the entire year, and we recognize the need to answer those questions. Through the process of setting the 2025 budget, we will need to identify approximately \$45,000 of additional savings or reallocation of existing expenses.

We recommend approval of the advertisement for hiring of the Accounting Technician position, and we'll work diligently through our annual budget process to ensure the position can be funded responsibly going forward.

Enclosures:

Accounting Technician position description

Classification: Accounting Technician

Reports to: Finance Director

Supervises: No Supervision

Adopted: _____, 2024

Department: Administration

Location: East Grand Forks City Hall

FLSA Classification: Non-Exempt

Grade: 11

Position Summary

Performs intermediate to complex technical accounting and clerical duties involving the maintenance and reporting of financial records and accounting following standard accounting practices. Responsibilities include verifying transactions, processing cash receipts, accounts payable, payroll, or accounts receivable transactions. Supports and assists the Finance Director in reconciling accounts, preparing, reviewing, and submitting routine statements and reports, maintains accounting records, and responds to a variety of inquiries about financial information. Work is performed under the general direction of the Finance Director and HR Generalist.

Essential Duties and Responsibilities

Professional Duties

- Maintain accounting records. Reviews, verifies, codes, and reconciles accounts receivable, accounts payable, cash deposits, and other accounting functions.
- Process and record accounts payable.
- Prepare and enter data for receipt processing and balance bank statements.
- Receive, verify, and reconcile deposits, ensure proper support documentation.
- Assists Finance Director and supports other Dept. Heads with budgets, audit reporting, and accounting processes.
- Support and assist with processing payroll; reviews and maintains payroll records.
- Maintains and reconciles subsidiary ledgers and accounts.
- Serves as signatory authority with financial institutions for the transfer of funds.
- Respond to city related finance inquiries and budget questions from employees, citizens, and outside vendors/companies via telephone, email, and counter transactions.

Ancillary Duties

- Participates in a variety of meetings and trainings.
- Performs other duties as assigned or apparent.

The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).

If a new work assignment requires access to not public data, the incumbent is permitted to access not public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee's work assignment no longer requires access.

Qualifications

Education: Associate degree or Two-year technical certificate in Accounting, Finance, or related field and experience in financial record keeping, or equivalent combination of education and experience.

Requirements:

- Valid Class D driver's license required.

- Applicable position, department, organization, and professional training will be provided and must be completed upon hire and on an ongoing basis.

Knowledge, Skills and Abilities

- General knowledge of Accounts Payable/Receivable systems.
- General knowledge of recordkeeping procedures
- General knowledge of financial software.
- General knowledge of tax forms and data.
- Ability to follow established procedures and to perform work requiring considerable detail.
- Ability to operate standard office equipment and related hardware and software.
- Skill in utilizing mathematics and analytical skills.
- Ability to handle monetary transactions,
- Ability to generate applicable records, reports, and files.
- Ability to analyze service problems and participate effectively in solving them.
- Skill in communication, interpersonal skills as applied to interact with other employees and the general public to exchange or convey information and to receive work direction.

Physical Demands and Working Conditions

- This work requires the occasional exertion of up to 10 pounds of force; occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; operating equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. business office, light traffic).

Equipment Utilized

- General office equipment.
- Use of Computer, Microsoft processing equipment, and related software equipment.
- Computer word processing and spreadsheets.

RESOLUTION NO. 24 – 04 - 35

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

RESOLUTION RATIFYING CONTRACTS

WHEREAS, the City of East Grand Forks purchased from Border States Trophy the goods referenced in check number 42347 for a total of \$30.00.

WHEREAS, Tim Riopelle, was personally interested financially in the contract, but the purchases were made because the price was as low as or lower than other local vendors.

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

1. The above mentioned purchase by the City and the claim of the vendor based thereon are confirmed and the Mayor and Clerk are directed to issue an order-check in payment of such claim on the filing of the affidavit of official interest required under Minnesota Statutes, Section 471.89.
2. It is hereby determined that the total price of \$30.00 paid for such goods is as low as, or lower than, the price at which they could have been obtained elsewhere at the time the purchase was made.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.

Voting Aye:

Voting Nay:

Abstain:

The President declared the resolution passed.

Passed: April 16, 2024

Attest:

City Administrator

President of Council

I hereby approve the foregoing resolution this 16th day of April, 2024.

