

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, MAY 7, 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 April 9, 2024.
2. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of April 16, 2024.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of April 23, 2024.
4. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of April 23, 2024.

SCHEDULED BID LETTINGS: NONE.

SCHEDULED PUBLIC HEARINGS:

5. Final Assessment Public Hearing for the 2023 Assessment Job No. 1 for Street and Pedestrian Improvements for 5th Avenue NE.

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.

6. Consider approving the Premises Permit Application for the East Grand Forks Blue Line Club to be able to conduct gambling at the Valley Golf Course located at 2407 River Road NW East Grand Forks, MN 56721.

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

7. Consider adopting Resolution No. 24-05-36 approving the following Board and Commission appointments and reappointments as presented by the appropriate elected official.
8. Consider approving the Parade Application from KEM Shriners for a parade on Saturday, June 1st starting at 11am and contingent on approval from MNDOT for the bridge closure.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

9. Regular meeting minutes of the Water, Light, Power, and Building Commission for April 3, 2024 and April 17, 2024.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

10. Consider adopting Resolution No. 24-05-37 adopting Assessment Roll 344 for the 2023 Assessment Job No. 1 for Street and Pedestrian Improvements for a total assessment of \$251,572.17.
11. Consider adopting Resolution No. 24-05-38 accepting and awarding the 2023 City Project No. 5 for Sidewalk and Multi-Use Trail Extension to Q3 Contracting for a total of \$126,435.35.
12. Consider adopting Resolution No. 24-05-39 approving Agreement No. 1056265 between the City of East Grand Forks and the Minnesota Department of Transportation appointing the Department as the agent for the City to accept the Carbon Reduction Grant funds.
13. Consider adopting Resolution No. 24-05-40 ordering the improvement and preparation of plans and specifications for the SCADA system and approve the programming work to be completed by IPS contingent upon a bid being awarded.
14. Consider approving the Assignment and Assumption Agreement between the City of East Grand Forks and Cabela's for the City assuming all right, title, or interest in the billboard structure in Sherlock Park.
15. Consider approving the Location Lease Agreement between the City of East Grand Forks and Newman Signs for the placement of a new digital billboard in Sherlock Park.
16. Consider approving the renewal of the \$100,000 Builder Incentive Program utilizing the funds available in the 280 and 633 funds.
17. Consider adopting Resolution No. 24-05-41 approving the sale of city lots to the North Star Neighbors Community Land Trust contingent upon the agreement to the proposed guidelines and grant funding being awarded from Minnesota Housing.

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

18. Consider adopting Resolution No. 24-05-42 approving the purchase of a Class 400 Low Floor bus for the purpose of public transportation services.

CLAIMS:

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

COUNCIL/STAFF REPORTS:

ADJOURN:

Upcoming Meetings

- Work Session – Tuesday, May 14, 2024 – Training Room – 5:00 PM
- Council Meeting – Tuesday, May 21, 2024 – Council Chambers – 5:00 PM
- Work Session – Tuesday, May 28, 2024 – Training Room – 5:00 PM
- Council Meeting – Tuesday, June 4, 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, APRIL 9, 2024 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for Tuesday, April 9, 2024 was called to order by Council President Olstad at 5:00 P.M.

CALL OF ROLL:

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

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

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

1. Presentation from North Star Neighbors/Community Land Trust – Reid Huttunen

Mr. Huttunen introduced Mr. Cory Boushee and Ms. Emily Contreas who were both a part of North Star Neighbors. He stated they had met with staff a couple of times and they had a presentation for the Council. Mr. Cory Boushee informed the Council he was the Executive Director of the land trust and the Director of Programs for the Northwest Minnesota Foundation. Ms. Emily Contreras stated she worked for the Grand Forks Community Land Trust. She added they had met with the Mayor and staff to try and find a way to serve the region. Mr. Boushee explained starting in 2018 the Northwest Minnesota Foundation made housing a priority, in 2022 there was a renewed effort to create housing units, in this process he had met Ms. Contreras, funding was requested, and the community land trust was started.

Mr. Boushee stated they were working on four homes in Thief River Falls and two homes in Red Lake Falls and they were planning additional projects because they had been awarded \$1.8 million for affordable housing. Ms. Contreras said there was no community land trust in northwest Minnesota so Minnesota Housing was very supportive of these efforts. She added that Minnesota was making a significant investment in this program and North Dakota was not at this time. She stated the Community Land Trust was to create affordable housing but kept the land. She added there were different ways to get homes or provide assist such as principal reduction of a mortgage. She reviewed how they could provide gap funding for a purchase of a home, if the property was put up for resale the person would receive 25% of the appreciated value if it increased, and the Community Land Trust would keep the price low for the next buyer while maintaining the ownership of the land. Discussion followed about how there were other factors that could change the value due to improvements, but approval would be needed before any capital

improvements were completed. More discussion followed about how the properties would remain in the community land trust.

Ms. Contreras explained how the homeowners would still pay the property tax and special assessments, they would have a traditional mortgage because the program would not be financing homes, and there were already banks in the area that had handled Community Land Trust loans. Council member Helms asked what a homeowner would receive after living in one of the homes after 10 or 20 years. Ms. Contreras said they would receive 25% of the appreciated value or appraised value along with the amount they put into the purchase of the home and capital improvements made. Mr. Boushee reminded the Council they use a formula price to try and keep costs down to maintain affordability on community land trust properties. He stated they had been working on workforce housing, the focus changed, funding was received for this, and now they were looking at where to build.

Council President Olstad said the other two communities had donated land and asked if they were asking for land or equity. Mr. Boushee said it was a part of the ask from the State and Minnesota Housing wanted to see the community had skin in the game. Discussion followed about how there was not a set plan, they would like to meet with a contractor to help in the process and help tailor any built homes to the community. Council President Olstad commented how there were a variety of homes throughout the city and asked how they would make it work. Mr. Boushee said they would work with a contractor to build homes that would be valued at \$400,000 and would request gap funding for \$240,000 or \$250,000 to make the homes affordable. He added there were areas in the metro where land trusts request \$600,000 for gap funding which had been granted by Minnesota Housing.

Council President Olstad asked why type of agreements the Community Land Trust would have with homeowners. Ms. Contreras said it would be the homeowner's home, it could be inspected if needed, but they would be expected to care for the home. She added there would be a \$30 per month ground lease fee and the Community Land Trust would be contacted if the loan became delinquent. She commented that most community land trust loans perform better than other home loans. Council member Helms asked if the City needed to approve a plan. Mr. Boushee said they haven't done that before, but they could agree to parameters because most homes they built were 1800 to 2200 square feet with four bedrooms and two bathrooms with an attached garage. Council member Pokrzywinski asked if the homes would be single units. Mr. Boushee said they were, but they could also build duplex models or keep the home all one story. Discussion followed about lot location and how they were interested in meeting the market, no membership was required for the North Star Neighbors, the key was lot donation, and these homes would be used as stepping stones. Mr. Contreras said the only time people would know they were Community Land Trust homes is when the properties were advertised for sale.

Mr. Huttunen asked about property taxes. Ms. Contreras told the Council they would be the responsibility of the homeowner as well as special assessments. Mr. Boushee told the Council there could be a change in legislation that would reduce the property taxes on these homes by 75% or drop it to the purchase price instead of the valuation of the home. Council member Pokrzywinski asked if this would be a one-time donation or a request every year. Mr. Boushee said it depended on how things went, they were serving 12 counties, they would be visiting with other communities, and there were many ways to partner. Discussion followed about how the model they use would constrain the value of the home and builders would help meet the budgeted amount. Ms. Contreras stated the homes would have mid-grade level finishes so they would last over time. More discussion followed about how the internal governance was the Board of Directors of the Northwest Minnesota Foundation, if a home was trashed it would be fixed and resold, the target market would be people wanting homeownership who qualified for the program,

and the question was asked to see if funding was available for infrastructure to develop an area. Mr. Boushee said they could make a request. Mr. Galstad requested to have the lease agreement and bylaws of the Community Land Trust shared so it could be reviewed. Mr. Boushee said it could all be provided. Council President Olstad asked what the next steps were. Mr. Huttunen said they would meet at a staff level to review items and bring back a proposal. Mr. Boushee told the Council the application to the State was due in July.

This item will be brought back to a future meeting.

2. Commercial Use of City Brand – Paul Gorte

Mr. Gorte said there were two parts to this item and asked if guidelines were needed for the use of the City brand and if they wanted to accept the proposal from Mr. Reinhart. He asked what items should be available and if the brand should be used commercially. Council Vice-President Riopelle said there should be a fee set and a license to use the brand. Council President Olstad asked what that would look like. Mr. Gorte said it would have to be researched. Discussion followed about how things were currently handled, how there was no current policy, how city departments should not have to pay the licensing fee for use of the city brand, an outside entity should pay a licensing fee and the City could receive 15% of the sales of the product. Council President Olstad said a procedure needed to be in place first. Mayor Gander said there should be regulation and asked who would be working on this. Mr. Gorte said he would work on it and bring back items about the commercial use of the city brand.

Mr. Reinhart stated there was nothing that said the City of East Grand Forks for sale in the city and there were many things that brought people to town. Mr. Hilde showed the Council some examples of items that could be sold. Mr. Reinhart said they wanted to work with the City and local businesses on using the brand and understood they needed to decide how to move forward. Discussion followed about how they need to determine how the brand should be used and the suggestion was made to have one person approve the artwork to help streamline the process.

This item will be brought back to a future meeting.

3. Accounting Technician Position – Karla Anderson

Ms. Anderson stated this position had been open for almost a year, it was wearing on staff, and asked to fill the position. Mayor Gander asked when it was budgeted for. Mr. Huttunen said starting July 1st. Council member Larson asked how they would fund the ongoing operation and it was good to look at everything. Discussion followed about how all the positions were budgeted each year, the Council would need to look at where to cut from, the same items were not brought up for the Park Specialist position, and the budget process has not been started. Mr. Huttunen said they did know the salary information going forward but did not know about the insurance information for 2025. Council member Vetter suggested waiting to fill any position until the budget had been determined. Mayor Gander suggested keeping the conversation going. Council member Pokrzywinski said it would take time to fill the positions so they could start the process. He asked how much overtime was being paid and how waiting could burn out staff. Council member Peterson said they would not finalize the budget until December. Council President Olstad asked to have the information about the position and overtime information shared with the Council at the next meeting.

OTHER:

Council member Helms invited everyone to attend the Heritage Foundation fundraiser night that would be on Saturday, April 13th at the VFW.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADJOURN THE APRIL 9, 2024 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:34 P.M.

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

Voting Nay: None.

Megan Nelson, City Clerk

**UNAPPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, APRIL 16, 2024 – 5:00 PM**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for Tuesday, April 16, 2024 was called to order by Council President Olstad at 5:00 P.M.

CALL OF ROLL:

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

Staff Present: Karla Anderson, Finance Director; Jeff Boushee, Fire Chief; Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Charlotte Helgeson, Library Director; Reid Huttunen, City Administrator; Jeremy King, Parks and Recreation Superintendent; 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 “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.

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

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

Voting Nay: None.

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.

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

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

Voting Nay: None.

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.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT THE 2024 ECONOMIC DEVELOPMENT STRATEGIC PLAN.

Council member Helms told the Council this item was on the Economic Development Board agenda and it was approved.

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

Voting Nay: None.

8. Consider approving the request to start the hiring process for the Economic Development Director position.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE THE REQUEST TO START THE HIRING PROCESS FOR THE ECONOMIC DEVELOPMENT DIRECTOR POSITION.

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

Voting Nay: Vetter.

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.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE A LOAN AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND M & W SERVICES FOR A \$110,000 LOAN AT 4% FOR 10 YEARS.

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

Voting Nay: None.

10. Consider approving the request to start the hiring process for the Accounting Technician position.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE REQUEST TO START THE HIRING PROCESS FOR THE ACCOUNTING TECHNICIAN POSITION.

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

Voting Nay: None.

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.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT 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.

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

Voting Nay: None.

Abstain: Riopelle.

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

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

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Gander asked Council member Helms to give a recap of the Heritage Foundation event and reminded everyone of the upcoming State of the City event on April 25th with the program starting at 12pm and ending before 1pm.

Council Member Helms stated the Heritage Foundation held an event at the VFW, they served 205 meals and were able to raise about the same amount of funds as 2023. He added that Council member Vetter and his wife attended, and he appreciated the support given to the Heritage Village because it was ran by volunteers.

Mr. Gorte stated the application was still open for the PROMISE act and the Chamber would be hosting a Shark Tank event on April 30th.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER PETERSON, TO ADJOURN THE APRIL 16, 2024 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:08 P.M.

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

Voting Nay: None.

Megan Nelson, City Clerk

**UNAPPROVED MINUTES
OF THE WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, APRIL 23, 2024 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for Tuesday, April 23, 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, 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; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

1. Consider Proposal to Replace Sherlock Park Billboard with Digital Billboard – Reid Huttunen

Mr. Huttunen reminded the Council the billboard in Sherlock Park was conforming which allowed it to be updated. He explained that Newman Signs would like to replace the current billboard with a digital board, they have a proposed lease agreement to allow the City to either be paid or utilize ad space and there were people from Newman Signs to answer questions. Mr. Jim Englund told the Council there was a proposed lease agreement, but they would also need to apply for the sign through the Minnesota Department of Transportation (MNDOT). He stated they would replace the current structure with a digital structure, there would be 8 ads per minute, they had 70 digital billboards in the region so the ads could be put in other markets in the region. He added there was a cash option for the City to receive \$2500 per year. Mayor Gander asked what the value of the ad was. Mr. Englund said the average rate received for one slot was \$14,040 per year. Discussion followed about using the advertising space was a better value, the City could have the option of making a change to taking money instead of using the ad space, how the brightness of the sign should not affect the homes across the road, and the backside of the sign would have a message included but would not be digital. Council member Vetter asked what the current size of the billboard was. Mr. Huttunen said it was 10 by 30 and their plan was to replace it with a sign the same size. He added that if there was interest, this request would be going through the planning and zoning process.

This item will be brought forward to a future meeting.

2. Informational Presentation of Red River State Recreation Area – Catherine Johnson

Mr. King stated this year was the 20th year the campground was open, Ms. Johnson would be giving an update on the campground, and she had been working there for 16 years and the manager for 13 years. Ms. Johnson told the Council she was very excited it was the 20th year the campground was open and that they were already open. She explained there was a delayed opening in 2023 due to flooding, there were over 100,000 visitors in 2023 which was the 3rd highest record, they sold an additional annual 119 permits, and sold 413 more daily permits in 2023 than the previous year. Mr. King said the three-year average attendance was over 77,000, the DNR completed a study that showed there was almost a \$2.3 million dollar impact to the area, and the Red River State Recreation Area had the largest profit out of all the parks in the region, including Itasca. Ms. Johnson stated they track where the visitors were from, they have visitors from almost every state, and other countries. She added people stayed there because of the music festivals, for the trail system, to be close to downtown, and some come to visit to see where family used to live, but the biggest reason was because of its location.

