

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

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF A QUORUM:**

**PLEDGE OF ALLEGIANCE:**

**OPEN FORUM:**

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

**APPROVAL OF MINUTES:**

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of July 2, 2024.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of July 9, 2024.

**SCHEDULED BID LETTINGS: NONE.**

**SCHEDULED PUBLIC HEARINGS: NONE**

**CONSENT AGENDA:**

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

3. Consider adopting Resolution No. 24-07-54 approving the hiring of Herman Gray as a Police Officer at a salary of \$32.43 per hour.
4. Consider approving the Special Event Permit Application to the Iron Pigs Motorcycle Club for the motorcycle ride on the Kenneth M. Olson Memorial Trail in the greenway system on Saturday, August 3, 2024 between 10am and 10:30am.
5. Consider adopting Resolution No. 24-07-55 approving alternate judges for the Primary and General Elections for the 2024 cycle.
6. Consider adopting Resolution No. 24-07-56 entering into an agreement between the City of East Grand Forks and the State of Minnesota for fixed route transportation in East Grand Forks for 2025.

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. 24-07-57 entering into an agreement between the City of East Grand Forks and the State of Minnesota for paratransit services in East Grand Forks for 2025.

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

8. Regular meeting minutes of the Water, Light, Power, and Building Commission for June 18, 2024.

**COMMUNICATIONS: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

9. Consider adopting Resolution No. 24-07-58 authorizing a special election on November 5, 2024 to consider the implementation of the local sales tax and approve the two questions that would be included on the ballot.
10. Consider approving the Economic Development Authority to hire an executive search firm for up to the amount of \$24,000, contingent upon approval of the EDA Board of Commissioners, should the EDA deem necessary after review of the applicant qualifications and experience collected at the July 23<sup>rd</sup> meeting of the EDA.
11. Consider adopting Resolution 24-07-59 authorizing a \$20,000 matching contribution pledge to support the City of Grand Forks application to the USDOT Small Community Air Service Program.

**CLAIMS:**

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

**COUNCIL/STAFF REPORTS:**

**ADJOURN:**

**Upcoming Meetings**

Work Session – Tuesday, July 23, 2024 – Training Room – 5:00 PM

Council Meeting – Tuesday, August 6, 2024 – Council Chambers – 5:00 PM

Work Session – Tuesday, August 13, 2024 – Council Chambers – 5:00 PM

The meeting on August 13<sup>th</sup> will be done by 6:00pm due to the Primary Election.

Council Meeting – Tuesday, August 20, 2024 – Council Chambers – 5:00 PM

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

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

**CALL TO ORDER:**

*The Council Meeting of the East Grand Forks City Council for Tuesday, July 2, 2024 was called to order by Council President Olstad at 5:00 P.M.*

**CALL OF ROLL:**

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

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

**DETERMINATION OF A QUORUM:**

*The Council President Determined a Quorum was present.*

**PLEDGE OF ALLEGIANCE:**

**OPEN FORUM:**

Mr. Kevin Grover introduced himself to the Council as the new superintendent of East Grand Forks Public Schools. He stated he was looking forward to working with the City and to let him know if there was any way he could assist. He added he was glad to be in the community, his family was moving to the community from International Falls, and so far, it had been a great experience.

**APPROVAL OF MINUTES:**

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of June 18, 2024.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of June 25, 2024.
3. Consider approving the minute summary of the “Closed Meeting” for the East Grand Forks, Minnesota City Council of June 25, 2024.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE ITEMS ONE (1) THROUGH THREE (3).**

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

*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.*

- 4. Consider approving Temporary Liquor License Application for the International Association of Firefighters Local 3423 for the Cats Incredible Event taking place on the banks of the Red River on July 26-28, 2024.
- 5. Consider approving the Special Event Application for Sacred Heart Church & School to hold a block party on August 21, 2024 and allowing the closure of a portion of 3<sup>rd</sup> Street NW in front of the church and school for the event.
- 6. Consider approving the request to waive the requirement for a city transient merchant licenses for non-food vendors at the Hot Valley Nights event.
- 7. Consider adopting Resolution No. 24-07-48 appointing election judges for the August 13<sup>th</sup> Primary election and November 5<sup>th</sup> General Election.
- 8. Consider adopting Resolution No. 24-07-49 authorizing the conveyance of the land to the transferee and any previous disposal of or transfer of the land to the transferee is hereby ratified and approved.
- 9. Consider adopting Resolution No. 24-07-50 accepting donations to be used towards the construction of a new playground at Griggs Park Trailhead.
- 10. Consider adopting Resolution No. 24-07-51 authorizing persons listed below (subject to any expressed restrictions) is authorized for ACH origination and for online banking:

Name and Title

- (A) Steven Gander, Mayor
- (B) Reid Huttunen, City Administrator
- (C) Megan Nelson, City Clerk
- (D) Terry Knudson, HR Generalist
- (E) Karla Anderson, Finance Director
- (F) Renee Kringlen, Accounting Technician

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE ITEMS FOUR (4) THROUGH TEN (10).**

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

*Voting Nay: None.*

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

11. Regular meeting minutes of the Water, Light, Power, and Building Commission for June 5, 2024.

**COMMUNICATIONS:**

12. City Financial Statements as of April 30, 2024.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

13. Consider approving the updated site use agreement between the City of East Grand Forks and Lutheran Social Services for the use of the Senior Center for the development and operation of the Nutrition Program.

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER PETERSON, TO APPROVE THE UPDATED SITE USE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND LUTHERAN SOCIAL SERVICES FOR THE USE OF THE SENIOR CENTER FOR THE DEVELOPMENT AND OPERATION OF THE NUTRITION PROGRAM.**

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

*Voting Nay: None.*

14. Consider accepting the proposal from Johnson Controls to update the HVAC system at the Senior Center for a total of \$148,500.

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ACCEPT THE PROPOSAL FROM JOHNSON CONTROLS TO UPDATE THE HVAC SYSTEM AT THE SENIOR CENTER FOR A TOTAL OF \$148,500.**

Council member Vetter said there was still interest in the building so this item should be tabled. Council President Olstad said it was his opinion it should be voted on and not tabled.