Mayor

AFFIDAVIT OF OFFICIAL INTEREST CLAIM

STATE OF MINNESOTA)
COUNTY OF POLK) ss
CITY OF EAST GRAND FORKS)

I, Tim Riopelle, being duly sworn states the following:

1. I am 3rd Ward Council Member of the City of East Grand Forks.
2. The City of East Grand Forks check number 42347 for a total of \$30.00.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.
4. Resolution passed by unanimous vote of the council on April 16, 2024.

Affiant states further that to the best of his knowledge and belief (a) the contract price was as low as or lower than the price at which the services could be obtained from other sources.

Affiant further states that the affidavit constitutes a claim against the city for the contract price, that the claim is just and correct, and that no part thereof has been paid.

Dated: _____

(Signature of Official)

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: 4/12/2024 - 9:52 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
42267	04/16/2024	ABR001	Daniel & Bethany Abrahamson	5,084.26	0
42268	04/16/2024	ACM001	Acme Electric Companies	822.03	0
42269	04/16/2024	ADV001	Advanced Business Methods Inc	301.28	0
42270	04/16/2024	ALE002	Alex Air Apparatus 2 LLC	281.24	0
42271	04/16/2024	ALL011	Allstream	160.41	0
42272	04/16/2024	RCA001	Ryan & Ciera Amundson	3,985.69	0
42273	04/16/2024	AND015	Anderson Uniform Co Inc	96.71	0
42274	04/16/2024	AME005	Aramark Uniform Services	344.92	0
42275	04/16/2024	ATV001	Auto Value Grand Forks	322.08	0
42276	04/16/2024	BAR009	Barnum Companies, Inc	122.32	0
42277	04/16/2024	BAT001	Batteries + Bulbs	253.70	0
42278	04/16/2024	NSB001	Nick & Samantha Bergan	4,466.13	0
42279	04/16/2024	BOR001	Border States Electric Supply	63.76	0
42280	04/16/2024	C&R001	C&R Cleaners & Laundry	142.90	0
42281	04/16/2024	COL004	Coldspring Memorial	415.00	0
42282	04/16/2024	COM003	Complete Pest Control Inc	1,625.00	0
42283	04/16/2024	CON001	Conway Shield	7,948.74	0
42284	04/16/2024	DAY002	Daydreams Specialties, LLC	912.00	0
42285	04/16/2024	DIS001	Display Sales Co	3,560.00	0
42286	04/16/2024	DOW001	Downtown Development Association	10,000.00	0
42287	04/16/2024	DOY001	Patrick & Betsy Doyle	4,564.38	0
42288	04/16/2024	EGF006	EGF City Petty Cash Ckng	6,800.53	0
42289	04/16/2024	EME001	Emergency Apparatus Maintenance In	180.20	0
42290	04/16/2024	FED003	Federal Signal Corp SSG	58,290.00	0
42291	04/16/2024	FIN003	Finest Auto Trim Inc.	346.50	0
42292	04/16/2024	GAL003	Galstad Jensen & McCann PA	25,621.42	0
42293	04/16/2024	GAL006	Galstad Jensen McCann PA Trust Acct	110,000.00	0
42294	04/16/2024	GGF001	GGF Convention & Visitors Bureau	3,994.47	0
42295	04/16/2024	GRA0011	Grainger	40.05	0
42296	04/16/2024	GFW001	Grand Forks Welding & Machine	511.60	0
42297	04/16/2024	HLM001	H&L Mesabi Company	2,898.00	0
42298	04/16/2024	HAW001	Hawkins Chemical	2,095.48	0
42299	04/16/2024	HBS001	HB Sound & Light Inc	767.80	0
42300	04/16/2024	HOM001	Home of Economy	29.94	0
42301	04/16/2024	HUT001	Reid & Kelsey Huttunen	4,215.11	0
42302	04/16/2024	INT010	International Association of Chiefs of	875.00	0
42303	04/16/2024	INT013	Interstate Billing Service	1,633.50	0
42304	04/16/2024	JOH031	Alec & Signey Johnson	4,316.45	0
42305	04/16/2024	JOH026	Johnson Controls	679.87	0
42306	04/16/2024	KEN004	Wayne & Kathy Kendle	5,274.82	0
42307	04/16/2024	KNU001	Knutson Printing Company	756.75	0