Ms. Johnson stated the Recreation Area was more than just the campground, it was 103 acres, the park shelter areas it included, shore fishing, and how they monitor bird houses, duck nesting boxes, bat boxes, and they also participate in the passport and hiking clubs. She told the Council they worked with Eagle Scouts and in 2023 they added a nature trail and replaced some of the bird boxes. She reviewed how they were working on adding more programs and events they had done from previous years and there was a book in the office where people read about others or wrote about their memories from living in that area. Mayor Gander thanked Ms. Johnson for her dedication and years of service.

3. Consider Upgrade to the SCADA System – Jason Stordahl

Mr. Stordahl told the Council the SCADA system was the system that ran all of the storm and wastewater lifts. He stated they had worked with IPS for many years and they had been very reliable. He requested to hire IPS to develop plans and specifications for an upgrade to the SCADA system and he would also be requesting they complete the programming. He said they would be moving the system into the water treatment plant or possibly to the Distribution Service Center. Council President Olstad asked what the consequences were if this did not happen. Mr. Stordahl stated it would not be good and this was a critical need. There were no other questions.

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

4. Review of Bid Results for 2023 City Project No. 5 for Sidewalk & Multi-Use Trail Extension – Steve Emery

Mr. Emery told the Council bids were opened on April 8th, two bids were received, and the lowest bidder was Q3 Contracting. He commented they were 31% below the engineering estimate, carbon reduction funds and State Aid funds would be used to cover the costs of the project, and MNDOT still had to approve some documents before the City would be able to award Q3 Contracting the project. Council President Olstad asked if they would approve contingent upon MNDOT approval. Mr. Emery said they would have the information before the next meeting.

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

5. Request of Lot Donation for Community Land Trust Homes/North Star Neighbors – Reid Huttunen

Mr. Huttunen said he followed up with Mr. Cory Boushee, they were interested in building four homes, and would like the information by next month. He stated the available lots were reviewed, they were focusing on lots at the east end of the Water's Edge additions, and it had been indicated a \$10,000 donation would go a long way. He explained these lots were discounted by \$8,700 for anyone from the downpayment assistance funds, the City would request to have the special assessments covered, and the City would be able to come close to even on the lots. He added the homes that would be built would be around \$400,000, families making around \$80,000 would qualify, they were still looking for a builder, and the homes would have a minimum of two bedrooms and two bathrooms. He told the Council there were covenants in the Water's Edge First Addition, they were shared, and Mr. Boushee was agreeable but asked if the minimum size for a split-level home could be 2200 square feet instead of 2500 square feet.

Council Vice-President Riopelle asked if they would build all four homes in 2025. Mr. Huttunen said they would like to. Council member Larson commented how others had purchased four lots and received a 10% discount and he was very interested in moving forward with this program. Mayor Gander commented how that would be four less lots the City would own. Council President Olstad said this was a great program and supported moving forward. Mr. Huttunen said the next step would be bringing a resolution at the next meeting for the approval of the sale price for the application. There were no other questions.

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

6. Review of the \$100,000 Builder Incentive Program – Paul Gorte

Mr. Gorte told the Council the program had been suspended and builders had been asking about this program again. Council President Olstad asked if the Council wanted to tie up 7% of reserves for this because if it was used the funding would not be available. Mr. Gorte said it was a policy decision. Council member Vetter asked how the fund ran out of money. Ms. Anderson said the tax abatements came out of the fund along with the housing incentives, but the housing incentive program had ended. Discussion followed about programs, how the Council should decide how the funds should be spent, the EDA Board had come up with the \$100,000 amount for the builder incentive program, and if it was reduced down to \$75,000 they could offer four loans.

Council President Olstad said they would need to look at the construction season and asked how the City subsidized the Economic Development Authority (EDA). Mr. Gorte said all the funding for the EDA came from the City. Ms. Anderson stated she had talked to Mr. Huttunen about considering the Sunshine Terrace fund because there was \$1.6 million so the additional funding being requested would not come from the General Fund. Mayor Gander asked how many contractors they would be working with. Mr. Gorte said it could range from one up to eight. Mayor Gander stated the City was not in first position with this program and did not think it right to only work with one contractor. He added he did not like that the funds were being depleted and they should discuss the programs before ending them. More discussion followed about most homes were completed and sold within 10 to 13 months, in the agreement if it took longer that 18 months interest could be added, and how staff was not aware of any restrictions on the Sunshine Terrace funding.

Council President Olstad asked what would be coming from reserves. Ms. Anderson said the cost to repair the Volvo Motorgrader but there were significant savings from 2023 and the report would be ready by June 1st. Mr. Huttunen stated the EDA Board approved up to three loans, there were no current applications to consider at this time, and there was time to review if another funding source was needed. He said additional information would be brought forward at the next work session.

This item will be brought back to a future meeting.

7. Consider Special Archery Hunt – Administration/Parks/Police

Ms. Nelson said there was interest in moving forward with a hunt, there had been a bit of a disconnect with the Minnesota Department of Natural Resources (DNR), maps were handed out and would be included as exhibits in the management plan, and at this time the only thing required was the application for the special hunt. She stated the management plan was not required but could be used as a tool and educational piece for the City. She explained there would be more than one department involved, the Police Department would be the ones to issue permits, staff was proposing a lottery system for city residents that would want to participate in the hunt, and a mandatory orientation would be held where the hunters would be required to show their proficiency. She stated there would be two hunters allowed per area, they were suggesting a \$20 fee, if allowed there would be 10-day hunt, and to help reduce the population the permits would be for antlerless deer with one hunter given the opportunity to get either a buck or a doe. She asked if there were questions, how there was time to change ordinances, and if the application was submitted, they would still have an option not to have a hunt by not issuing any permits.

Council President Olstad thanked staff for the work done on this, he would be interested in turning in the application, and asked how long Red Lake Falls had a hunt. Ms. Nelson said around 10 years because the management plan was from 2014. Council member Larson said he was also in favor of submitting the application, they would need to work on public safety, and they were heading in the right direction. Council Vice-President Riopelle asked if the DNR would be handling any issues. Ms. Nelson said the Police Department would be issuing the permit, they could be involved with issues, but people would still need to get their tags through the DNR. Mayor Gander asked if there would be one person in a zone at a time. Ms. Nelson said staff talked about it and they could connect the two people and let them determine how the 10 days would be used between the two of them. Council member Larson asked if it was common to use pushers in archery hunting. Mr. King said no, the guidelines would be set at the orientation, and all State rules would apply so it would count against their bag limit. He added the City would be requiring items that the State did not for archery such as wearing an article of blaze orange while hunting. There were no other questions.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADJOURN THE APRIL 23, 2024 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:13 P.M.

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

Voting Nay: None.

Absent: Pokrzywinski.

Megan Nelson, City Clerk

**UNAPPROVED MINUTES
OF THE SPECIAL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, APRIL 23, 2024 – FOLLOWING THE WORK SESSION**

CALL TO ORDER:

The Special Meeting of the East Grand Forks City Council for Tuesday, April 23, 2024 was called to order by Council President Olstad at 6:13 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, 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; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

1. Consider approving the 2024 Special Deer Hunt Recommendation Form for Archery and authorize staff to submit the form to the Minnesota Department of Natural Resources.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE 2024 SPECIAL DEER HUNT RECOMMENDATION FORM FOR ARCHERY AND AUTHORIZE STAFF TO SUBMIT THE FORM TO THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES.

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

Voting Nay: None.

Absent: Pokrzywinski.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER HELMS, TO ADJOURN THE APRIL 23, 2024 SPECIAL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:14 P.M.

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

Voting Nay: None.

Absent: Pokrzywinski.

Megan Nelson, City Clerk



City of East Grand Forks

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

NOTICE OF FINAL ASSESSMENT HEARING ON 2023 ASSESSMENT FOR JOB NO. 1 – STREET AND PEDESTRIAN IMPROVEMENTS FOR 5TH AVENUE NE IN THE CITY OF EAST GRAND FORKS, MINNESOTA

Notice is hereby given that on **Tuesday, May 7, 2024 at 5:00 p.m.**, or as soon as possible thereafter, in the Council Chambers of the East Grand Forks City Hall, the City Council has scheduled a public hearing to consider and pass upon all written or oral objections, if any, to the proposed assessments for street and pedestrian improvements known for reference purposes as “2023 Assessment Job No. 1” on the following project.

Street and Pedestrian Improvements on 5th Avenue NE **The total proposed amount to be assessed - \$251,572.17**

The proposed assessment roll is now on file and open to public inspection by all persons interested in the office of the City Administrator/Clerk-Treasurer. The entire amount assessed against any parcel of land will be payable, unless prepaid, in 20 equal consecutive installments, the first of such installments to be collectable with general taxes during the year 2025. The first installment will be payable with interest at the rate of 5.7% per annum on the entire assessment from the date of the resolution levying said assessment to December 31, 2024, and each subsequent installment will be payable with one year’s interest at said rate on all unpaid installments, except that no interest will be charged if the entire assessment as to any parcel is paid at the office of the City Administrator/Clerk-Treasurer within 30 days from the date of adoption of the assessment roll. If there are more than 30 days from the date the assessment roll was adopted residents will have until the last business day in November to prepay assessments.

The area proposed to be assessed for the costs of said improvements will include all property abutting upon the public roadways along 5th Avenue NE from 15th Street NE up to 20th Street NE.

Notice is hereby given that no appeal may be taken as to the amount of any assessment unless a written objection signed by the affected property owner is filed with the City Clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The owners of property subject to assessment may appeal an assessment to District Court, pursuant to Minnesota Statutes, Section 429.081, by serving notice of the appeal upon the Mayor or the City Administrator/Clerk-Treasurer of the City of East Grand Forks within thirty (30) days after adoption of the assessment, and file such notice with the District Court within ten (10) days after service upon the Mayor or City Administrator/Clerk-Treasurer.

By order of the City Council.
Reid Huttunen, City Administrator/Clerk-Treasurer
City of East Grand Forks, MN (Published April 17, 24, & May 1, 2024)

Final Assessment Roll
2023 ASSESSEMENT JOB NO. 1
STREET & PEDESTRIAN IMPROVEMENTS
5th Ave NE (15th ST NE to 20th ST NE)
EAST GRAND FORKS, MINNESOTA

STREET IMPROVEMENTS	
Construction Cost	\$727,822.80
Addendum No. 1	\$3,600.00
Plans and Specifications	\$39,435.72
Staking & Inspection	\$45,880.68
Administration (3%)	\$21,834.68
TOTAL PROJECT COST	\$838,573.88
TOTAL ASSESSED COST (30%)	\$251,572.17
Front Footages	
AUDITORS PLAT OF OUTLOTS 65 THRU 94	0
REPLAT OF OUTLOTS 77,78,79,80 AND 94 OF AUDITORS PLAT OF OUTLOTS 65 THRU 94	855.19
PINESTONE ADDITION	329.00
Total Assessable Front Footage	1,184.19
End Footages	
AUDITORS PLAT OF OUTLOTS 65 THRU 94	3454.14
REPLAT OF OUTLOTS 77,78,79,80 AND 94 OF AUDITORS PLAT OF OUTLOTS 65 THRU 94	204.23
PINESTONE ADDITION	361.43
Total Assessable End Footage	4019.80
Assessment Rate	
FRONT BENEFIT	\$99.66714
END BENEFIT	\$33.22238

FINAL ASSESSMENT ROLL

**2023 ASSESSMENT JOB NO. 1
STREET & PEDESTRIAN IMPROVEMENTS
5th Ave NE (15th ST NE to 20th ST NE)
EAST GRAND FORKS, MINNESOTA**

PARCEL No.	OWNER	DESCRIPTION	STREET IMPROVEMENTS				TOTAL ASSESSMENT BEFORE INTEREST
			FRONT FOOTAGE	\$ FRONT BENEFIT \$99.66714	END FOOTAGE	\$ END BENEFIT \$33.22238	
AUDITORS PLAT OF OUTLOTS 65 THRU 94							
83.02277.00	PACIFICA MINNESOTA LLC	OUTLOT 17			214.84	\$7,137.50	\$7,137.50
83.02846.00	HERITAGE FOUNDATION	OUTLOT 73			862.10	\$28,641.02	\$28,641.02
83.02847.00	PACIFICA MINNESOTA LLC	OUTLOT 74			646.88	\$21,490.89	\$21,490.89
83.02848.00	GREEN ACRES	OUTLOT 75			120.00	\$3,986.69	\$3,986.69
83.02849.00	GREEN ACRES	OUTLOT 76			98.00	\$3,255.79	\$3,255.79
83.02854.00	GREEN ACRES	OUTLOT 81			100.00	\$3,322.24	\$3,322.24
83.02855.00	GREEN ACRES	OUTLOT 82			100.00	\$3,322.24	\$3,322.24
83.02856.00	GREEN ACRES	OUTLOT 83			100.00	\$3,322.24	\$3,322.24
83.02857.00	EAST GRAND FORKS CITY	OUTLOT 84 & 85			1,212.32	\$40,276.16	\$40,276.16
SUBTOTAL AUDITORS PLAT OF OUTLOTS 65 THRU 94			0.00	\$0.00	3454.14	\$114,754.76	\$114,754.76
REPLAT OF OUTLOTS 77,78,79,80 AND 94 OF AUDITORS PLAT OF OUTLOTS 65 THRU 94							
83.04463.00	GREEN ACRES II LLP	LOT B BLOCK 1			55.80	\$1,853.81	\$1,853.81
83.04465.00	GREEN ACRES II LLP	LOT D BLOCK 1			61.43	\$2,040.85	\$2,040.85
83.04466.00	GREEN ACRES II LLP	LOT E BLOCK 1	216.46	\$21,573.95		\$0.00	\$21,573.95
83.04467.00	GREEN ACRES II LLP	LOT F BLOCK 1	638.73	\$63,660.40		\$0.00	\$63,660.40
83.04468.00	GREEN ACRES II LLP	LOT G BLOCK 1			87.00	\$2,890.35	\$2,890.35
SUBTOTAL REPLAT OF OUTLOTS 77,78,79,80 AND 94 OF AUDITORS PLAT OF OUTLOTS 65 THRU 94			855.19	\$85,234.35	204.23	\$6,785.01	\$92,019.35
PINESTONE ADDITION							
83.04363.00	PIERCE INVESTMENT LLC	LOT 01A - LOT 30A BLOCK 1	329.00	\$32,790.49	361.43	\$12,007.57	\$44,798.06
SUBTOTAL PINESTONE ADDITION			329.00	\$32,790.49	361.43	\$12,007.57	\$44,798.06
GRAND TOTAL			1,184.19	\$118,024.84	4,019.80	\$133,547.33	\$ 251,572.17

LG214 Premises Permit Application

Annual Fee \$150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

- 1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
- 2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to **"State of Minnesota."**

Mail the application and required attachments to:

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

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: East Grand Forks Blue Line Club License Number: 01656
 Chief Executive Officer (CEO) Mike Kolstoe Daytime Phone: 218-289-1441
 Gambling Manager: Jonathan Rieckman Daytime Phone: 360-433-1646

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: Valley Golf Course

List any previous names for this location:

Street address where premises is located: 2407 River Rd NW
(Do not use a P.O. box number or mailing address.)