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

*Voting Nay: Vetter.*

15. Consider adopting Resolution No. 24-07-52 approves reclassification of the Senior Center Coordinator position and freezes the position's wage until the approved salary meets or exceeds the Grade 12 pay range.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO ADOPT RESOLUTION NO. 24-07-52 APPROVES RECLASSIFICATION OF THE SENIOR CENTER COORDINATOR POSITION AND FREEZES THE POSITION'S WAGE UNTIL THE APPROVED SALARY MEETS OR EXCEEDS THE GRADE 12 PAY RANGE.**

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

*Voting Nay: None.*

16. Consider approving the loan agreement for The Spud Jr. for \$80,361.16 at 4% for a 10-year term.

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE LOAN AGREEMENT FOR THE SPUD JR. FOR \$80,361.16 AT 4% FOR A 10-YEAR TERM.**

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

*Voting Nay: None.*

17. Consider adopting Resolution No. 24-07-53 authorizing the sale of Parcels 31.00051.01 and a portion of 31.00053.00 to the Minnesota Municipal Power Agency and authorize the Council President and City Administrator to finalize terms and enter into a purchase agreement.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 24-07-53 AUTHORIZING THE SALE OF PARCELS 31.00051.01 AND A PORTION OF 31.00053.00 TO THE MINNESOTA MUNICIPAL POWER AGENCY AND AUTHORIZE THE COUNCIL PRESIDENT AND CITY ADMINISTRATOR TO FINALIZE TERMS AND ENTER INTO A PURCHASE AGREEMENT.**

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

*Voting Nay: None.*

18. Consider approving the updates to the Sick Time Policy to include the updates related to Earned Sick and Safe Time eligibility and use.

**A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER PETERSON, TO APPROVE THE UPDATES TO THE SICK TIME POLICY TO INCLUDE THE UPDATES RELATED TO EARNED SICK AND SAFE TIME ELIGIBILITY AND USE.**

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

*Voting Nay: None.*

19. Consider declaring the 2020 Ford Police Interceptor and associated equipment as surplus and approve the sale to Guardian Fleet Safety with funds to be used as a credit towards the new equipment for the outfitting of the new squad car.

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO DECLARE THE 2020 FORD POLICE INTERCEPTOR AND ASSOCIATED EQUIPMENT AS SURPLUS AND APPROVE THE SALE TO GUARDIAN FLEET SAFETY WITH FUNDS TO BE USED AS A CREDIT TOWARDS THE NEW EQUIPMENT FOR THE OUTFITTING OF THE NEW SQUAD CAR.**

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

*Voting Nay: None.*

**CLAIMS:**

20. 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 POKRZYWINSKI, TO AUTHORIZE THE CITY ADMINISTRATOR/CLERK-TREASURER TO ISSUE PAYMENT OF RECOMMENDED BILLS AND PAYROLL.**

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

*Voting Nay: None.*

**COUNCIL/STAFF REPORTS:**

Mayor Gander wished everyone a Happy Independence Day, commented how the current political environment was polarized, and asked people to come together.

Mr. Huttunen told the Council Ms. Renee Kringlen started on Monday and had been a great addition to the staff. He added that the Economic Development Board would be holding a special meeting on Tuesday, July 9<sup>th</sup> regarding the director position which was reposted because of the interest received, applications would be reviewed, and something might be brought to the Council if needed.

Mr. Emery stated the Quiet Zone project was progressing, they would be striping the roads next Tuesday and the intersection would open back up either Tuesday or Wednesday next week and then the Central Avenue crossing would be closed. He added that Q3 Contracting would be starting the sidewalk project by the library on Monday and the start date for the LaFave Park improvements would be in August.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO ADJOURN THE JULY 2, 2024 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:10 P.M.**

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

*Voting Nay: None.*

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Megan Nelson, City Clerk

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

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for Tuesday, July 9, 2024 was called to order by Council President Olstad at 5:01 P.M.*

**CALL OF ROLL:**

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

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

**DETERMINATION OF A QUORUM:**

*The Council President Determined a Quorum was present.*

**1. Review of the Safe Streets for All Action Plan – Stephanie Halford**

Ms. Halford said this was an updated on the action plan for Safe Streets for All, reminded the Council how the grant was applied for, \$400,000 was received to help plan, and this granted access to additional funding sources. Mr. Blue Weber stated again how being awarded a grant allowed the communities to access funds and help make safer streets for all users. He explained they would be a part of the entire process, how \$1 billion dollars each year would be available for Safer Streets for All projects, and action plans were needed to show how the funds would be used. He reviewed the five elements for the safe system approach, how it was for everyone that used the road system, crash information was used in the process, and that would help to be proactive by identifying issues and setting priorities. He stated there were eight components for the project and gave a brief explanation for each. He told the Council this was early in the schedule, there would be additional updates throughout the project, they were holding pop-up events, they were willing to be at other types of events, and there was a website with an interactive map that people could add input.

Mr. Weber informed the Council they would be looking at a high injury network which would be based on the crash information from across the area along with an intersection analysis to try and determine why there were issues at certain locations and come up with implementation goals. He added they were also working with a subcontractor that had worked in other cities on environmental impacts along with other factors and helped implement plans in other cities. He stated there was a peer review and the cities were chosen based on weather and population distribution. He told the Council again how there were going to be pop-up opportunities and reach out for public input. He asked for questions.

Mayor Gander thanked them for the presentation, was glad this could open doors to funding, and asked what things could be brought to a neighborhood. Mr. Weber said it could include a road reconstruction, sidewalks, round-a-bouts, or other items. Ms. Halford commented how they were looking for intersections or corridors. Mayor Gander asked if they wanted to hear from the people. Mr. Weber said yes, they could contact him because they wanted feedback about issues in areas. Mayor Gander said this would help make sure the funding went to the greatest need. Mr. Weber added they should be proud of Ms. Halford, because of the grant request, the communities received a grant four times more than what the Fargo/Moorhead area received. There were no other questions.