42308	04/16/2024	LAR021	Thomas & Carol Larkins	4,629.26	0
42309	04/16/2024	LIN010	Linde Gas & Equipment, Inc.	129.40	0
42310	04/16/2024	AAL001	Austin & Alisha Littlejohn	4,028.53	0
42311	04/16/2024	HAR086	Local Ace	46.62	0
42312	04/16/2024	HAR087	Local Ace	91.96	0
42313	04/16/2024	HAR089	Local Ace	15.39	0
42314	04/16/2024	NJL001	Nancy J Loewen	950.00	0
42315	04/16/2024	RKL001	Robert & Kayla Lukkason	4,818.48	0
42316	04/16/2024	LUN001	Lunseth Plumbing & Heating	1,265.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
42317	04/16/2024	CAM005	Cassey & Alicia Mack	4,169.95	0
42318	04/16/2024	MARCD1	Marco Technologies LLC	117.61	0
42319	04/16/2024	MAR008	Marshall & Polk Rural Water System	9.93	0
42320	04/16/2024	MEA003	Gregory & Tracy Meagher	4,748.97	0
42321	04/16/2024	MEN001	Mcnards	769.53	0
42322	04/16/2024	MID003	Midcontinent Communications	48.21	0
42323	04/16/2024	MND003	MN Dept of Labor & Industry	200.00	0
42324	04/16/2024	MND023	MN Dept of Revenue	140,000.00	0
42325	04/16/2024	MNM002	MN Municipal Utilities Assoc	4,189.40	0
42326	04/16/2024	MNR002	MN Rural Water Association	275.00	0
42327	04/16/2024	MNS002	MN State Fire Chiefs Association	285.00	0
42328	04/16/2024	DUA001	Nathan William Dykes	805.43	0
42329	04/16/2024	NEL101	Nelson Auto	6,623.68	0
42330	04/16/2024	NOR026	North Central Bus and Equipment	175,255.00	0
42331	04/16/2024	NOR006	Northdale Oil	58.15	0
42332	04/16/2024	NOR024	Northland Yard Service	556.25	0
42333	04/16/2024	ORE001	O'Reilly Automotive, Inc.	393.92	0
42334	04/16/2024	OFF002	ODP Business Solutions, LLC	21.60	0
42335	04/16/2024	OKT001	OK Tire Store Crookston	129.95	0
42336	04/16/2024	OPP001	Opp Construction LLC	460.00	0
42337	04/16/2024	OPS002	Brian & Tara Opsahl	7,691.26	0
42338	04/16/2024	EXP002	Page 1 Publications, Inc.	1,195.73	0
42339	04/16/2024	PKM001	PKM Electric Cooperative, Inc	1,374.36	0
42340	04/16/2024	POL015	Polk County Administrator	104,838.00	0
42341	04/16/2024	POL008	Polk County Sheriff's Office	3,500.00	0
42342	04/16/2024	POM001	Pomp's Tire Service, Inc	789.28	0
42343	04/16/2024	POW003	Powerplan OIB	105.19	0
42344	04/16/2024	PRE001	Premium Waters Inc	32.39	0
42345	04/16/2024	QUI003	Corey & Michelle Quirk	4,605.90	0
42346	04/16/2024	RAI001	Railroad Mgmt Co III LLC	379.14	0
42347	04/16/2024	BOR002	Timothy Riopelle	30.00	0
42348	04/16/2024	RMB001	RMB Environmental Lab Inc	262.30	0
42349	04/16/2024	ROT001	Schwingler Enterprises, Inc.	130.00	0
42350	04/16/2024	MIK001	SJA Thunder Corp	600.00	0
42351	04/16/2024	ESD001	Erin Soderberg Downing	2,050.00	0
42352	04/16/2024	SPE003	Spee-Dee Delivery Service Inc	110.64	0
42353	04/16/2024	SPR002	Spray Advantage	16.15	0
42354	04/16/2024	SRF001	SRF Consulting Group Inc	2,869.81	0
42355	04/16/2024	STU001	Stuart's Towing	100.00	0
42356	04/16/2024	THU002	Thur-O-Clean	736.66	0
42357	04/16/2024	USB002	US Bank	500.00	0
42358	04/16/2024	USB005	US Bank Corporate Payment Systems	119,822.08	0
42359	04/16/2024	VAL002	Valley Truck Parts and Services Inc.	1,392.11	0
42360	04/16/2024	VER001	Verizon Wireless	1,588.06	0
42361	04/16/2024	VIL001	Vilandre Heating & A/C	270.59	0
42362	04/16/2024	WAT001	Water and Light Department	24,345.72	0
42363	04/16/2024	BUL001	Kent Wavra	120.00	0
42364	04/16/2024	ZIE001	Ziegler	416.16	0
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				Check Total:	909,763.79
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