City: <u>East Grand Forks</u>	OR Township:	County: <u>Polk</u>	Zip Code: <u>56721</u>
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Does your organization own the building where the gambling will be conducted?

Yes No **If no, attach LG215 Lease for Lawful Gambling Activity.**

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? Yes No Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? Yes No Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: American Federal Bank Account Number: 8000760690
 Bank Street Address: 140 Gateway Dr NE #2 City: East Grand Forks State: **MN** Zip Code: 56721

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number): <u>623 Gateway Dr NE</u>	City: <u>East Grand Forks</u>	State: MN	Zip Code: <u>56721</u>
_____	_____	MN	_____
_____	_____	MN	_____

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

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

City Name: _____

Date Approved by City Council: _____

Resolution Number: _____
(If none, attach meeting minutes.)

Signature of City Personnel: _____

Title: _____ Date Signed: _____

**Local unit of government
must sign.**

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

County Name: _____

Date Approved by County Board: _____

Resolution Number: _____
(If none, attach meeting minutes.)

Signature of County Personnel: _____

Title: _____ Date Signed: _____

TOWNSHIP NAME: _____

Complete below only if required by the county.
On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date Signed: _____

ACKNOWLEDGMENT AND OATH

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises. 2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law. 3. I have read this application and all information submitted to the Board is true, accurate, and complete. 4. All required information has been fully disclosed. 5. I am the chief executive officer of the organization. | <ol style="list-style-type: none"> 6. I assume full responsibility for the fair and lawful operation of all activities to be conducted. 7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them. 8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect. 9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license. 10. I understand the fee is non-refundable regardless of license approval/denial. |
|--|---|

4-17-24
 Date

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public</p>	<p>information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information;</p>	<p>Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format, i.e. large print, braille, upon request.

RESOLUTION NO. 24 – 05 - 36

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

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

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

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

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

LIBRARY BOARD – Members appointed by the Mayor, subject to approval by a majority of the City Council. Members are allowed on the board for a maximum of three 3-year terms.

<u>Members</u>	<u>Expires</u>
Marta Vanderpan	12/31/26
Brendan Stermer (Replaced Therese Tiedeman)	12/31/26

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: May 7, 2024

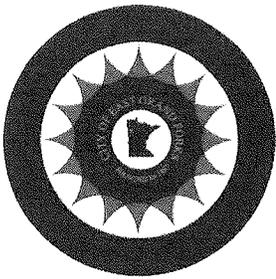
Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 7th day of May, 2024.

Mayor



City of East Grand Forks

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

APPLICATION FOR PARADE

License Fee: _____

701-772-7125

Organization Information	
<u>KEM SHIVERS</u> <i>Organization Name</i>	<u>218-791-0633</u> <i>Organization Phone Number</i>
<u>423 BRUCE AVE</u> <i>Organization Address</i>	<u>GRAND FORKS ND 58203</u> <i>City State Zip</i>

Applicant Information	
<u>CHRIS LARSON</u> <i>Applicant Name</i>	<u>218-791-0633</u> <i>Applicant Phone Number</i>
<u>603 N 4TH ST GRAND FORKS ND 58203</u> <i>Applicant Address City, State, & Zip</i>	<u>biglarz@live.com</u> <i>Email Address</i>

Parade Information		
<u>JUNE 1 2024</u> <i>Date of Event</i>	<u>1100 AM</u> <i>Start Time</i>	<u>11 30 AM</u> <i>End Time</i>
<u>START ON 4TH ST BY FIRE DEPT. SOUTH TO DEMERS. DEMERS TO GRAND FORKS.</u> <i>Route of Parade Travel (include map)</i>		
 <i>Composition of Parade (cars, band, animals)</i>		
 <i>Notes</i>		

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

[Signature]
Signature of Applicant

4-24-24
Date

CHRIS LARSON
Print Name

CHIEF OF STAFF
Title

EGF Parade Route



Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held on April 3, 2024, at 8:00 am in the City Council Chambers.
Present: Grinde, Beauchamp (Interactive technology), 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, Karla Anderson

It was moved by Commissioner Beauchamp supported by Commissioner Riopelle to approve the minutes of the previous regular meeting held on March 20, 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 \$265,065.66.

Voting Aye: Grinde, Beauchamp, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Quirk supported by Commissioner Beauchamp to approve Change Order No. 1 – Soda Ash Equipment Replacement in the amount of \$4,364.00.

Voting Aye: Grinde, Beauchamp, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Riopelle supported by Commissioner Beauchamp to approve and award the Bids for the 2024 Electrical Equipment & Materials as follows: BSE - \$25,550.38; DSG - \$17,775.00; IRBY - \$2,339.40; RESCO - \$1,469.17; WESCO - \$261.60; for a total amount of \$47,395.55.

Voting Aye: Grinde, Beauchamp, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Riopelle supported by Commissioner Quirk to adjourn at 8:22 am to the next regular meeting on April 17, 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

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held on April 17, 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, Karla Anderson

It was moved by Commissioner Riopelle supported by Commissioner Quirk to approve the minutes of the previous regular meeting held on April 3, 2024.

Voting Aye: Grinde, Beauchamp, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp supported by Commissioner Riopelle to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,921,685.69.

Voting Aye: Grinde, Beauchamp, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp supported by Commissioner Quirk to approve and award the Bid for the 2024 Miscellaneous Electrical Distribution Construction Project to North Holt Electric in the amount of \$318,878.98.

Voting Aye: Grinde, Beauchamp, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp supported by Commissioner Riopelle to adjourn at 8:27 am to the next regular meeting on May 1, 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

RESOLUTION NO. 24 – 05 - 37

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

WHEREAS, the City Engineers have calculated the proper amount to be specially assessed against every lot, piece and parcel of land for improvements described as “2023 Assessment Job No. 1 – Street & Pedestrian Improvements” for a total assessment of \$251,572.17, and said calculations known as the proposed assessments were filed with the Administrator/Clerk-Treasurer on April 2, 2024; and

WHEREAS, on April 17th, 24th, and May 1st, 2024 a published notice was in the official newspaper of a special assessment hearing to consider the said proposed assessment, and a copy of said published notice was mailed on April 16, 2024 to the owner(s) of the tract(s) or parcel(s) of land as provided by law, and the public hearing was held on May 7, 2023; and

BE IT RESOLVED, that the City Council of the City of East Grand Forks, Minnesota, hereby determines that the property in the said proposed assessment is benefited by the improvement and that the amount of said assessment is based upon the benefit received and that every lot, piece and parcel or parcels of land set out therein as assessable and that said proposed assessment has been calculated in accordance with the law; and

BE IT FURTHER RESOLVED, that said proposed assessments for said improvement be and hereby are adopted as the special assessments against the tracts of land stated in the assessment roll in the amount set out therein and that this assessment roll be given the descriptive name of “Assessment Roll No. 344 – Street & Pedestrian Improvements”.

BE IT FURTHER RESOLVED, that the said assessment shall be payable in equal installments over a period of twenty (20) years. That interest at the rate of 5.7 percent per annum on the entire assessment from the date of the resolution levying said assessment to December 31, 2024, and each subsequent installment will be payable with one year’s interest at said rate on all unpaid installments, except that no interest will be charged if the entire assessment as to any parcel is paid at the office of the City Administrator/Clerk-Treasurer within 30 days from the date of adoption of the assessment roll or the last business day of November if there are more than 30 days from the date of adoption to the final business day of November in 2024.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: May 7, 2024

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 7th day of May, 2024.

Mayor

Final Assessment Roll
2023 ASSESSEMENT JOB NO. 1
STREET & PEDESTRIAN IMPROVEMENTS
5th Ave NE (15th ST NE to 20th ST NE)
EAST GRAND FORKS, MINNESOTA

STREET IMPROVEMENTS	
Construction Cost	\$727,822.80
Addendum No. 1	\$3,600.00
Plans and Specifications	\$39,435.72
Staking & Inspection	\$45,880.68
Administration (3%)	\$21,834.68
TOTAL PROJECT COST	\$838,573.88
 TOTAL ASSESSED COST (30%)	 \$251,572.17
 Front Footages	
AUDITORS PLAT OF OUTLOTS 65 THRU 94	0
REPLAT OF OUTLOTS 77,78,79,80 AND 94 OF AUDITORS PLAT OF OUTLOTS 65 THRU 94	855.19
PINESTONE ADDITION	329.00
Total Assessable Front Footage	1,184.19
 End Footages	
AUDITORS PLAT OF OUTLOTS 65 THRU 94	3454.14
REPLAT OF OUTLOTS 77,78,79,80 AND 94 OF AUDITORS PLAT OF OUTLOTS 65 THRU 94	204.23
PINESTONE ADDITION	361.43
Total Assessable End Footage	4019.80
 Assessment Rate	
FRONT BENEFIT	\$99.66714
END BENEFIT	\$33.22238

FINAL ASSESSMENT ROLL

**2023 ASSESSMENT JOB NO. 1
STREET & PEDESTRIAN IMPROVEMENTS
5th Ave NE (15th ST NE to 20th ST NE)
EAST GRAND FORKS, MINNESOTA**

PARCEL No.	OWNER	DESCRIPTION	STREET IMPROVEMENTS				TOTAL ASSESSMENT BEFORE INTEREST
			FRONT FOOTAGE	\$ FRONT BENEFIT \$99.66714	END FOOTAGE	\$ END BENEFIT \$33.22238	
AUDITORS PLAT OF OUTLOTS 65 THRU 94							
83.02277.00	PACIFICA MINNESOTA LLC	OUTLOT 17			214.84	\$7,137.50	\$7,137.50
83.02846.00	HERITAGE FOUNDATION	OUTLOT 73			862.10	\$28,641.02	\$28,641.02
83.02847.00	PACIFICA MINNESOTA LLC	OUTLOT 74			646.88	\$21,490.89	\$21,490.89
83.02848.00	GREEN ACRES	OUTLOT 75			120.00	\$3,986.69	\$3,986.69
83.02849.00	GREEN ACRES	OUTLOT 76			98.00	\$3,255.79	\$3,255.79
83.02854.00	GREEN ACRES	OUTLOT 81			100.00	\$3,322.24	\$3,322.24
83.02855.00	GREEN ACRES	OUTLOT 82			100.00	\$3,322.24	\$3,322.24
83.02856.00	GREEN ACRES	OUTLOT 83			100.00	\$3,322.24	\$3,322.24
83.02857.00	EAST GRAND FORKS CITY	OUTLOT 84 & 85			1,212.32	\$40,276.16	\$40,276.16
SUBTOTAL AUDITORS PLAT OF OUTLOTS 65 THRU 94			0.00	\$0.00	3454.14	\$114,754.76	\$114,754.76
REPLAT OF OUTLOTS 77,78,79,80 AND 94 OF AUDITORS PLAT OF OUTLOTS 65 THRU 94							
83.04463.00	GREEN ACRES II LLP	LOT B BLOCK 1			55.80	\$1,853.81	\$1,853.81
83.04465.00	GREEN ACRES II LLP	LOT D BLOCK 1			61.43	\$2,040.85	\$2,040.85
83.04466.00	GREEN ACRES II LLP	LOT E BLOCK 1	216.46	\$21,573.95		\$0.00	\$21,573.95
83.04467.00	GREEN ACRES II LLP	LOT F BLOCK 1	638.73	\$63,660.40		\$0.00	\$63,660.40
83.04468.00	GREEN ACRES II LLP	LOT G BLOCK 1			87.00	\$2,890.35	\$2,890.35
SUBTOTAL REPLAT OF OUTLOTS 77,78,79,80 AND 94 OF AUDITORS PLAT OF OUTLOTS 65 THRU 94			855.19	\$85,234.35	204.23	\$6,785.01	\$92,019.35
PINESTONE ADDITION							
83.04363.00	PIERCE INVESTMENT LLC	LOT 01A - LOT 30A BLOCK 1	329.00	\$32,790.49	361.43	\$12,007.57	\$44,798.06
SUBTOTAL PINESTONE ADDITION			329.00	\$32,790.49	361.43	\$12,007.57	\$44,798.06
GRAND TOTAL			1,184.19	\$118,024.84	4,019.80	\$133,547.33	\$ 251,572.17

Request for Council Action

Date: May 3, 2024

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

Cc: File

From: Steve Emery, P.E.

RE: Bid Results – 2023 City Project No. 5 - Sidewalk & Multi-Use Trail Extension

Background:

We received bids on April 8, 2024 for the above referenced project. We received a total of two (2) bids with the apparent Low Bidder being Q3 Contracting out of Little Canada, Mn. The low bid was 31% below the engineers estimate.