This item will be brought back to a future meeting.

## **2. Consider Approval of the 2025 Fixed Route and Dial-A-Ride Applications – Nancy Ellis**

Ms. Ellis told the Council the operating grants would be split 95/5 for 2025 because the federal funds were increased from \$135,000 up to \$208,000. She stated there were many overages in Grand Forks for Dial-A-Ride services, they could only request so much funding based on the cost models, but they could make an adjustment once the contract was received. She added there was a concern about maintenance and suggested rolling over anything remaining in the 2024 budget to help with the 2025 budget. There were no questions.

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

## **3. Consider Approving the Hiring of a New Police Officer – Mike Hedlund**

Chief Hedlund informed the Council they were short one position but that was currently being filled by Officer Gunderson who would be returning to the schools soon as the resource officer. He added the new police officer would be moving to the area. Council Pokrzywinski asked how long the position had been open. Chief Hedlund said they were fully staffed until the school resource officer was able to go back into the schools. Council member Larson asked what brought this person to the community. Chief Larson said it was family ties of his significant other. There were no further questions.

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

## **4. Discussion on Sales Tax Ballot Questions – Jeremy King**

Mr. King said ballot questions were due to the County no later than August 13<sup>th</sup>. He explained they had been working with Kennedy and Graven on the two separate questions and during this process learned there might need to be another ballot question in 2026 because the City Charter requires a vote if the City were to issue general obligation bonds for fundraising. He said that question had a blank in it because they were not sure at this time what amount they would be trying to fundraise for so at this time they would be moving forward with just the two questions. Council member Peterson suggested that when this was talked about in the community to include the economic impact the facilities have because that was not always brought up. Mr. King said the consultants were working on updating the information about the project and would hopefully have it by the next meeting and they would include the importance of economic impact. Council member Peterson said it was important to show what these facilities did and not just for the programs. Mr. King said the clubs were going to be working on getting out information but the City would be remaining neutral and just sharing information.

**OTHER:**

Council member Helms commented he was not impressed by the group cutting the grass and how there was grass out in the street. He added this had already been brought up. Ms. Ellis said she would speak with them.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADJOURN THE JULY 9, 2024 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:32 P.M.**

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

*Voting Nay: None.*

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Megan Nelson, City Clerk

# Request for Council Action

Date: 7/2/2024

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

Cc: File

From: Michael S. Hedlund – Chief of Police

RE: Request to Hire Herman Gray for the Position of Police Officer

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**Background:** The East Grand Forks Police Department has conducted a hiring process and we are requesting the approval to hire Herman Gray for the position of Police Officer. The Department is currently one officer short, and Mr. Gray will fill that position. Mr. Gray has completed all phases of the Background. His start date is still being determined but will be late July or early August, 2024 pending Council approval. Mr. Gray has four years of experience with the South Lake Minnetonka Police Department. Based upon his experience and current salary we are requesting that Mr. Gray be hired at Step 4 of the 2024 Wage Scale. He would also be eligible for the \$5,000.00 hiring bonus.

**Recommendation:** That the East Grand Forks City Council authorize the hiring of Herman Gray as a Police Officer at Grade 15 Step 4 of the 2024 Wage Scale at a date to be determined.

**Enclosures:** None.

**RESOLUTION NO. 24 – 07 - 54**

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

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

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

WHEREAS, City Staff has recommended the hiring of Herman Gray as Police Officer, and

WHEREAS, due to his experience, Mr. Gray would be placed on the current Grade 15 Step 4 which is \$32.43 per hour; and

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

- 1. Approve the hiring of Herman Gray as a Police Officer at a salary of \$32.43 per hour.

*Voting Aye:*

*Voting Nay:*

*Absent:*

The President declared the resolution passed.

Passed: July 16, 2024

Attest:

\_\_\_\_\_  
City Clerk

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

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

\_\_\_\_\_  
Mayor

# Request for Council Action

Date: 07/12/24

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

Cc: File

From: Administration Office

RE: Annual Kenneth M Olson Memorial Motorcycle Ride

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The Administration Office has received the request from the Iron Pigs Motorcycle Club to ride on the Kenneth M. Olson section of the greenway. This would be the 12<sup>th</sup> annual ride and the 7<sup>th</sup> time the route included riding on a section of the greenway. This ride is a fundraiser for the Kenneth M. Olson Memorial Scholarship fund.

The ride will be starting at 10am in East Grand Forks, the group would make their way across on the greenway system, and exit the trails on the Grand Forks side. According to the special event application it will take approximately 10 minutes for them to complete the ride on the trail system.

A map of the route has been included.

## Megan Nelson

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**From:** noreply@civicplus.com  
**Sent:** Sunday, July 7, 2024 9:55 PM  
**To:** Megan Nelson; City Administration  
**Subject:** [EXTERNAL]Online Form Submittal: Special Event Application

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

### Special Event Application

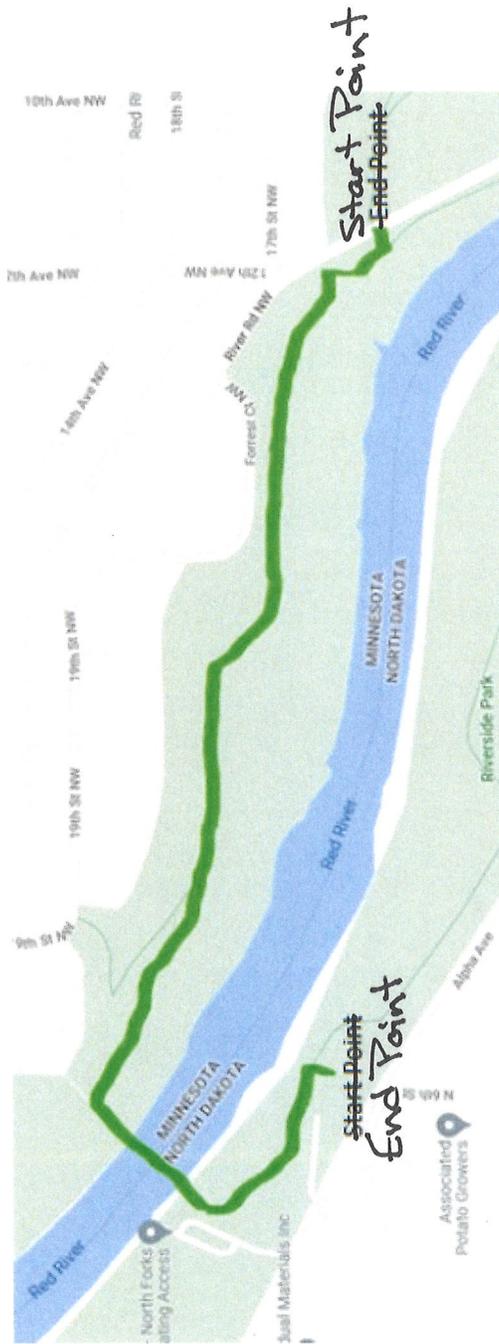
Please Submit 60 Days Prior to Event

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

Organization Name	Mark
Phone Number	2182806398
Address1	1924 14th Ave NW
Email Address	mark.g.nichols@hotmail.com
City	East Grand Forks
State	MN
Zip	56721
Applicant Name/Contact Person	Mark Nichols
Email Address	mark.g.nichols@hotmail.com
Phone Number	218-280-6398
Second Contact Person	Aeisso Schrage
Email Address	ipmcicehole@gmail.com
Phone Number	218-207-8219

(Section Break)





**RESOLUTION NO. 24 – 07 – 55**

**RESOLUTION APPOINTING JUDGES**

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

BE IT RESOLVED, the City Council of East Grand Forks appoints the following judges in each respective ward or as alternate judges for the August 13<sup>th</sup> Primary Election and the November 5<sup>th</sup> General Election.

Alternate Judges: Renee Kringlen and Reid Huttunen.

BE IT FURTHER RESOLVED, the election administrator is authorized to re-balance judges to different wards as needed in order to comply with state election laws; and

BE IT FURTHER RESOLVED, the judge’s hourly compensation is fixed at the following: chair or head judge at \$14.00 per hour, and regular judge at \$13.00 per hour.

*Voting Aye:*

*Voting Nay:*

The President declared the resolution passed.

Passed: July 16, 2024

Attest:

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

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

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

\_\_\_\_\_  
Mayor

# Request for Council Action

Date: July 3, 2024

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

Cc: File

From: Nancy Ellis, Transit Manager

RE: 2025 Fixed Route and Dial a Ride MnDOT applications

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## RECOMMENDATION:

Staff recommends approval for the City of East Grand Forks to enter into an agreement with MnDOT for FY2025 transit funding.

## BACKGROUND INFORMATION:

This is an annual application and contract with MnDOT to receive operating funds for the Fixed Route and Paratransit/Senior Rider (DAR) service. MnDOT has been given additional funds from the state's budget surplus and are again providing a 95/5 split for 2025. As well, MnDOT allows us to use 75% of our Federal appropriated dollars for operating instead of the past where Fed dollars were a 50/50 split between operating and capital.

When we approve our final City budget in November or December, I will have the State's approved cost share of each transit service for the year of service, 2025. At this time, the cost of services is an estimate; and the funds from the State, the amount of our federal allocation used toward the operating expenses, and our local share is still a work in progress. Our costs for fixed route purchase of service are a percentage of the total cost to operate Cities Area Transit split between GF, EGF and UND. Dial-a Ride with Grand Forks will go up because operations for DAR/SR service is increasing and the total cost to run the service is now separated from the Fixed Route billing. We now have Cost Allocation Models for both services that break out direct and indirect costs using past years total charges with a modest increase. Both are used for our MnDOT operating applications and for our use to budget transit.

I am preparing the applications for the estimated costs we currently have available to us. We will know more after the application is reviewed from the State and can make changes to the fund requests.

SUPPORT MATERIALS:

Resolutions for both Fixed Route and DAR contracts

Cost allocation for Fixed Route \_ updated as of 6/27/2024

FUNDING SOURCES:

Fixed Route cost estimate with salary and incidentals: **\$519510**

Federal funds: **-\$208,059**

Contract and Farebox revenue: **\$4700**

State Funding estimated: **\$285,475 (total minus fares and 75% of 2023 Fed allocation at 95%)**

Local share: - **\$25976 plus travel, trainings, and any overages that exceeds the contract**

DAR cost estimate with salary: **\$195713**

Farebox Revenue: **\$14100(\$3 per passenger)**

State Funding estimated: **\$185,406 (95%)**

Local share: **-\$23858 (with admin and incidentals)**

TOTAL LOCAL SHARE ESTIMATE: **\$50000** for operating based on Cost Allocation Model. I expect additional local share costs from maintenance charges, increase in fuel or overages on billing.

**COST ALLOCATION MODEL - OPERATING BUDGET DAR**

<b>Basis of Assignment</b>	<b>Total Expenses Assigned</b>	<b>Percentage of Total Cost</b>	<b>Total Operating Statistics</b>	<b>Unit Cost</b>	<b>Grand Forks cost at 91%</b>	<b>EGF cost at 9%</b>
Vehicle Hours	\$1,093,527	62.58%	27,713	\$39.4590 (a)	25,219	2,494
Vehicle Miles	\$346,764	19.84%	264,936	\$1.30886 (b)	241,092	23,844
Peak Vehicle	\$307,151	17.58%	12	\$25,596 (c)	10.00	2.00
	<b>\$1,747,442</b>					

**\*Annual Cost - Grand Forks =** (39.4590 x 25,219) = 995,116.52 (1.30886 x 241092) = 315,555.68  
 (\$25,596 x 10) = 255,960 {995,116.52+ \$315,555.68 + \$255,960.00} = **\$1,566,632.20**

**\*Annual Cost - East Grand Forks =** (\$39.4590 x 2,494) = 98,410.75 (1.30886 x 23,844) = 31,208.46  
 (\$25,596 x 2) = 51,192.00 {98,410.75 + \$31,208.46+ \$51,192.00 = **\$180,811.21\***

*\*Some slight differences will occur due to rounding throughout.*

(a) From 2023 Yearly NTD Report

(b) From actual Distance Measuring Meter reading (on-board vehicle computer).