Estimated Total Project Costs:

Construction:	\$ 126,435.35
Plans / Specifications (12%):	\$ 15,172.20
Staking / Inspection:	\$ 12,643.54
Contingencies (5%):	<u>\$ 6,321.77</u>
Total Project Cost:	\$ 160,572.86

Funding:

Carbon Reduction Grant (80/20)	\$ 101,148.28
State Aid Maintenance Funds	<u>\$ 59,424.58</u>
Total Funding:	\$160,572.86

Recommendation:

Award bid to Q3 Contracting in the amount of \$126,435.35

Enclosures:

Bid Tabulation

BID TABULATION
2023 CITY PROJECT NO. 5
SIDEWALK & MULTI-USE EXTENSION
EAST GRAND FORKS, MN



4/18/2024				Engineers Estimate		Q3 CONTRACTING		OPP CONSTRUCTION	
ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
2021.501	Mobilization	LUMP SUM	1	\$ 15,000.00	\$ 15,000.00	\$ 4,789.10	\$ 4,789.10	\$ 15,000.00	\$ 15,000.00
2104.502	Salvage Sign	EACH	7	\$ 200.00	\$ 1,400.00	\$ 210.95	\$ 1,476.65	\$ 30.00	\$ 210.00
2104.502	Remove Bollards	EACH	5	\$ 200.00	\$ 1,000.00	\$ 233.63	\$ 1,168.15	\$ 75.00	\$ 375.00
2104.503	Remove Curb & Gutter	LIN FT	123	\$ 16.00	\$ 1,968.00	\$ 15.58	\$ 1,916.34	\$ 22.00	\$ 2,706.00
2104.504	Remove Bituminous Pavement	SQ YD	72	\$ 25.00	\$ 1,800.00	\$ 21.00	\$ 1,512.00	\$ 12.00	\$ 864.00
2104.504	Remove Concrete Driveway Pavement	SQ YD	31	\$ 35.00	\$ 1,085.00	\$ 25.26	\$ 783.06	\$ 13.00	\$ 403.00
2104.518	Remove Concrete Sidewalk	SQ FT	74	\$ 6.00	\$ 444.00	\$ 2.80	\$ 207.20	\$ 3.50	\$ 259.00
2105.607	Common Excavation (P)	CU YD	179	\$ 25.00	\$ 4,475.00	\$ 31.33	\$ 5,608.07	\$ 29.00	\$ 5,191.00
2105.607	Common Borrow (CV)	CU YD	4	\$ 225.00	\$ 900.00	\$ 58.10	\$ 232.40	\$ 120.00	\$ 480.00
2211.507	Aggregate Base (CV) Class 5	CU YD	55	\$ 100.00	\$ 5,500.00	\$ 143.75	\$ 7,906.25	\$ 90.00	\$ 4,950.00
2521.518	4" Concrete Walk	SQ FT	990	\$ 14.00	\$ 13,860.00	\$ 9.66	\$ 9,563.40	\$ 18.00	\$ 17,820.00
2521.518	5" Concrete Walk	SQ FT	2791	\$ 17.00	\$ 47,447.00	\$ 10.84	\$ 30,254.44	\$ 15.00	\$ 41,865.00
2521.518	6" Concrete Walk	SQ FT	289	\$ 18.00	\$ 5,202.00	\$ 17.77	\$ 5,135.53	\$ 30.00	\$ 8,670.00
2531.503	Concrete Curb & Gutter, Design B624	LIN FT	106	\$ 80.00	\$ 8,480.00	\$ 64.46	\$ 6,832.76	\$ 80.00	\$ 8,480.00
2531.503	Concrete Curb Special	LIN FT	17	\$ 125.00	\$ 2,125.00	\$ 66.77	\$ 1,135.09	\$ 89.00	\$ 1,513.00
2531.618	Truncated Domes	SQ FT	55	\$ 100.00	\$ 5,500.00	\$ 67.28	\$ 3,700.40	\$ 90.00	\$ 4,950.00
2563.601	Traffic Control	LUMP SUM	1	\$ 5,000.00	\$ 5,000.00	\$ 1,079.13	\$ 1,079.13	\$ 6,400.00	\$ 6,400.00
2564.602	Install Sign	EACH	4	\$ 200.00	\$ 800.00	\$ 335.67	\$ 1,342.68	\$ 170.00	\$ 680.00
2564.602	Furnish Type C Sign	EACH	4	\$ 350.00	\$ 1,400.00	\$ 154.91	\$ 619.64	\$ 260.00	\$ 1,040.00
2573.502	Storm Drain Inlet Protection	EACH	1	\$ 300.00	\$ 300.00	\$ 133.71	\$ 133.71	\$ 300.00	\$ 300.00
2574.507	Common Topsoil Borrow (LV)	SQ YD	55	\$ 60.00	\$ 3,300.00	\$ 211.85	\$ 11,651.75	\$ 120.00	\$ 6,600.00
2575.604	Site Restoration	SQ YD	743	\$ 25.00	\$ 18,575.00	\$ 4.12	\$ 3,061.16	\$ 14.00	\$ 10,402.00
2582.518	Crosswalk Pref Tape Gr In	SQ FT	558	\$ 36.00	\$ 20,088.00	\$ 47.18	\$ 26,326.44	\$ 42.00	\$ 23,436.00
	TOTAL BID				\$ 165,649.00		\$ 126,435.35		\$ 162,594.00

RESOLUTION NO. 24 – 05 - 38

RESOLUTION ACCEPTING BID AND AWARDING PROJECT FOR 2023 CITY PROJECT NO. 5 – SIDEWALK & MULTI-USE TRAIL EXTENSION

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

WHEREAS, the City Engineer advertised for bids for the 2023 City Project No. 5 for Sidewalk and Multi-Use Trail Extension; and

WHEREAS, two bids were received and opened on April 8th; and

WHEREAS, the lowest bid received was 31% below the City Engineer’s estimate of cost; and

WHEREAS, it appears that Q3 Contracting is the lowest responsible bidder with a price of \$126,435.35; and

NOW THEREFORE, BE IT RESOLVED, the City Council of East Grand Forks:

- 1. Accepts and awards the bid for the 2023 City Project No. 5 to Q3 Contracting.
- 2. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with Q3 Contracting in the name of the City of East Grand Forks for the 2023 City Project No. 5 – Sidewalk & Multi-Use Trail Extension according to the plans and specifications therefore approved by the City Council and on file in the administration office.

3. The estimated project costs are as follows:

Construction	\$126,435.35
Plans/Specifications	\$15,172.20
Staking/Inspection	\$12,643.54
Contingencies (5%)	\$6,321.77
Total Project Cost:	\$160,572.86

4. This project will be paid out of the following funds:

Carbon Reduction Grand Funds	\$101,148.28
State Aid Maintenance Funds	\$59,424.58
Funding Total:	\$160,572.86

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: May 7, 2024

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 7th of May, 2024.

Mayor

RESOLUTION NO. 24 – 05 - 39

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

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as the Agent for the City of East Grand Forks to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Mayor and City Administrator are hereby authorized and directed for and on behalf of the City of East Grand forks to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation MnDOT Contract No. 1056265, a copy of which said agreement was before the City Council and which is made a part hereof by reference.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: May 7, 2024

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 7th day of May, 2024.

Mayor

STATE OF MINNESOTA

COUNTY OF _____

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by local agency name at a duly authorized meeting thereof held on the _____ day of May, 2024, as shown by the minutes of said meeting in my possession.

City Administrator

Notary Public _____

My Commission expires _____

(SEAL)



**STATE OF MINNESOTA
AGENCY AGREEMENT
for
FEDERAL PARTICIPATION IN ADVANCE CONSTRUCTION**

State Project Number: 119-090-007_____

FAIN Number: CRP 6024(195)_____

This Agreement is entered into by and between City of East Grand Forks (“Local Government”) and the State of Minnesota acting through its Commissioner of Transportation (“MnDOT”).

RECITALS

1. MnDOT Contract Number dcp(1052088) which has been executed between the Local Government and MnDOT, appoints MnDOT as the Local Government’s agent to receive and disburse transportation related federal funds, and sets forth duties and responsibilities for letting, payment, and other procedures for a federally funded contract let by the Local Government; and
2. Pursuant to Minnesota Statutes Section 161.36, the Local Government desires MnDOT to act as the Local Government's agent to accept and disburse federal funds for the construction, improvement, or enhancement of transportation financed in whole or in part by federal funds, hereinafter referred to as the “Project”; and
3. The Local Government is proposing a federal aid project for Red River Recreational Area Trail, hereinafter referred to as the “Project”; and
4. The Project is eligible for the expenditure of federal aid funds and is programmed in the approved federally approved STIP for fiscal years 2024 and 2025, and is identified in MnDOT records as State Project 119-090-007, and in Federal Highway Administration (“FHWA”) records as Minnesota Project CRP 6024(195); and
5. The Local Government desires to proceed with the construction of the project in advance of the year it is programmed for the federal funds; and
6. It is permissible under Federal Highway Administration procedures to perform advance construction of eligible projects with non-federal funds, with the intent to request federal funding for the federally eligible costs in a subsequent federal fiscal year(s), if sufficient funding and obligation authority are available; and
7. The Local Government desires to temporarily provide Local Government State Aid and/or other local funds in lieu of the federal funds so that the project may proceed prior to the fiscal year(s) designated in the STIP; and
8. MnDOT requires that the terms and conditions of this agency be set forth in an agreement.

AGREEMENT TERMS

1. Term of Agreement

- 1.1. **Effective Date.** This Agreement will be effective upon execution by the Local Government and by appropriate State officials, pursuant to Minnesota Statutes Section 16C.05, and will remain in effect for five

(5) years from the effective date or until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.

2. Local Government’s Duties

2.1. The Local Government will perform all of its duties and obligations in MnDOT Contract Number dcp(1052088), which is incorporated herein by reference, in the solicitation, letting, award, and administration of the construction of the Project.

3. MnDOT’s Duties

- 3.1. MnDOT will perform all of its duties in accordance with MnDOT Contract Number dcp(1052088), which is incorporated herein by reference.
- 3.2. MnDOT will make the necessary requests to the FHWA for authorization to use federal funds for the Project, and for reimbursement of eligible costs pursuant to the terms of this Agreement.
- 3.3. MnDOT will request the conversion of the Project to federal funding of eligible costs, when funding and obligation authority are available.
- 3.4. At such time that the project is converted to federal funding and such funding is received by MnDOT, MnDOT will reimburse to the Local Government the federal aid share of the federally eligible costs, previously provided by the Local Government. Reimbursement for Local Government State Aid funds used in lieu of federal funds, will be deposited in the Local Government’s State Aid Account. Reimbursement for other Local Government funds used in lieu of federal funds will be forwarded to the Local Government.

4. Time

- 4.1. The Local Government must comply with all time requirements described in this Agreement. In the performance of this Agreement, time is of the essence
- 4.2. The period of performance is defined as beginning on the date of federal authorization and ending on the date defined in the federal financial system or federal agreement (“end date”). **No work completed** after the **end date** will be eligible for federal funding. Local Government must submit all contract close out paperwork to MnDOT at least twenty-four months prior to the **end date**.

5. Payment

- 5.1. It is estimated that the total cost of the Project is \$169,000. The remaining share will be paid by the Local Government. 80% of the eligible costs will be eligible for CRP funds in federal fiscal years 2024 and 2025. These amounts are \$35,020 and \$88,000, respectively.
- 5.2. The Local Government will pay any part of the cost or expense of the work that the FHWA does not pay.
- 5.3. Request for reimbursement of the federal aid share of the federally eligible costs can be made any time after the work is completed, however payment may not be made until after October 1, 2023 for federal fiscal year 2024, and October 1, 2024 for federal fiscal year 2025. It could be earlier if funding and obligation authority are available (subject to the Area Transportation Partnership (ATP) policy).
- 5.4. The Local Government will make requests for reimbursement in accordance with the payment provisions in MnDOT Contract Number dcp(1052088), which is incorporated by reference, and will comply with the requirements of 2 CFR Part 200.

6. Authorized Representatives

6.1. MnDOT's Authorized Representative is:

Name: Angela Murphy, or their successor.

Title: State Aid, Federal Plans Engineer

Phone: 612-271-6210

Email: angela.murphy@state.mn.us

MnDOT's Authorized Representative has the responsibility to monitor Local Government's performance and the authority to accept the services provided under this Agreement. If the services are satisfactory, MnDOT's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2. The Local Government's Authorized Representative is:

Name: Mr. Steve Emery _____, or their successor.

Title: East Grand Forks City Engineer _____

Phone: 218-773-5626 _____

Email: steve.emery@widseth.com

If the Local Government's Authorized Representative changes at any time during this Agreement, the Local Government will immediately notify MnDOT.

7. Assignment Amendments, Waiver, and Agreement Complete

- 7.1. **Assignment.** The Local Government may neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of MnDOT and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 7.2. **Amendments.** Any amendments to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 7.3. **Waiver.** If MnDOT fails to enforce any provision of this Agreement, that failure does not waive the provision or MnDOT's right to subsequently enforce it.
- 7.4. **Agreement Complete.** This Agreement contains all negotiations and agreements between MnDOT and the Local Government. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.
- 7.5. **Severability.** If any provision of this Agreement or the application thereof is found to be invalid or unenforceable to any extent, the remainder of the Agreement, including all material provisions and the application of such provisions, will not be affected and will be enforceable to the greatest extent permitted by the law.
- 7.6. **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.
- 7.7. **Certification.** By signing this Agreement, the Local Government certifies that it is not suspended or debarred from receiving federal or state awards.

8. Liability and Claims

- 8.1. **Tort Liability.** Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs MnDOT liability.
- 8.2. **Claims.** The Local Government acknowledges that MnDOT is acting only as the Local Government's agent for acceptance and disbursement of federal funds, and not as a principal or co-principal with respect to the

Project. The Local Government will pay any and all lawful claims arising out of or incidental to the Project including, without limitation, claims related to contractor selection (including the solicitation, evaluation, and acceptance or rejection of bids or proposals), acts or omissions in performing the Project work, and any *ultra vires* acts. To the extent permitted by law, the Local Government will indemnify, defend (to the extent permitted by the Minnesota Attorney General), and hold MnDOT harmless from any claims or costs arising out of or incidental to the Project(s), including reasonable attorney fees incurred by MnDOT. The Local Government's indemnification obligation extends to any actions related to the certification of DBE participation, even if such actions are recommended by MnDOT.

9. Audits

- 9.1. Under Minn. Stat. § 16C.05, Subd.5, the books, records, documents, and accounting procedures and practices of the Local Government, or any other party relevant to this Agreement or transaction, are subject to examination by MnDOT and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. The Local Government will take timely and appropriate action on all deficiencies identified by an audit.
- 9.2. All requests for reimbursement are subject to audit, at MnDOT's discretion. The cost principles outlined in 2 CFR 200.400-.476 will be used to determine whether costs are eligible for reimbursement under this Agreement.
- 9.3. If Local Government expends \$750,000 or more in Federal Funds during the Local Government's fiscal year, the Local Government must have a single audit or program specific audit conducted in accordance with 2 CFR Part 200.

10. Government Data Practices. The Local Government and MnDOT must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by MnDOT under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government under this Agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Local Government or MnDOT.

11. Workers Compensation. The Local Government certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Local Government's employees and agents will not be considered MnDOT employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way MnDOT's obligation or responsibility.