(c) Cities Area Transit, including service to East Grand Forks and UND.

**OPERATING BUDGET**

	<b>TOTAL COST</b>	<b>G.F. SHARE</b>	<b>EGF SHARE</b>
1. Vehicle Hours (Drivers)	\$1,093,527	\$995,117	\$98,411
2. Vehicle Miles	\$346,764	\$315,556	\$31,208
3. Peak Vehicle	\$307,151	\$255,960	\$51,192
<b><u>GRAND TOTAL</u></b>	<b>\$1,747,442</b>	<b>\$1,566,632</b>	<b>\$180,811</b>
<b>Percentages assigned each area:</b>	<b><u>G.F. Share</u></b>	<b><u>E.G.F. Share</u></b>	<b><u>TOTAL %</u></b>
Vehicle Hours	91.001%	8.999%	100.00%
Vehicle Miles	91.000%	9.000%	100.00%
Peak Vehicle	83.334%	16.667%	100.00%

*\* Some slight differences will occur due to rounding throughout.*

**COST ALLOCATION MODEL - OPERATING BUDGET**

<b>Basis of Assignment</b>	<b>Total Expenses Assigned</b>	<b>Percentage of Total Cost</b>	<b>Total Operating Statistics</b>	<b>Unit Cost</b>
Vehicle Hours	\$2,288,490	59.89%	35,665	\$64.1667 (a)
Vehicle Miles	\$676,597	17.71%	399,509	\$1.69357 (b)
Peak Vehicle	\$856,120	22.40%	12	\$71,343 (c)
	<b>\$3,821,208</b>			

**\*Annual Cost - Grand Forks =** (64.1667 x 26,440) = 1,696,567.55 (1.69357 x 297,755) = 504,268.94  
 (\$71,343 x 7) = 499,401.00 { \$1,696,567.55 + \$504,268.94 + \$499,401.00 } = **\$2,700,237.49**

**\*Annual Cost - East Grand Forks =** (\$64.1667 x 4,297) = 275,724.31 (1.69357 x 52,956) = 89,684.69  
 (\$71,343 x 2) = 142,686.00 { \$275,724.31 + \$89,684.69 + \$142,686.00 } = **\$508,094.83\***

**\*Annual Cost - UND =** (\$64.1667 x 4928) = 316,213.50 (1.69357 x 48,799) = 82,644.52  
 (\$71,343 x 3) = 214,029.00 { \$316,213.50 + \$82,644.52 + \$214,029.00 } = **\$612,887.02\***

*\*Some slight differences will occur due to rounding throughout.*

- (a) From 2023 bus schedules
- (b) From actual Distance Measuring Meter reading (on-board vehicle computer).
- (c) Cities Area Transit, including service to East Grand Forks and UND.

**OPERATING BUDGET**

	<b>TOTAL COST</b>	<b>G.F. SHARE</b>	<b>EGF SHARE</b>	<b>UND SHARE</b>
1. Vehicle Hours (Drivers)	\$2,288,490	\$1,696,568	\$275,724	\$316,199
2. Vehicle Miles	\$676,597	\$504,269	\$89,685	\$82,644
3. Peak Vehicle	\$856,120	\$499,401	\$142,686	\$214,033
<b><u>GRAND TOTAL</u></b>	<b>\$3,821,208</b>	<b>\$2,700,237</b>	<b>\$508,095</b>	<b>\$612,876</b>
<b>Percentages assigned each area:</b>	<b><u>G.F. Share</u></b>	<b><u>E.G.F. Share</u></b>	<b><u>UND Share</u></b>	<b><u>TOTAL %</u></b>
Vehicle Hours	74.135%	12.048%	13.817%	100.00%
Vehicle Miles	74.530%	13.255%	12.215%	100.00%
Peak Vehicle	58.333%	16.667%	25.000%	100.00%

**\* Some slight differences will occur due to rounding throughout.**

<b>GF Total System Cost</b>	<b>\$2,700,237</b>		
		<b>All Routes</b>	
Fixed Cost Factor (TFC as % of TVC)	22.7%	28.9%	
Fixed Cost as % of Total Costs	18.5%	13.1%	
<b>EGF Total System Cost</b>	<b>\$508,095</b>		
Fixed Cost Factor (TFC as % of TVC)	39.0%		
Fixed Cost as % of Total Costs	28.1%		
<b>UND Total System Cost</b>	<b>\$612,876</b>		
Fixed Cost Factor (TFC as % of TVC)	53.7%		
Fixed Cost as % of Total Costs	34.9%		

**CITY OF EAST GRAND FORKS  
RESOLUTION NO. 24 – 07 - 56**

**YEAR 2025 (Regular Route/Fixed Route Services)**

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

The City of East Grand Forks has resolved to apply for the 2025 Greater Minnesota Transit Operating Grant and enter into an Agreement with the State of Minnesota to provide public transit service.

FURTHER RESOLVED that the City of East Grand Forks agrees to provide a local share of up to 15 percent of the total operating costs and up to 20 percent of the total capital costs.

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

FURTHER RESOLVED that the City of East Grand Forks authorizes the City Administrator and Mayor to execute the aforementioned Agreement and any amendments.

*Voting Aye:*

*Voting Nay:*

*Absent:*

The President declared the resolution passed.

Passed: July 16, 2024

Attest:

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

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

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

\_\_\_\_\_  
Mayor

**CERTIFICATION**

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the City of East Grand Forks, Minnesota, at a duly authorized meeting thereof held on the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Notary

**CITY OF EAST GRAND FORKS  
RESOLUTION NO. 24 – 07 - 57**

**YEAR 2025 (Paratransit)**

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

The City of East Grand Forks has resolved to apply for the 2025 Greater Minnesota Transit Operating Grant and enter into an Agreement with the State of Minnesota to provide public transit service.

FURTHER RESOLVED that the City of East Grand Forks agrees to provide a local share of up to 15 percent of the total operating costs and up to 20 percent of the total capital costs.

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

FURTHER RESOLVED that the City of East Grand Forks authorizes the City Administrator and Mayor to execute the aforementioned Agreement and any amendments.

*Voting Aye:*

*Voting Nay:*

*Absent:*

The President declared the resolution passed.

Passed:

Attest:

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

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

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

\_\_\_\_\_  
Mayor

**CERTIFICATION**

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the City of East Grand Forks, Minnesota, at a duly authorized meeting thereof held on the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Notary

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held on June 18, 2024, at 8:00 am in the City Council Chambers.

Present: Grinde, Beauchamp, Quirk, Riopelle

Absent: None

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

It was moved by Commissioner Quirk supported by Commissioner Beauchamp to approve the minutes of the previous regular meeting held on June 5, 2024.

Voting Aye: Grinde, Beauchamp, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp supported by Commissioner Quirk to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,631,986.37.

Voting Aye: Grinde, Beauchamp, Quirk, Riopelle

Voting Nay: None

Brian Opsahl of Brady Martz & Associates presented the results of the Water & Light 2023 Annual Comprehensive Report.

It was moved by Commissioner Quirk supported by Commissioner Riopelle to adjourn at 8:29 am to the next regular meeting on July 3, 2024, at 8:00 am to be held in the City Council Chambers.

Voting Aye: Grinde, Beauchamp, Quirk, Riopelle

Voting Nay: None

Kristen Shipes  
Commission Secretary

**RESOLUTION NO. 24 – 07 - 58**

**A RESOLUTION OF THE CITY OF EAST GRAND FORKS RELATING TO THE  
IMPOSITION OF A SALES AND USE TAX  
AND CALLING A SPECIAL ELECTION THEREON**

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

WHEREAS, Minnesota Statutes, Section 297A.99 (the “Local Tax Act”), provides the City of East Grand Forks, Minnesota (the “City”), with the authority to impose a local sales tax if that tax is approved by the voters at a general election and the State of Minnesota (the “State”) Legislature (the “Legislature”) approves the local sales tax through the creation of a special law; and

WHEREAS, the Legislature passed and the Governor of the State signed, Minnesota Laws 2024, Chapter 64, Article 10, Section 33 (the “Special Law”) which authorizes the City to, among other things, impose a sales and use tax of up to one percent, if approved by the voters as required by the Local Tax Act; and

WHEREAS, the Special Law is effective upon approval by a majority vote of the City Council of the City (the “Council”) and the filing of a certificate (the “Certificate”) with the Secretary of State, all in accordance with Minnesota Statutes, Section 645.021, subdivisions 2 and 3, and the Council approved the Special Law on March 19, 2024, and the City filed the Certificate with the Secretary of State in March 2024.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of East Grand Forks, Minnesota as follows:

1. The Council proposes to submit to electors questions regarding whether to impose a local sales and use tax of one percent (the “Taxes”) on items that are taxable by the State in order to raise revenues to finance (i) the reconstruction and remodeling of, and upgrades and additions to, the City’s Civic Center Sports Complex (the “Civic Center Project”) and (ii) the reconstruction and remodeling of, and upgrades and additions to, the City’s VFW Memorial Arena (the “VFW Memorial Arena Project”), including securing and paying debt service on bonds issued to finance such project and associated bond issuance costs.

2. The questions of imposing the Taxes shall be submitted to the qualified electors of the City as city ballot questions as shown in **Exhibit A** attached hereto.

3. The Taxes are proposed to be collected for approximately 20 years or until amounts equal to \$6,745,000 related to the Civic Center Project and/or \$8,000,000 related to the VFW Memorial Arena Project, plus the costs of collecting and administering the tax and an amount sufficient to pay the costs related to issuance of any bonds for the projects, including interest on the bonds is collected, in accordance with the Special Law.

4. The questions set forth in **Exhibit A** shall be submitted to the qualified electors of the City at a special election which is hereby called and directed to be held in conjunction with the general election on Tuesday, November 5, 2024.

5. Pursuant to Minnesota Statutes, Section 204D.24, the precincts and polling places for this special election are those precincts which have been established by the City for its municipal elections. The voting hours at those polling places shall be the same as those for municipal general elections.

6. The City Clerk is directed to cause a sample ballot in substantially the form attached as **Exhibit A** and a notice of election in substantially the form attached as **Exhibit B** to be posted, published, printed and delivered as required by law.

7. The City Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting other elections on that date. The City Clerk is authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements with appropriate county officials regarding preparation and distribution of ballots or ballot cards, election administration, and cost sharing.

8. If the City will be contracting to print the ballots for this special election, the City Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit or certified check acceptable to the City Clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The City Clerk shall set the amount of the bond, letter of credit or certified check in an amount equal to the value of the purchase.

9. Election judges shall be appointed for this special election shall be the election judges appointed for the city general election. The election judges shall act as clerks of election, count the ballots cast, and submit the results to the Council for canvass in the manner provided for other City elections.

10. The special election shall be held and the returns made and canvassed in the manner prescribed by law, and the Council shall meet on November 12, 2024 (a date between three and ten days after the election) or no later than November 15, 2024 for the purpose of canvassing the results thereof.

*Voting Aye:*

*Voting Nay:*

The President declared the resolution passed.

Passed: July 16, 2024

Attest:

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

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

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

\_\_\_\_\_  
Mayor

**EXHIBIT A**

**CITY BALLOT QUESTIONS**

CITY OF EAST GRAND FORKS  
STATE OF MINNESOTA  
SPECIAL ELECTION

November 5, 2024

To vote for a question, fill in the oval next to the word “YES” for that question.  
To vote against a question, fill in the oval next to the word “NO” for that question.