12. Governing Law, Jurisdiction, and Venue. Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. Termination; Suspension

- 13.1. **Termination by MnDOT or Commissioner of Administration.** MnDOT or Commissioner of Administration may unilaterally terminate this Agreement with or without cause, upon 30 days written notice to the Local Government. Upon termination, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 13.2. **Termination for Cause.** MnDOT may immediately terminate this Agreement if MnDOT finds that there has been a failure to comply with the provisions of this Agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that the Local Government has been convicted of a criminal offense relating to a state agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. MnDOT may take action to protect the interests of MnDOT of Minnesota,

including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

13.3. Termination for Insufficient Funding. MnDOT may immediately terminate this Agreement if:

13.3.1. Funding is not obtained from the Minnesota Legislature; or

13.3.2. Funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Local Government. MnDOT is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. MnDOT will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MnDOT will provide the Local Government notice of the lack of funding within a reasonable time of MnDOT's receiving that notice.

13.4. Suspension. MnDOT may immediately suspend this Agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Local Government during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

14. Data Disclosure. Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Local Government consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to MnDOT, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Local Government to file state tax returns and pay delinquent state tax liabilities, if any.

15. Fund Use Prohibited. The Local Government will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Local Government from utilizing these funds to pay any party who might be disqualified or debarred after the Local Government's contract award on this Project.

16. Discrimination Prohibited by Minnesota Statutes §181.59. The Local Government will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.

17. Appendix II 2 CFR Part 200. The Local Government agrees to comply with the following federal requirements as identified in 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal

Awards, and agrees to pass through these requirements to its subcontractors and third party contractors, as applicable. In addition, the Local Government shall have the same meaning as "Contractor" in the federal requirements listed below.

- 17.1.1. Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- 17.1.2. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- 17.1.3. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- 17.1.4. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- 17.1.5. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles

ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- 17.1.6. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- 17.1.7. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 17.1.8. Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- 17.1.9. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- 17.1.10. Local Government will comply with 2 CFR § 200.323.
- 17.1.11. Local Government will comply with 2 CFR § 200.216.
- 17.1.12. Local Government will comply with 2 CFR § 200.322.
- 17.2. **Drug-Free Workplace.** The Local Government will comply with the Drug-Free Workplace requirements under subpart B of 49 C.F.R. Part 32.
- 17.3. **Title VI/Non-discrimination Assurances.** The Local Government hereby agrees that, as a condition of receiving any Federal financial assistance under this Agreement, it will comply with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d), related nondiscrimination statutes (i.e., 23 U.S.C. § 324, Section 504 of the Rehabilitation Act of 1973 as amended, and the Age Discrimination Act of 1975), and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, sex, disability, or age be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the Local Government receives Federal financial assistance.

The Local Government hereby agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. If federal funds are included in any contract, the Local Government will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Local Government's compliance with this provision. The Local Government must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Local Government staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.

17.4. **Buy America.** The Local Government must comply with the Buy America domestic preferences contained in the Build America, Buy America Act (Sections 70901-52 of the Infrastructure Investment and Jobs Act, Public Law 117-58) and as implemented by US DOT operating agencies.

17.5. **Federal Funding Accountability and Transparency Act (FFATA).**

17.5.1. This Agreement requires the Local Government to provide supplies and/or services that are funded in whole or in part by federal funds that are subject to FFATA. The Local Government is responsible for ensuring that all applicable requirements, including but not limited to those set forth herein, of FFATA are met and that the Local Government provides information to the MnDOT as required.

- a. Reporting of Total Compensation of the Local Government's Executives.
- b. The Local Government shall report the names and total compensation of each of its five most highly compensated executives for the Local Government's preceding completed fiscal year, if in the Local Government's preceding fiscal year it received:
 - i. 80 percent or more of the Local Government's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

Executive means officers, managing partners, or any other employees in management positions.

- c. Total compensation means the cash and noncash dollar value earned by the executive during the Local Government's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

- iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax qualified.
- 17.5.2. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.
- 17.5.3. The Local Government must report executive total compensation described above to the MnDOT by the end of the month during which this Agreement is awarded.
- 17.5.4. The Local Government will obtain a Unique Entity Identifier (UEI) number and maintain this number for the term of this Agreement. This number shall be provided to MnDOT on the plan review checklist submitted with the plans for each project.
- 17.5.5. The Local Government's failure to comply with the above requirements is a material breach of this Agreement for which the MnDOT may terminate this Agreement for cause. The MnDOT will not be obligated to pay any outstanding invoice received from the Local Government unless and until the Local Government is in full compliance with the above requirements.

[THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK.]

City of East Grand Forks

City of East Grand Forks certifies that the appropriate person(s) have executed the contract on behalf of the Local Government as required by applicable articles, bylaws, resolutions or ordinances

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

By: _____

Title: State Aid Engineer _____

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Date: _____

Request for Council Action

Date: 4/17/2024

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

Cc: File

From: Jason Stordahl-Public Work Director

RE: SCADA system upgrade

The City’s sanitary and storm sewer lift stations are equipped with Supervisory Control and Data Acquisition (SCADA) systems. These systems are made up of software and hardware elements that allow us to control and monitor our lift stations. However, the systems are aging and no longer working properly, and it is time that we upgrade them.

Integrated Process Solutions (IPS) has been working with the City’s SCADA systems for many years. They are a very dependable company, always here when we need them. IPS has electrical engineers on staff that are experts in SCADA systems. I am asking Council for approval tonight to have IPS & Widseth to develop plans and specifications for both SCADA systems to be upgraded.

Contingent on award of bids once received, I am also asking approval to have IPS provide all necessary programming and field services as described in the attached proposal.

If Council chooses to approve the below work, we have sufficient funds in our Stormwater and Wastewater Enterprise Funds to cover the costs.

Below you will find costs estimates provided by IPS & Widseth

Stormwater Lift Stations SCADA

Engineering (plans & specs)	\$84,930
Engineering (Plans & Specs) – Widseth	\$2,500
Programming, etc.	\$125,300

Sanitary Lift Stations SCADA

Engineering (plans & specs)	\$30,990
Engineering (plans & Spec) - Widseth	\$2,500
Programming, etc.	\$55,100

Recommendation: Approve IPS & Widseth to prepare plans and specifications for the upgrade of the stormwater SCADA system for \$87,430, and sanitary SCADA system for \$33,490. Approve IPS to conduct all necessary work to program the new systems (SW \$125,300 & WW \$55,100), contingent on award of bid for the SCADA systems upgrade.

RESOLUTION NO. 24 – 05 - 40

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR SCADA SYSTEM UPGRADE

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

WHEREAS, the City Council desires plans and specifications for the upgrade to the Supervisory Control and Data Acquisition (SCADA) systems for the Storm and Sanitary Lift Stations;

NOW THEREFORE, BE IT RESOLVED the Council of East Grand Forks directs the City Engineer and Integrated Process Solutions (IPS) to prepare plans and specifications for the upgrade for the Stormwater and Sanitary Lift Stations for the following costs:

SCADA for Stormwater Lift Stations	SCADA for Sanitary Lift Stations
IPS - Plans & Specifications - \$84,930	IPS- Plans & Specifications - \$30,990
Widseth - Plans & Specifications - \$2,500	Widseth - Plans & Specifications - \$2,500

Total Cost for Plans and Specifications - \$120,920

BE IT FURTHER RESOLVED that if a bid is awarded the Council will approve IPS to perform the programming and other necessary field work for \$125,300 for Stormwater Lift Stations and \$55,100 for Sanitary Lift Stations for a total of \$180,400.

BE IT FURTHER RESOLVED the funding for this project will be coming from the Stormwater and Wastewater Enterprise funds.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed.

Passed: May 7, 2024

Attest:

City Administrator

President of Council

I hereby approve the foregoing resolution this 7th day of May, 2024.

Mayor



Integrated Process Solutions, Inc.

Corporate Office:
34696 412 St SE • PO Box 26
Fosston, MN 56542
218.435.1703

Regional Offices:
Albany, MN - 320.345.1457
Waunakee, WI - 608.849.4375
www.ipsamerica.biz

Date: April 23, 2024

Project: East Grand Forks Sanitary & Storm Station Controls Upgrade

Engineer: Widseth

Project Location: East Grand Forks, MN

Bid Date: RFP

Project Number: J002491

Integrated Process Solutions, Inc. is pleased to provide the following proposal and scope of work for the above subject project. Our proposal is based on our recent meeting with the City of East Grand Forks, Widseth, and our knowledge of the City's existing systems. We are pleased to offer the following for your review and consideration:

Project Overview

The scope of the project entails electrical and controls engineering for three control system upgrades. Storm water pumping stations, sanitary lift stations, and the water treatment plant HMI software upgrade. All three systems will be bid under one contract with the priority being the storm water pumping stations.

Storm Water Pumping Stations

The existing storm water pumping stations utilize GE PLC's and Operator Interface Terminals, radio telemetry and Cimplicity HMI software located at the City Shop. At our recent meeting it was agreed to replace the existing PLC's with the latest Rockwell PLC's, Operator Interface Terminals, and select a new HMI platform. The existing radio telemetry will be replaced by EGF fiber optic, a new server for hosting the HMI software will be located at the WTP and be provided and configured by EGF IT personnel.

Design Services

Initial Site Investigation and Documentation
New System Drawing Development and Bill of Materials for Each Site
Network Drawings

Project Drawings and Specifications for Bidding Construction Signed by a Licensed Engineer in the State of Minnesota.

Application Engineering Services

All PLC Programming
All Operator Interface Programming
HMI Graphics and Reporting Meetings with EGF Staff
HMI Graphics and Reporting Programming and Configuration
Factory Testing at IPS of the Entire System
Onsite Installation Oversight
Commissioning and Startup Services

Bidding Services

Provide feedback to all contractor’s questions pertaining to the electrical and controls for the facility
Contribute all necessary items for addendums as required

Estimated Hours & Cost For Storm Water Stations

Senior Engineer PE – Design Service

Review Drawings After Design Engineering
Review Specifications After Design Engineering
Review Plans and Specifications and Stamp Drawings for Bidding

Total Hours – 40 @ \$235/HR \$9,400.00

Project Management

Prepare Project Schedules
Manage IPS Design Team
Manage IPS Programming Team
Assist Design Team on Design
Coordinate Field Service & Startup
Coordinate Design and Programming Time and Maintain Budgets
Coordinate AS Built Drawings and O&M with Administration
Prepare Invoicing with Administration

Total Hours 60 @ \$205/HR \$12,300.00

Design Engineering

Perform Onsite Investigation
Select Components For Design
Design 100% System Drawings for all Upgrades
Generate 100% Bill of Materials or all Upgrades
Generate Specifications & Plans for Bidding

Coordinate AutoCAD Team for System Drawings
Coordinate AutoCAD Team for Bidding Plans
Submittal Reviews
Field Bidding Questions from Contractors

Total Hours 120 @ \$175/HR \$21,000.00

AutoCAD

Develop System Drawings for Control Panel Design
Develop Network Drawings from Designers
Drawing Updates after Design Review
Develop Construction Plans for Bidding
Develop As Started Drawings For O&M's

Total Hours 312 @ \$125/HR \$39,000.00

Administration

Document Support & O&M Manuals
Manage Invoicing

Total Hours 34 @ \$95/HR \$3,230.00

PLC Programming

Perform Control Loop & Sequence of Operations Meetings with Owner
Program PLC's
Factory Test PLC's & Programs
Support Field Engineering with Startup & System Testing
Control Enhancement Time for any changes the owner identifies

Total Hours 240 @ \$175/HR \$42,000.00

HMI/OIT Programming

Graphics Meeting No. 1 with Owner to Discuss Graphic Types and Options
Create Graphic Screens
Graphics Meeting No. 2 with Owner to Review Graphics
Data Base Development
Operator Interface Terminal Screens Meeting with Owner same time as HMI Graphics
Develop Operator Interface Screens
Reporting Software Meeting with Owner to establish Reports
Develop Reports
Factory Test HMI with PLC's
Support Field Engineering with Startup & Implementation of System
Graphic Screen Enhancement Time for any changes the owner identifies

Total Hours 220 @ \$175/HR \$38,500.00

Field Service Engineer

Assist with Factory Testing
Onsite Installation Inspection & Assistance with Contractor
System Checkout of Each Station
Field Verification and Final I/O Checkout back to HMI Computer
Warranty

Total Hours 232 @ \$150/HR \$34,800.00

Travel & Expenses \$10,000.00

The total price for the Storm Water Stations is \$210,230.00

Sanitary Lift Stations

The existing sanitary lift stations utilize Rockwell Micro 1400 PLC's and C-More Operator Interface Terminals. The remote stations utilize fiber optic communications, the remote stations will not have any modifications preformed. The existing HMI and computers will be replaced with a new server at WTP hosting the new HMI software. The new server will be provided and configured by EGF IT personell. New graphics, reports, and alarm dialer will be implemented.

Design Services

Initial Site Investigation and Documentation
New System Drawing Development and Bill of Materials
Network Drawings
Project Drawings and Specifications for Bidding Construction Signed by a Licensed Engineer in the State of Minnesota.

Application Engineering Services

HMI Graphics and Reporting Meetings with EGF Staff
HMI Graphics and Reporting Programming and Configuration
Onsite Installation Oversight
Commissioning and Startup Services

Bidding Services

Provide feedback to all contractor's questions pertaining to the electrical and controls for the facility
Contribute all necessary items for addendums as needed.

Estimated Hours & Cost For Sanitary Lift Stations

Senior Engineer PE – Design Service

Review Drawings After Design Engineering
Review Specifications After Design Engineering
Review Plans and Specifications and Stamp Drawings for Bidding

Total Hours – 24 @ \$235/HR \$7,080.00

Project Management

Prepare Project Schedules
Manage IPS Design Team
Manage IPS Programming Team
Assist Design Team on Design
Coordinate Field Service & Startup
Coordinate Design and Programming Time and Maintain Budgets
Coordinate AS Built Drawings and O&M with Administration
Prepare Invoicing with Administration

Total Hours 30 @ \$205/HR \$6,150.00

Design Engineering

Perform Onsite Investigation
Select Components and Software For Design
Generate 100% Bill of Materials for Software Upgrades
Generate Specifications & Plans for Bidding
Coordinate AutoCAD Team for System Drawings
Coordinate AutoCAD Team for Bidding Plans
Submittal Reviews
Field Bidding Questions from Contractors

Total Hours 80 @ \$175/HR \$14,000.00

AutoCAD

Develop Network Drawings from Designers
Drawing Updates after Design Review
Develop Construction Plans for Bidding
Develop As Started Drawings For O&M's

Total Hours 24 @ \$125/HR \$3,000.00

Administration

Document Support & O&M Manuals
Manage Invoicing

Total Hours 8 @ \$95/HR \$760.00

PLC Programming

Modifications to Existing Master PLC
Assist with Startup & System Testing
Control Enhancement Time for any changes the owner wishes

Total Hours 16 @ \$175/HR \$2,800.00

HMI/OIT Programming

Graphics Meeting No. 1 with Owner to Discuss Graphic Types and Options
Create Graphic Screens
Graphics Meeting No. 2 with Owner to Review Graphics
Data Base Development
Operator Interface Terminal Screens Meeting with Owner same time as HMI Graphics
Develop Operator Interface Screens
Reporting Software Meeting with Owner to establish Reports
Develop Reports
Assist with Startup & Implementation of System
Graphic Screen Enhancement Time for any changes the owner wishes

Total Hours 160 @ \$175/HR \$28,000.00

Field Service Engineer

Field Verification and Final I/O Checkout back to HMI Computer from each lift station
Warranty

Total Hours 120 @ \$150/HR \$18,000.00

Travel & Expenses \$6,300.00

The total price for the Sanitary Lift Stations is \$86,090.00

Thank you for the opportunity to provide our proposal to you for your consideration. Should you have questions or require further information concerning this proposal, please contact me at 218-435-1703.