---

**Imposition of Sales and Use Tax for Civic Center Project**

Shall the City of East Grand Forks be authorized to (i) impose a temporary sales and use tax of one percent (1%) to finance all or a portion of the costs of the reconstruction and remodeling of, and upgrades and additions to, the Civic Center Sports Complex, for a period of 20 years or until approximately \$6,745,000 plus the costs of collecting and administering the tax and the costs of issuing any bonds including interest is collected, whichever comes first; and (ii) issue general obligation bonds in an aggregate principal amount not to exceed \$6,745,000, plus associated bonding costs, to finance such project?

The total sales and use tax approved by voters at this election to finance this project and any other project will not exceed one percent (1%).

YES  
 NO

**Imposition of Sales and Use Tax for VFW Memorial Arena Project**

Shall the City of East Grand Forks be authorized to (i) impose a temporary sales and use tax of one percent (1%) to finance all or a portion of the costs of the reconstruction and remodeling of, and upgrades and additions to, the VFW Memorial Arena for a period of 20 years or until approximately \$8,000,000 plus the costs of collecting and administering the tax and the costs of issuing any general obligation bonds including interest is collected, whichever comes first; and (ii) issue general obligation bonds in an aggregate principal amount not to exceed \$8,000,000, plus associated bonding costs, to finance such project?

The total sales and use tax approved by voters at this election to finance this project and any other project will not exceed one percent (1%).

YES  
 NO



**EXHIBIT B**

**NOTICE OF SPECIAL ELECTION**

CITY OF EAST GRAND FORKS  
STATE OF MINNESOTA  
SPECIAL ELECTION

November 5, 2024

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in conjunction with the state general election in the City of East Grand Forks, Minnesota (the “City”), on Tuesday, November 5, 2024, between the hours of 7:00 a.m. and 8:00 p.m. to vote on the following questions:

**Imposition of Sales and Use Tax for Civic Center Project**

Shall the City of East Grand Forks be authorized to (i) impose a temporary sales and use tax of one percent (1%) to finance all or a portion of the costs of the reconstruction and remodeling of, and upgrades and additions to, the Civic Center Sports Complex, for a period of 20 years or until approximately \$6,745,000 plus the costs of collecting and administering the tax and the costs of issuing any bonds including interest is collected, whichever comes first; and (ii) issue general obligation bonds in an aggregate principal amount not to exceed \$6,745,000, plus associated bonding costs, to finance such project?

The total sales and use tax approved by voters at this election to finance this project and any other project will not exceed one percent (1%).

YES

NO

**Imposition of Sales and Use Tax for VFW Memorial Arena Project**

Shall the City of East Grand Forks be authorized to (i) impose a temporary sales and use tax of one percent (1%) to finance all or a portion of the costs of the reconstruction and remodeling of, and upgrades and additions to, the VFW Memorial Arena for a period of 20 years or until approximately \$8,000,000 plus the costs of collecting and administering the tax and the costs of issuing any general obligation bonds including interest is collected, whichever comes first; and (ii) issue general obligation bonds in an aggregate principal amount not to exceed \$8,000,000, plus associated bonding costs, to finance such project?

The total sales and use tax approved by voters at this election to finance this project and any other project will not exceed one percent (1%).

YES

NO

The precincts and polling places for this special election are those precincts which have been established by the City for state general elections. These polling places are as follows:

1st Ward Polling Place: East Grand Forks Senior Center; 538 Rhinehart Drive SE

2nd Ward Polling Place: City Hall, 600 Demers Avenue NW

3rd Ward Polling Place: Senior High School, 1420 4<sup>th</sup> Ave NW

4th Ward Polling Place: Senior High School, 1420 4<sup>th</sup> Ave NW

5th Ward Polling Place: Senior High School, 1420 4<sup>th</sup> Ave NW

Any eligible voter residing in the City may vote at said election at the polling place designated above. The polls for said election will be open between 7:00 a.m. and 8:00 p.m. on the date of said election.

A voter must be registered to vote to be eligible to vote in this election. An unregistered individual may register to vote at the polling places on election day.

Dated: \_\_\_\_\_, 2024

BY ORDER OF THE CITY COUNCIL

/s/ \_\_\_\_\_  
City Clerk



# Request for Council Action

Date: July 16, 2024

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

Cc: File

From: Reid Huttunen, City Administrator

RE: Request to for Air Service Pledge to support Small Community Air Service Development Program

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## **Background:**

The City has received a request for a **\$20,000** pledge to support the City of Grand Forks' and Grand Forks International Airport's (GFK) application to the USDOT's Small Community Air Service Development program grant. This grant request is part of an effort to expand air service at GFK.

- To qualify for the grant, the community needs to secure \$400,000 in matching funds.
- Pledges are due by no later than July 19, 2024. The Grant application will be submitted on Monday, July 22<sup>nd</sup>.
- This request is for a **\$20,000** pledge.
  - Upon Grant Award (late 2024), new service must be secured before funding pledges will be collected. The City would plan for a 2025 budget expenditure
  - Should the USDOT not select GFK for a grant award, the pledges will not be collected.
- With the grant award, GFK will use the funds to secure a SkyWest/United Connection from Grand Forks Airport to Denver.

## **Budget Impact:**

With pledge approval, we'll include \$20,000 in our 2025 budget for the Small Community Air Service program, paid upon new air service being secured and becoming active.