We look forward to earning your business,



Peter J. Nelson
Integrated Process Solutions, Inc.

Request for Council Action

Date: April 23, 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: Proposal to replace Sherlock Park billboard with digital display billboard

Background:

Included in the May 7th City Council agenda are a few items related to the proposal from Newman Signs to place a digital billboard on the Sherlock Park property.

1. Assignment and Assumption Agreement with Cabela's
 - a. The current Cabela's billboard located within Sherlock Park is listed under the MnDOT Outdoor Advertising Permit as owned by Cabela's. In order for the City to make the necessary changes to the board, MnDOT needs this agreement to record that Cabela's has released its interest in the board to the City.
 - b. I have met with Cabela's management on this proposed project. They are happy with the proposal and have agreed to sign the permit over to the City.
2. Newman Outdoor Advertising Location Lease
 - a. The location lease agreement with proposed terms of the lease is included in the agenda for consideration.
 - b. 25-year lease, effective July 1, 2024, with an option for the City to have one ad space per minute on the digital board placed in Sherlock Park. A cash value option for the lease is also included if the City chooses not to use the advertisement.
 - c. Once the lease agreement is approved, Newman will submit sign plans to our Community Development office for review as well as make the permit application to MnDOT.

Recommendation:

1. Approve signing of the Assignment and Assumption Agreement between Cabela's and the City of East Grand Forks for the existing Sherlock Park billboard.
2. Approve the proposed Location Lease Agreement between the Newman Outdoor Advertising and the City of East Grand Forks for the placement of a new digital billboard in Sherlock Park.

Enclosures:

Assignment and Assumption Agreement with Cabela's
MnDOT Permit information to accompany Assignment and Assumption agreement

Proposed Location Lease from Newman Outdoor Advertising
Location Lease agreement term details

MnDOT Permit Number: 25727
Account No. 21286
Mile Post .44

ASSIGNMENT AND ASSUMPTION AGREEMENT

THIS ASSIGNMENT AND ASSUMPTION AGREEMENT ("Agreement") is made and entered into effective as of the 7th day of May, 2024, by and between Cabela's, ("Assignor") and the City of East Grand Forks, Minnesota, ("Assignee").

AGREEMENT

Concurrently with this Agreement, Assignor relinquishes, and the Assignee assumes all right, title or interest in the billboard structure located in Sherlock Park in the City of East Grand Forks located along Minnesota Highway 2 near mile post .44.

The sign is located on land owned by the Assignee legally described as follows:

Section 02, Township 151, Range 050, part of Government Lot 2 being Sherlock Park & Part of Government Lot 5 lying between Block A of Grand Forks East Addition and the Red River County of Polk in the City of East Grand Forks, Minnesota.

Further, the Assignor, relinquishes all rights and the Assignee assumes all obligations in MnDOT Account Number: 21286 and the associated permit identified as MnDOT Permit Number: 25727 (See attached documentation). This Agreement shall bind successors and assigns of Assignor and the Assignee. Additionally, this Assignment can be signed in any number of counterparts, each one taking together constitute one document.

EXECUTION

The parties hereto have executed this Agreement as of the date first stated above.

CABELA’S,

BY: _____
Daren Muscha
Its General Manager

CITY OF EAST GRAND FORKS, MINNESOTA

BY: _____
Steven Gander
Its Mayor

AND BY: _____
Reid Huttunen
Its City Administrator

(ASSIGNMENT/AGREEMENT.)



P.O. Box 1728
Jamestown, ND 58402

Permit No. _____

Structure No. _____

LOCATION LEASE

THIS AGREEMENT is made and entered into in duplicate this 7th day of May, 2024, by and between THE CITY OF EAST GRAND FORKS hereinafter called Lessor, and Newman Signs, Inc., d/b/a Newman Outdoor Advertising of Jamestown, North Dakota, hereinafter called Lessee.

In consideration of the rentals hereinafter set forth, Lessor does hereby grant, demise and lease to Lessee for the purpose of erecting, placing and relocating and maintaining advertising signs structures and advertisements for single and double-faced signs together with all sign location rights the following described premises: Legal description: SECTION 02, TOWNSHIP 151, RANGE 050 PT OF G L 2 BEING SHERLOCK PARK & PT OF G L 5 LYING BTN BLK A OF G F EAST & RED RIVER., County POLK, including all of Lessor's property abutting Highway US-2, City of EAST GRAND FORKS State of MN and on terms hereinafter described. This lease is for a term of 25 years and for the annual rent of \$*SEE ATTACHED* payable annually in advance. The term of the lease shall commence, and first payment of rents shall be due, when the first sign is installed on the premises. The term of this lease shall be automatically extended for a like term of years unless the Lessor or Lessee gives sixty days written notice otherwise in advance prior to the end of the term. As a partial advance on the first annual rental fee as provided for herein and as consideration for the execution of this Location Lease by Lessor, Lessee hereby pays to Lessor the sum of \$ N/A, the receipt of which is hereby acknowledged by Lessor.

The Lessee shall have free access over and across the lands of the Lessor for the purpose of the construction of signs, to illuminate, maintain, place or remove advertisements and structures and to remove brush, trees, or obstructions impairing the full view of the signs and use of the ground space and Lessee is granted easements as are necessary if electrification is desired. Lessor agrees any local electric utility company may establish electric power at the location if desired for any sign but at no expense to Lessor. Lessee has the right to install electronic communications, antenna and structures attached to the said billboard(s) to serve as communications devices for Lessee and others.

The Lessor covenants and agrees that from the date hereof until this Agreement is terminated, that the Lessor will not obstruct the view of the Lessee's sign or permit Lessee's sign to be obstructed in any way or any manner whatsoever. Lessee is granted the full interest of Lessor in the sign location rights on the above described premises. Lessor covenants and warrants that Lessor has full authority to execute this Agreement.

The Lessee covenants that it will do nothing in and about the premises to cause damage to fences or other structures of the Lessor located on the property and will take all reasonable care to avoid damaging the property of the Lessor. It is agreed that all property placed upon the premises by the Lessee shall always remain Lessee's property, and may be removed by the Lessee at any time prior to or within a reasonable time after the expiration of the term hereof or any extension thereof.

This Lease may be terminated by Lessee, in the sole discretion of the Lessee, on thirty (30) days written notice to Lessor, at any time or under any circumstances. Upon termination, any obligation for future rents will cease and Lessor shall refund, pro rate, any rent paid in advance. Lessee shall remain owner of all advertising signs, structures, and improvements erected or made by lessee, and, notwithstanding the fact that they may constitute real estate fixtures, lessee shall have the right to remove the signs, structures, and improvements at any time during the term of the lease. If lease is terminated, Lessee will remove structure and all equipment within sixty (60) days of the termination of the lease. Lessee may sell or assign all of the Lessee's right, title and interest in this lease to any person or business entity as assignee, and upon the express written assumption by assignee of all the obligations of Lessee under this lease. If sale or assignment of lease commences, Lessee will give Lessor written notification. Lessor acknowledges that Lessee shall be fully discharged from any and all obligations under this lease. The venue for all legal proceedings out of this lease, or its breach, must be in the appropriate state court with competent jurisdiction in Polk County, Minnesota.

This lease shall be binding on and shall inure to the benefit of the parties hereto and to the assigns, executors, personal representatives, heirs and successors of the parties and shall run with the land and shall bind the owners of the real property described herein. This agreement constitutes the entire agreement between the parties and supersedes all prior agreements and understandings.

If the Lessee is unable to attain the necessary permits required to build the structures, the lease will be null and void

This document drafted by Newman Signs, Inc
P.O. Box 1728, Jamestown, ND 58401, Phone 701-252-1970

The City must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the City under this lease, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City under this agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by the parties. If the City receives a request to release the data referred to in this Clause, the City will immediately notify Newman Signs. The City will make the determination if the information will be released to the requesting party.

NOTE: Both parties agree to execute a "Memorandum of Lease" setting forth the basic terms of the lease in order to give notice of record of the existence of the lease. The "Memorandum of Lease" will not contain the financial terms of the lease and will be completed and recorded by the Lessee.

Lessor
Authorized Signature

Lessor

By _____
Title _____

The foregoing instrument was acknowledged before me
this _____ day of _____,
by _____, the _____
of Newman Signs, Inc., a corporation under the laws of
North Dakota, on behalf of the corporation.

Signature of Person Taking Acknowledgement
Notarial stamp or seal (or other title or rank)
State of _____
County of _____

Address: _____

The foregoing instrument was acknowledged before me this
_____ day of
_____, _____, by _____
and _____, Lessor(s)

Signature of Person Taking Acknowledgement
Notarial stamp or seal (or other title or rank)
State of _____
County of _____

Outdoor Advertising Permits

Customer Permit Reports

Report parameters:

District:	Customer Name: any
Trunk Highway: any	Account Number: any
County: POLK	Permit Status: I

Outdoor Advertising Permits (sorted by Trunk Highway and Mile Point)

District: 2 Bemidji

Permit Nbr	Customer Name	Trunk hwy Number	Mile Point	Side of Road	Date Issued	City	Device Type	Federal Des	Permit Status
						County	Sign Size	Permit Type	Illuminated
25727	CABELAS	002	0.44	R	04/27/2021	EAST GRAND FORKS	Single Face	NHS	Issued
						POLK	51 to 300 Sq. Ft.	Conforming	N



Outdoor Advertising Permit Reporting and Tracking

LOG OUT

Version 1.2.1
Screen 3100

- Permits
- Customers
- Invoices
- Reports
- Admin Area
- Help

- General Info
- Permit Index
- Invoice Index
- Permit Transfer

Customer Name:CABELA'S

Account Number: 21286

[Customer Search](#) > **Customer General Info**

Apr 15, 2024 11:44:54 AM

BACK

Customer Information

Edit This Section

Customer Name:	CABELA'S	Account No:	21286
ATTN/Contact Name:	SCOTT VOLK	Contact Title:	Group Sales Manager
Mailing Address 1:	210 DEMERS AVE.	Main Phone:	(218) 773-0282
Mailing Address 2:	<empty>	Main Fax:	<empty>
City:	EAST GRAND FORKS		
State:	MN		
Zip Code:	56721		
Contact Phone:	____-____-____		
Contact Email:	scott.volk@cabelas.com	Billing Email:	scott.volk@cabelas.com
Active:	Y		
Created Date:	Apr 27, 2021	Created By:	Brad Knudson
Created By District:	2		
Modified Date:	Jul 11, 2023	Modified By:	E-PAYMENT

[Permits](#) | [Customers](#) | [Invoices](#) | [Reports](#) | [Admin](#) | [Help](#)

Annual Rent Payment

Lessor will receive One (1), seven (7) second advertising slot of the eight (8) total in rotation. If the Lessor chooses not to use said slot, they will receive cash payment as follows:

<u>Year</u>	=	<u>Rate</u>
1-3	=	\$2,500
4-6	=	\$2,750
7-9	=	\$3,000
10-12	=	\$3,250
13-15	=	\$3,500
16-18	=	\$3,750
19-21	=	\$4,000
22-24	=	\$4,250
25	=	\$4,500

Payment year will commence July 1st of each year, beginning July 1st, 2024 and renewing annually through July 1, 2048.

If they lessor does not use ad space for the entire year, they will be paid a percentage (%) of the cash payment for that year. (**Example:** *Lessor used ad space for 91 days (25% of the year), they will be paid 75% of that years rate for the days not used*). A portion of the ad rotation for the City of East Grand Forks may be designated, at its discretion, to Cabela's and/or local service or non-profit clubs and organizations. The City of East Grand Forks ad space may be rotated throughout the Newman Signs digital board inventory.

Lessee will maintain a static billboard design on pool side with East GrandForks message. Static billboard will be subject for updated message every three (3) years at the cost of the lessee. Lessee will be responsible for obtaining MNDOT Advertising Permit.

Request for Council Action

Date: May 7, 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: \$100000 Builder Incentive Program

Several years ago the City implemented a builder incentive program to provide builders with up to \$100,000 in an interest-free loan to increase sales of lots and the construction of new homes on City residential lots. The program performed well until the City ran out of available funds in 2023. The program was suspended during the summer of 2023 until funding could be found.

In late March The EDA President requested a meeting with the City Administrator, Finance Director, and Economic Development Director to discuss how to revive the program. He, the Director, and the City Attorney have all received requests to use the program this year.

The 280 account now has the funding for up to 3 loans. This is a short-term solution; the funds in that account will be depleted as other expenditures are taken from the account. At a future meeting, the 280 account will be discussed in more detail.

The City Council discussed the program on April 23. The discussion included consideration of a lesser amount for the loans. On April 16 the EDA had recommended reviving the program for three homes from the 280 and 633 fund account.

Attached are:

- Program parameters and revisions suggested when this program was last discussed.
- 280 Fund Cash and Income Statement Summary, 2014 – 2023
- 633 Fund Cash and Income Statement Summary, 2020 – 2023
- Tax Abatement Program History, 2016-2023
- 2023 & 2024 new home closings and permits

Recommendation:

That the City Council revive the \$100,000 builder incentive program with the currently available 280 and 633 account funds, subject to the original and revised parameters.



MEMORANDUM

Date September 12, 2023

To EDA

From ED Director

Subject Parameters for Revised \$100,000 Builder Incentive Program

At the August 15 meeting, the EDA discussed the \$100,000 Builder Incentive Program. The EDA suspended the current program due to the lack of funds. The EDA asked the City Council to include funds in a separate account specifically for the program. The EDA asked the Loan Committee to develop parameters for the revised program.

Members of the Loan Committee met on August 24. They identified the purpose of the program to provide an incentive to builders to buy City-owned lots to build spec homes. Based upon the purpose of the program, the Committee identified the following parameters to supplement and amend the current parameters:

- No interest for the first 18 months after the closing on the lot by the builder. 4% annual interest to be applied thereafter.

Recommendation:

Accept and approve the recommendation of the Loan Committee.

General Ledger

Housing 280 Fund

Revenue and Expense

Revenue and Expense/ Lot Sales and Loan Repayment for the Years 12.31.2014 to 12.31.2023

User: kanderson
 Printed: 05/01/24 09:56:49

Account Number	Description	2014 Balance	2015 Balance	2016 Balance	2017 Balance	2018 Balance	2019 Balance	2020 Balance	2021 Balance	2022 Balance	2023 Balance
280	Housing/Lot Sale										
	Cash Balance January 1	\$ 339,372.91	\$ 259,506.93	\$ 292,999.56	\$ (28,836.70)	\$ (186,488.13)	\$ (153,891.72)	\$ (61,864.09)	\$ 8,180.14	\$ 141,440.28	\$ 59,859.93
	Loans Repayment/Sale of Lots										
			#lots								
280-00-000-12800	Loans Principle Payments (Valley Gr	\$ 12,204.12	\$ 7,534.21	\$ 24,039.63	\$ 10,117.08	\$ 12,602.74	\$ 13,115.33	\$ -	\$ 13,648.76	\$ 14,203.89	\$ 14,781.60
280-00-000-16100	Lots held for Resale	\$ 21,353.64	\$ 16,851.74	\$ 5,331.74	\$ 15,995.22	\$ 26,658.70	\$ 15,995.22	\$ 48,413.92	\$ 60,790.44	\$ 5,331.74	\$ 37,322.18
	Total Loans Repay/Lot Sales	\$ 33,557.76	\$ 24,385.95	\$ 29,371.37	\$ 26,112.30	\$ 39,261.44	\$ 29,110.55	\$ 48,413.92	\$ 74,439.20	\$ 19,535.63	\$ 52,103.78
36	Special Assessment/Misc Rev										
000	Tax Revenue										
280-36-000-36210	Interest Earnings	\$ 6,571.00	\$ 2,643.00	\$ 2,272.98	\$ -	\$ 5,397.26	\$ 4,884.67	\$ -	\$ 3,350.34	\$ 5,306.36	\$ 4,943.83
280-36-000-36220	Lots Sold	\$ 66,405.19	\$ 75,230.08	\$ 22,913.34	\$ 28,250.24	\$ 66,828.53	\$ 26,258.33	\$ 88,703.88	\$ 159,597.68	\$ 13,687.56	\$ 72,243.83
280-36-000-36299	Misc Rev/Incentive & Bdlg repay	\$ 55,795.88	\$ 44,465.79	\$ 39,039.63	\$ 124,530.60	\$ 292,539.07	\$ 134,930.09	\$ 50,000.00	\$ 15,000.00	\$ 10,000.00	\$ 109,748.53
000	Tax Revenue	\$ 128,772.07	\$ 122,338.87	\$ 64,225.95	\$ 152,780.84	\$ 364,764.86	\$ 166,073.09	\$ 138,703.88	\$ 177,948.02	\$ 28,993.92	\$ 186,936.19
39	Other Financing Sources										
000	Tax Revenue										
280-39-000-39204	Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
000	Tax Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	Other L-T Debt										
501	Housing Project										
280-47-501-41010	Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
280-47-501-41210	PERA Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
280-47-501-41220	FICA Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
280-47-501-42000	General Supplies	\$ -	\$ 95.00	\$ -	\$ -	\$ 425.00	\$ -	\$ -	\$ -	\$ -	\$ -
280-47-501-43040	Legal Services	\$ -	\$ 252.00	\$ 6,924.00	\$ 4,906.25	\$ 7,599.75	\$ 2,950.00	\$ 5,337.50	\$ 8,856.00	\$ 1,377.00	\$ 3,051.00
280-47-501-43090	EDP & Acctng Services	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
280-47-501-43190	Professional Services	\$ 7,038.55	\$ 856.78	\$ 2,160.55	\$ -	\$ 200.00	\$ 5,500.00	\$ 24,658.85	\$ 24,555.75	\$ 8,265.48	\$ 25,598.19
280-47-501-43200	Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
280-47-501-44300	Miscellaneous	\$ 42,329.84	\$ 20,804.65	\$ 38,244.92	\$ 17,383.58	\$ 19,998.00	\$ 11,028.62	\$ 10,622.95	\$ 10,394.40	\$ 10,420.00	\$ 11,826.05
280-47-501-44390	Promotion & Advertising	\$ 478.00	\$ 1,583.00	\$ 2,358.55	\$ 9,403.24	\$ 10,598.25	\$ 6,495.73	\$ -	\$ 425.00	\$ 755.66	\$ -
280-47-501-44420	Real Estate Taxes	\$ 439.20	\$ 461.25	\$ 508.00	\$ 648.00	\$ 228.00	\$ 236.00	\$ 717.78	\$ 240.00	\$ 234.00	\$ 240.00
280-47-501-45300	Incentives/Valley Golf Tax Rebates	\$ 70,000.00	\$ 65,000.00	\$ 70,000.00	\$ 90,623.62	\$ 77,374.54	\$ 6,751.61	\$ 6,865.91	\$ 7,136.70	\$ 7,363.95	\$ 7,558.98
280-47-501-45310	Bldg Project 1	\$ -	\$ -	\$ 81,656.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
280-47-501-45320	Bldg Project 2	\$ -	\$ -	\$ 88,608.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,870.62	\$ 30,877.91
280-47-501-45330	Bldg Project 3	\$ -	\$ -	\$ 55,016.91	\$ 44,935.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
280-47-501-45340	1224 23rd St NW Bdg	\$ -	\$ -	\$ -	\$ 39,834.12	\$ 38,689.87	\$ -	\$ -	\$ -	\$ -	\$ -
280-47-501-45350	2556 St Andrews Dr NE	\$ -	\$ -	\$ -	\$ -	\$ 99,930.09	\$ -	\$ -	\$ -	\$ -	\$ -
501	Housing Project	\$ 120,285.59	\$ 89,052.68	\$ 345,577.29	\$ 207,734.69	\$ 255,043.50	\$ 32,961.96	\$ 48,202.99	\$ 51,607.85	\$ 97,286.71	\$ 79,152.13
49	Unallocated										
300	Transfers										
280-49-300-47200	Transfers Out/Res Tax Rebates	\$ 11,864.22	\$ 20,931.51	\$ 30,613.03	\$ 49,936.87	\$ 72,014.77	\$ 64,477.30	\$ 67,987.33	\$ 77,694.43	\$ 45,525.56	\$ 26,204.81
	Transfers Out/Waters Edge bond	\$ 120,000.00		\$ 105,217.00							
300	Transfers	\$ 131,864.22	\$ 20,931.51	\$ 30,613.03	\$ 155,153.87	\$ 72,014.77	\$ 64,477.30	\$ 67,987.33	\$ 77,694.43	\$ 45,525.56	\$ 26,204.81
280	Housing/Lot Sale	\$ (123,377.74)	\$ 12,354.68	\$ (321,004.00)	\$ (210,107.72)	\$ 37,706.59	\$ 68,633.83	\$ 22,513.56	\$ 48,645.74	\$ (113,818.35)	\$ 81,579.25
Revenue Total		\$ 128,772.07	\$ 122,338.87	\$ 64,225.95	\$ 152,780.84	\$ 364,764.86	\$ 166,073.09	\$ 138,703.88	\$ 177,948.02	\$ 28,993.92	\$ 186,936.19
Expense Total		\$ 252,149.81	\$ 109,984.19	\$ 385,229.95	\$ 362,888.56	\$ 327,058.27	\$ 97,439.26	\$ 116,190.32	\$ 129,302.28	\$ 142,812.27	\$ 105,356.94
	Cash Balance December 31	\$ 259,506.93	\$ 292,999.56	\$ (28,836.70)	\$ (186,488.13)	\$ (153,891.72)	\$ (61,864.09)	\$ 8,180.14	\$ 141,440.28	\$ 59,859.93	\$ 170,665.39

General Ledger

Down Payment Assistance 633 Fund

Revenue and Expense/ Cash Beginning and Year Ending

User: kanderson

Printed: 05/01/24 15:13:40

Account Nu	Description	2020 Balance	2021 Balance	2022 Balance	2023 Balance
633	Downpaymer				
	Cash Balance	\$ 230,296.54	\$237,486.83	\$234,586.19	\$237,129.77
000	Tax Revenue				
633-36-000-3	Interest Earni	\$ 7,190.29	\$ (2,900.64)	\$ 2,543.58	\$ 4,353.76
633-36-000-3	Loan Repaym	\$ -	\$ -	\$ -	\$ -
000	Tax Revenue	\$ 7,190.29	\$ (2,900.64)	\$ 2,543.58	\$ 4,353.76
46	Community I				
413	DPA Expens				
633-46-413-4	Lot sale reduc	\$ -	\$ -	\$ -	\$ 60,900.00
413	DPA Expens	\$ -	\$ -	\$ -	\$ 60,900.00
470	Transfers Ou				
633-46-470-4	Transfers Out	\$ -	\$ -	\$ -	\$ -
470	Transfers Ou	\$ -	\$ -	\$ -	\$ -
633	Downpaymer	\$ 7,190.29	\$ (2,900.64)	\$ 2,543.58	\$ (56,546.24)
Revenue Tot:		\$ 7,190.29	\$ (2,900.64)	\$ 2,543.58	\$ 4,353.76
Expense Tot:		\$ -	\$ -	\$ -	\$ 60,900.00
	Cash Balance	\$237,486.83	\$234,586.19	\$237,129.77	\$180,583.53

New Home Property Tax Rebate Program. 2016 - 2024

Budget Year	New Recipients	Total Recipients	City	School	County	Total	Per Property Avg. City Tax Rebate
2016	14	25	\$ 30,205.73	\$ 5,676.27	\$ 23,271.62	\$ 59,153.62	\$ 1,208.23
2017	20	34	\$ 60,884.35	\$ 10,116.42	\$ 40,847.49	\$ 111,848.26	\$ 1,790.72
2018	14	34	\$ 69,133.72	\$ 11,418.83	\$ 45,956.84	\$ 126,509.39	\$ 2,033.34
2019	11	24	\$ 55,939.52	\$ 8,537.78	\$ 35,015.28	\$ 99,492.58	\$ 2,330.81
2020	19	29	\$ 67,987.33	\$ 10,409.84	\$ 45,650.49	\$ 124,047.66	\$ 2,344.39
2021	13	32	\$ 77,694.43	\$ 9,396.96	\$ 51,239.39	\$ 138,330.78	\$ 2,427.95
2022	10	23	\$ 49,255.31	\$ 6,521.85	\$ 31,396.40	\$ 87,173.56	\$ 2,141.54
2023	3	13	\$ 27,665.38	\$ 3,729.95	\$ 17,063.56	\$ 48,458.89	\$ 2,128.11
2024	11	14	\$ 38,987.90	\$ 5,190.55	\$ 22,420.74	\$ 66,599.19	\$ 2,784.85
TOTAL	162	N/A	\$ 528,816.33	\$ 81,497.57	\$ 360,218.47	\$ 970,532.37	

9 years total	115	228	\$ 477,753.67	\$ 70,998.45	\$ 312,861.81	\$ 861,613.93	\$ 2,095.41
9 year average	13	25	\$ 53,083.74	\$ 7,888.72	\$ 34,762.42	\$ 95,734.88	

2023/2024 New Homes; Not Yet at Full Tax Value

Parcel #	Closing Date	Estimated Building Value from Permit Info.	Current County Taxable Market Value (2024 Statement)	Estimated Market Value
83.04408.00	12/21/2021	\$ 450,000	\$ 448,500.00	
83.04409.00	2/18/2022	\$ 424,000	\$ 424,100.00	
83.04080.00	4/6/2022	\$ 405,000	\$ 403,600.00	
83.04508.00		\$ 350,000	\$ 130,600.00	\$430,600; estimated value
83.04077.00	5/24/2022	\$ 449,000	\$ 148,300.00	\$448,300; estimated value
83.04521.00	9/28/2023	\$ 600,000		County still has at \$46,200
83.04059.00	10/8/2020	\$ 400,000	\$ 399,400.00	

2023 New Homes Permits

83.04524.00	not closed yet	\$ 750,000	These are building permit values, usually quite a bit lower than what the	
83.04113.00		\$ 300,000		
83.04435.00		\$ 500,000		
83.00114.18		\$ 330,000		
83.04525.00		\$ 460,000		
83.04523.00		\$ 655,000		

2024 New Home Permits

83.04415.00		\$ 450,000.00		
83.04427.00		\$ 300,000.00		

Request for Council Action

Date: May 7, 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: Resolution to approve sale of residential lots to North Star Neighbors Community Land Trust

Background:

North Star Neighbors (NSN), a community land trust, has requested approval to purchase four (4) residential lots in the Waters Edge 2nd resubdivision for the purpose of constructing affordable residential homes.

- The per lot price included in the resolution includes a \$10,000 per lot discount, of which \$8,700 will be covered by City Fund 633, the Down Payment Assistance fund. This \$8,700 discount is currently being offered across all City owned residential lots.
- The purchase price offered to NSN is enough to cover the cost of all special assessments remaining on the lots, plus approx. \$2,000.00.
- With approval from the City to sell the lots to NSN, NSN will seek a grant from MN Housing for the funds necessary to construct the four homes in the 2025 building season.
- The final construction schedule for these lots will be determined by NSN and when they can secure a contractor, purchase agreements, etc.
- **Housing Size guidelines requested by NSN.** The guidelines for the size of the homes being proposed has changes since the April 23rd Work Session. Details of April 23rd meeting and current request are below. The changes are struck through.
 - o Single story home: Not less than 1400 square feet
 - o Two story home: Not less than ~~1,900 square feet~~ 1,800 square feet
 - o Bi-level/Split Level home: Not less than ~~2,200 square feet~~ 1,800 square feet
 - o Attached garage for two automobiles, which is no less than 575 square feet
 - o All homes will be no less than 3 bedroom and two bathroom.

Enclosures:

- Resolution to approve the sale of four lots in Waters Edge 2nd to North Star Neighbors Community Land Trust
- List of four properties in WE 2nd
- Waters Edge 2nd Map

RESOLUTION NO. 24 – 05 - 41

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

WHEREAS, the City of East Grand Forks (hereinafter “The City”) has received a request from North Star Neighbors (hereinafter “NSN”), a Community Land Trust to purchase residential lots for the purpose of constructing affordable homes; and

WHEREAS, the City owns many platted, unbuilt lots available for the construction of new homes; and

WHEREAS, after discussion the City has determined the NSN Community Land Trust is a good program to create affordable housing options in the City; and

WHEREAS, the City recognizes the need for affordable home ownership in East Grand Forks and to support this effort has included a \$10,000 per lot discount on each lot, of which \$8,700 will come from Fund 633, the Down Payment Assistance Fund; and

WHEREAS, the City and NSN have identified the following properties legally described as follows and for the below listed asking price, which includes the funds necessary to cover the cost of all outstanding Special Assessments on each property:

- Parcel #83.04144.00; Waters Edge 2nd Resubdivision, Lot 4, Block 1. \$32,441.00
- Parcel #83.04148.00; Waters Edge 2nd Resubdivision, Lot 8, Block 1. \$27,692.00
- Parcel #83.04151.00; Waters Edge 2nd Resubdivision, Lot 11, Block 1. \$32,009.00
- Parcel #83.04155.00; Waters Edge 2nd Resubdivision, Lot 15, Block 1. \$27,484.00

WHEREAS, as a contingency of the sale of lots to NSN is that NSN shall agree to build homes of the following guidelines:

- A dwelling structure shall (excluding porches, decks and garages) shall have a structural area if a single story rambler type structure of not less than 1400 square feet; a two story, bi-level (split level) or tri-level structure of not less than 1800 square feet. All dwellings shall have an attached garage capable of storing a minimum of two (2) automobiles which is no less than 575 square feet. All homes shall be built with not less than three (3) Bedrooms and two (2) bathrooms; and

WHEREAS, North Star Neighbors will submit an application to MN Housing for the funds to construct and sell four homes in East Grand Forks, using the Community Land Trust model and final sale of these lots is contingent upon successful grant funding from MN Housing; and

NOW, THEREFORE, BE IT RESOLVED

1. That the City has received an offer to purchase the land from NSN for the above listed prices.
2. The final purchase and construction schedule of each lot is contingent upon NSN successfully securing financing from MN Housing to purchase the properties and construct homes.
3. That the City has determined that the sales price is satisfactory, and it is in the public

interest to accept the sum so that NSN can construct affordable homes on the properties.

4. The City authorizes the City Administrator and City Attorney to draft the necessary documents with NSN for the sale of the properties.
5. The City Council hereby authorizes the City Administrator and Mayor to sign all appropriate documents, with counsel and direction from the City Attorney.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: May 7, 2024

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 7th day of May, 2024.

Mayor

WATER's EDGE - 2nd Addition

Parcel #	Legal Description	Lot Number	Initial Sale Price	Total Special Assessments included in Sale Price	City of East Grand Forks proposed donation (Lot costs, Realtor fees, Closing costs)	Sale Price to NSN (Spec. Assmts & Discounted Lot price)	Status
83.04144.00	WE 2nd Lot 4 Block 1	4	\$42,441.00	\$30,440.68	\$10,000.00	\$32,441.00	Available
83.04148.00	WE 2nd Lot 8 Block 1	8	\$37,692.00	\$25,691.83	\$10,000.00	\$27,692.00	Available
83.04151.00	WE 2nd Lot 11 Block 1	11	\$42,009.00	\$30,009.31	\$10,000.00	\$32,009.00	Available
83.04155.00	WE 2nd Lot 15 Block 1	15	\$37,484.00	\$25,483.74	\$10,000.00	\$27,484.00	Available

Waters Edge First Addition
 Waters Edge Second Resubdivision
 Waters Edge Third Addition



City of East Grand Forks

Waters Edge Addition
 For More Information Contact:
 EDA 218-773-8939 www.egf.mn

- Key
- Waters Edge First Addition
 - Waters Edge Second Resubdivision
 - Waters Edge Third Addition
 - Lots To Be Sold As A Single Lot



9/20/2023
 waters edge edge 110
 © 4th Creek East_Grand_Forks_EDA_MapOfWatersEdge110watershedwaters_edge_1101.dgn

Request for Council Action

Date: May 7, 2024

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

Cc: File

From: Nancy Ellis, City Planner/Transit Manager

RE: Approval of contract to purchase a replacement transit vehicle in 2024

RECOMMENDATION:

Staff recommends approval for the City of East Grand Forks to enter into a contract agreement with MnDOT for FY2024 fixed route bus purchase.

BACKGROUND INFORMATION:

The City of East Grand Forks and Cities Area Transit have several approved plans that we follow for operating assistance, capital needs, safety for riders and staff, and future improvements. The TAM (Transit Asset Management) plan we adopted in 2022 sets parameters for replacement of vehicles based on number of years in service and mileage. The replacement years for current vehicles have been approved in this plan and are monitored by MnDOT to determine awarding funds to the 5307 urban recipients to replace said vehicles.

We were recently notified by MnDOT that we will be receiving funding for a bus that meets the parameters for replacement. We are beyond the recommended mileage for this bus to be in daily service. The state has agreed to pay a 90% share of the bus purchase and we must cover the 10% in local funds. They have set aside up to \$251,190.00 in state funds for this purchase. The bus was estimated at \$279,100.00 with \$251,190.00 from the state and \$27910.00 locally; with the local share placed in the 2025 budget that is when we expect to receive the bus. Also, I will review the City's CIP budget and update it to show a new bus in 2024 and another needed in 2026. I will be reviewing the MnDOT procurement documents and obtain an estimate for the bus with ~\$4000 going toward the camera security system (to be purchased and installed at the bus plant).

FINDINGS AND ANALYSIS:

The fixed route bus for East Grand Forks is beyond its recommended mileage and should be replaced. The MnDOT transit office typically awards the City of East Grand Forks funds for 80% of the purchase price up to \$279100, however they have approved a 90/10 split, and the bus is shown in the MPO TIP and State STIP.

SUPPORT MATERIALS:

- 1) Resolution for 2024 agreement with MnDOT to purchase a fixed route bus to use in the City of East Grand Forks.

FUNDING SOURCES

State Funding Requested (90% of total cost including fed amount): **\$251,190.00 (bus and cameras)**
Local share: **\$27190.00 to be budgeted in 2025 with general funds.**

RESOLUTION NO. 24 – 05 - 42

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

WHEREAS, the City of East Grand Forks contracts with Cities Area Transit to operate their transit system; and

WHEREAS, the City of East Grand Forks desires to purchase, through the State of Minnesota Cooperative Procurement Process, a vehicle to be used in the transit system, and

WHEREAS, the vehicle cost is allocated 10% local share and 90% State/Federal share of the “contract amount” and

NOW, THEREFORE, BE IT RESOLVED the City of East Grand Forks enters into an agreement with the State of Minnesota to purchase a Class 400 Low Floor bus for the purpose of public transportation services.

BE IT FURTHER RESOLVED the City of East Grand Forks agrees to provide a local share of up to 10 percent of the total project costs.

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

BE IT FURTHER RESOLVED the City of East Grand Forks authorizes Nancy Ellis, Transit Manager, to execute the aforementioned agreement and any amendments.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: May 7, 2024

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 7th day of May, 2024.

Mayor

Accounts Payable
Check Register Totals Only



City of East Grand Forks

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

User: mnelson
Printed: 5/2/2024 - 4:08 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
42370	05/07/2024	ACM001	Acme Electric Companies	261.77	0
42371	05/07/2024	ADV007	Advanced Auto Parts	76.14	0
42372	05/07/2024	ADV001	Advanced Business Methods Inc	1,151.42	0
42373	05/07/2024	ALL011	Allstream	175.82	0
42374	05/07/2024	AMB001	American Legion Post 6 Baseball	500.00	0
42375	05/07/2024	GEA001	Gretchen EMR Anthony	580.00	0
42376	05/07/2024	AME005	Aramark Uniform Services	96.95	0
42377	05/07/2024	BAK001	Baker & Taylor Co	329.43	0
42378	05/07/2024	BAL001	Balco Uniforms Co Inc	140.00	0
42379	05/07/2024	BAU004	Brenda Baumer	600.00	0
42380	05/07/2024	BRI004	Brian's Flooring Inc	7,186.80	0
42381	05/07/2024	BUS002	Business Essentials	209.95	0
42382	05/07/2024	CAR002	Jason Carlson	205.00	0
42383	05/07/2024	CEN001	Center Point Large Print	213.33	0
42384	05/07/2024	CEN006	Century Link	303.86	0
42385	05/07/2024	CIN001	Cintas Corporation No. 2	347.58	0
42386	05/07/2024	CNA001	CNA Surety Direct Bill	100.00	0
42387	05/07/2024	COD001	Code 4 Services, Inc.	4,283.70	0
42388	05/07/2024	COL004	Coldspring Memorial	415.00	0
42389	05/07/2024	COL002	Cole Papers Inc	3,080.71	0
42390	05/07/2024	COM003	Complete Pest Control Inc	300.00	0
42391	05/07/2024	CON001	Conway Shield	4,646.39	0
42392	05/07/2024	COU008	Countrywide Sanitation Company	38,371.48	0
42393	05/07/2024	COU018	Countrywide Waste Management	440.00	0
42394	05/07/2024	CUS002	Custom Stripes Inc	590.00	0
42395	05/07/2024	DAK006	Dakota TV & Appliance	749.95	0
42396	05/07/2024	DOC001	Docu Shred Inc	55.34	0
42397	05/07/2024	DOS003	Tom Dostal	157.00	0
42398	05/07/2024	FIR003	Fire Safety USA, Inc.	550.00	0
42399	05/07/2024	CEN002	Gale	203.37	0
42400	05/07/2024	GAR001	Garden Hut Inc	62.02	0
42401	05/07/2024	GER001	Gerrells Sport Center	830.00	0
42402	05/07/2024	GGF001	GGF Convention & Visitors Bureau	4,169.50	0
42403	05/07/2024	GOP002	Gopher State Lawn Sprinklers	690.00	0
42404	05/07/2024	GFW001	Grand Forks Welding & Machine	485.78	0
42405	05/07/2024	GTS003	Grand Trailer Sales	269.99	0
42406	05/07/2024	GRE018	Greenworks Landscaping & Fencing	78.75	0
42407	05/07/2024	HAR003	Hart's Auto Supply	221.86	0
42408	05/07/2024	HEA009	Heavy Haul, Inc.	2,500.00	0
42409	05/07/2024	ING003	Ingram Library Services	976.46	0
42410	05/07/2024	INT013	Interstate Billing Service	34.59	0
42411	05/07/2024	JOH026	Johnson Controls	45,522.25	0
42412	05/07/2024	JOH028	Johnson Controls Fire Protection, LP	434.50	0
42413	05/07/2024	KEI001	Keith's Security World	8.50	0
42414	05/07/2024	KEN002	Kennedy & Graven, Chartered	22.00	0
42415	05/07/2024	MER006	Andrea Kvasager	750.00	0
42416	05/07/2024	HAR081	Local Ace	294.00	0
42417	05/07/2024	HAR086	Local Ace	76.48	0
42418	05/07/2024	HAR087	Local Ace	47.56	0
42419	05/07/2024	HAR088	Local Ace	23.58	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
42420	05/07/2024	MAC002	MacQueen Equipment	822.75	0
42421	05/07/2024	MAR008	Marshall & Polk Rural Water System	9.00	0
42422	05/07/2024	MEN001	Menards	95.68	0
42423	05/07/2024	MPO001	Metropolitan Planning Organization	8,525.51	0
42424	05/07/2024	MID001	MidAmerica Books	114.75	0
42425	05/07/2024	MID003	Midcontinent Communications	2,806.16	0
42426	05/07/2024	MND020	Minnesota DEED - BCD Repayments	788.44	0
42427	05/07/2024	MND010	MN Dept of Health	720.00	0
42428	05/07/2024	MND003	MN Dept of Labor & Industry	20.00	0
42429	05/07/2024	MND006	MN Dept of Revenue	534.00	0
42430	05/07/2024	MNP003	MN Pollution Control Agency	912.69	0
42431	05/07/2024	MOT002	Motorola Solutions Inc	1,402.90	0
42432	05/07/2024	MTI001	MTI Distributing Company	2,246.58	0
42433	05/07/2024	NAS002	National Auto Service & Exhaust Pros	245.00	0
42434	05/07/2024	NEL101	Nelson Auto	5,341.99	0
42435	05/07/2024	NOR004	Northern Plumbing Supply	265.10	0
42436	05/07/2024	NOR024	Northland Yard Service	145.00	0
42437	05/07/2024	ORE001	O'Reilly Automotive, Inc.	1,216.73	0
42438	05/07/2024	ORC002	Orchard Oil Company	1,162.50	0
42439	05/07/2024	EXP002	Page 1 Publications, Inc.	384.21	0
42440	05/07/2024	DIA001	Richard Papenfuss	1,237.54	0
42441	05/07/2024	PEN001	Penworthy Company	173.68	0
42442	05/07/2024	PET001	Peterson Veterinary Clinic P.C.	1,018.00	0
42443	05/07/2024	POM001	Pomp's Tire Service, Inc	2,371.48	0
42444	05/07/2024	POW003	Powerplan OIB	647.03	0
42445	05/07/2024	R&R001	R&R Specialties of Wisconsin Inc	446.10	0
42446	05/07/2024	RDO003	RDO Truck Centers	14,936.77	0
42447	05/07/2024	RED001	Red River Snowmobile Club	4,654.67	0
42448	05/07/2024	ROO003	Roof Spec Inc.	3,500.00	0
42449	05/07/2024	SAK001	Safe Kids Grand Forks	8,176.92	0
42450	05/07/2024	SAN005	Sanford Health OccMed	220.00	0
42451	05/07/2024	SIG004	Sign Solutions USA, LLC	73.59	0
42452	05/07/2024	MIK001	SJA Thunder Corp	141.92	0
42453	05/07/2024	SPR002	Spray Advantage	28.53	0
42454	05/07/2024	SCR001	St. Cloud Refrigeration, Inc.	1,584.50	0
42455	05/07/2024	STU001	Stuart's Towing	100.00	0
42456	05/07/2024	TLC001	Team Laboratory Chemical LLC	2,193.50	0
42457	05/07/2024	CHA001	The Chamber of EGF/GF	580.00	0
42458	05/07/2024	THU002	Thur-O-Clean	5,001.16	0
42459	05/07/2024	VAL002	Valley Truck Parts and Services Inc.	999.48	0
42460	05/07/2024	VIL001	Vilandre Heating & A/C	1,218.77	0
42461	05/07/2024	WAT001	Water and Light Department	63,115.60	0
42462	05/07/2024	WIL008	William E. Young Company	375.00	0
42463	05/07/2024	WOR005	World Book Inc.	129.94	0
42464	05/07/2024	XCE001	Xcel Energy	7,250.42	0
Check Total:				271,752.40	