## **Recommendation:**

Approve the request from Grand Forks International Airport and City of Grand Forks for a \$20,000 pledge to be used as matching funds for the USDOT Small Community Air Service Development Program

## **Enclosures:**

Presentation on GFK Air Service Development Program

**RESOLUTION NO. 24 – 07 – 59**

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

WHEREAS, the City of Grand Forks, ND and Grand Forks International Airport (GFK) are currently studying the need for increased air service at GFK; and

WHEREAS, the Grand Forks – East Grand Forks business community has participated in surveys that have profiled air travel activity in the region and the survey results have demonstrated a strong business desire for increased air service at GFK; and

WHEREAS, the US Department of Transportation has released a grant application window for the Small Community Air Service Program, which if awarded, would support added air service and connecting flights from GFK to Denver International Airport; and

WHEREAS, the City of Grand Forks, ND is required to commit matching funds of \$400,000.00 to qualify for and receive a \$1 Million USDOT Grant award; and

WHEREAS, the City of Grand Forks has requested a matching pledge in the amount of \$20,000.00 from the City of East Grand Forks; and

WHEREAS, if the City of Grand Forks is successful in its grant application, pledged matching funds will be paid upon commitment of an airline to add service at GFK and this commitment is expected to be due for payment in 2025; and

WHEREAS, the grant application is due on Thursday, July 25, 2024 and the City of Grand Forks intends on submitting its application, along with committed partner pledges by Monday, July 22, 2024; and

NOW THEREFORE, BE IT RESOLVED, the City Council of East Grand Forks authorizes a \$20,000 matching contribution pledge to support the City of Grand Forks, ND’s application to the USDOT Small Community Air Service Program.

*Voting Aye:*

*Voting Nay:*

The President declared the resolution passed.

Passed: July 16, 2024

Attest:

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

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

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

\_\_\_\_\_  
Mayor



# Air Service Update: Small Community Air Service Development Program (SCASDP)

**DRAFT**

July 9, 2024

***The City of Grand Forks and GFK are applying for the USDOT's Small Community Air Service Development Program (SCASDP) grant, as part of a larger effort to aggressively expand air service***

# The first 120 days of action for Grand Forks aggressive air service expansion effort

	APRIL				MAY				JUNE				JULY			
TASKS	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Kickoff, Airport and business meetings/research			★													
Review of ASD Work, Develop Supplemental Analysis																
<i>SCASDP Preparation and Submission</i>																
Develop Coalition and Local Funding Effort																
Application Development/Submittal (Est.)																
Carrier and Community Support Letters																
Air Travel Survey of Local Businesses – on-going																
Develop Air Service Task Force – 60+ members																
Air Service Action Plan																
<i>Scope Items To Be Determined</i>																
Airline Conference- Jumpstart (May 20-22 in DC)																
Airline Incentive Program																
Economic Impact of Commercial Service																
Other industry events/conferences																

# The Small Community Air Service Development Program (SCASDP) provides grants to small airports to enhance air service

- **Established in 2001, SCASDP is a Federal grant program exclusively for small\* airport communities – provides additional resources, annual funding of \$14.8-19.9M to-date**
- **GFK has been awarded two SCASDP grants:**
  - **\$350K in 2006, initial effort tried to attract United to Denver, ultimately secured Allegiant to Las Vegas and Phoenix-Mesa in 2009/2010, local dollar support was \$136K and \$27K for in-kind**
  - **\$300k in 2011 helped launch United/SkyWest to Denver in 2012, no real support provided, flights lasted 14 months; Grand Forks local contribution was \$310K in cash, \$131K in-kind support**
- **In-Kind and cash contribution support is critical-- no commitment beyond a pledge for the proposal application**
  - **Upon grant award, new service must be secured before funding pledges are collected**
  - **Should the USDOT pass on the application, pledges are not needed/collected**

\*Eligibility is for FAA defined Small and Non-Hub sized airports: Small hub is a commercial service airport handling 0.25% - 0.05 % of total U.S. passenger boarding, Non-Hub More: min. of 10K annual boardings and < than 0.05% of total U.S. passenger boardings

# USDOT evaluation criteria – applications given priority



**Carrier support letter**



**Strong/active Public – Private partnership focused on SCASDP effort**



**Applications likely to succeed – solid plan and business case**



**Improved service will have a material benefit to a broad section of the traveling public**



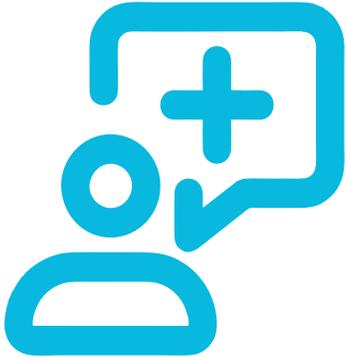
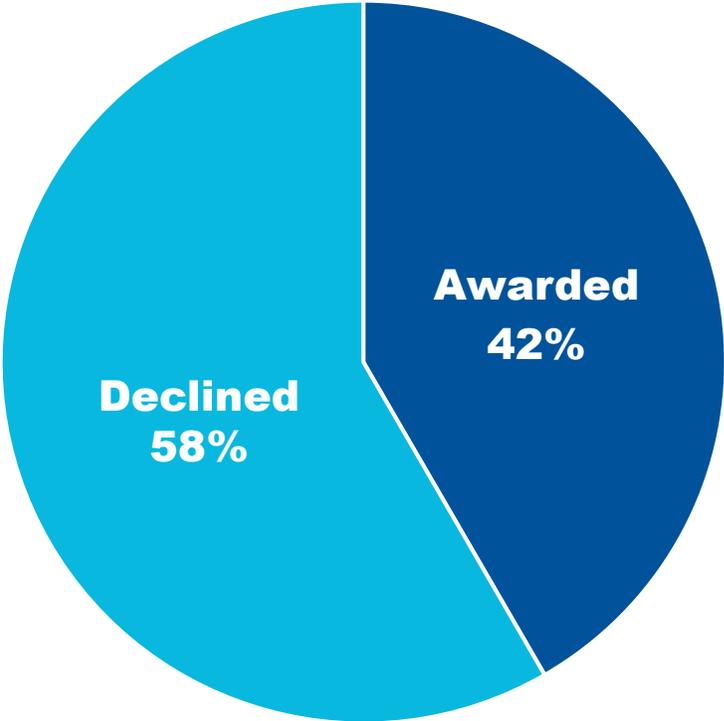
**Preference to markets experiencing higher-than-average air fares**



**Strong implementation plan that utilizes funds in a timely manner**

# In 2023, the USDOT awarded 20 communities -- or 42% of applicants -- \$14.8M in air service grants

## 2023 SCASDP Grant Awards



**\$34 Million**

**REQUESTED**

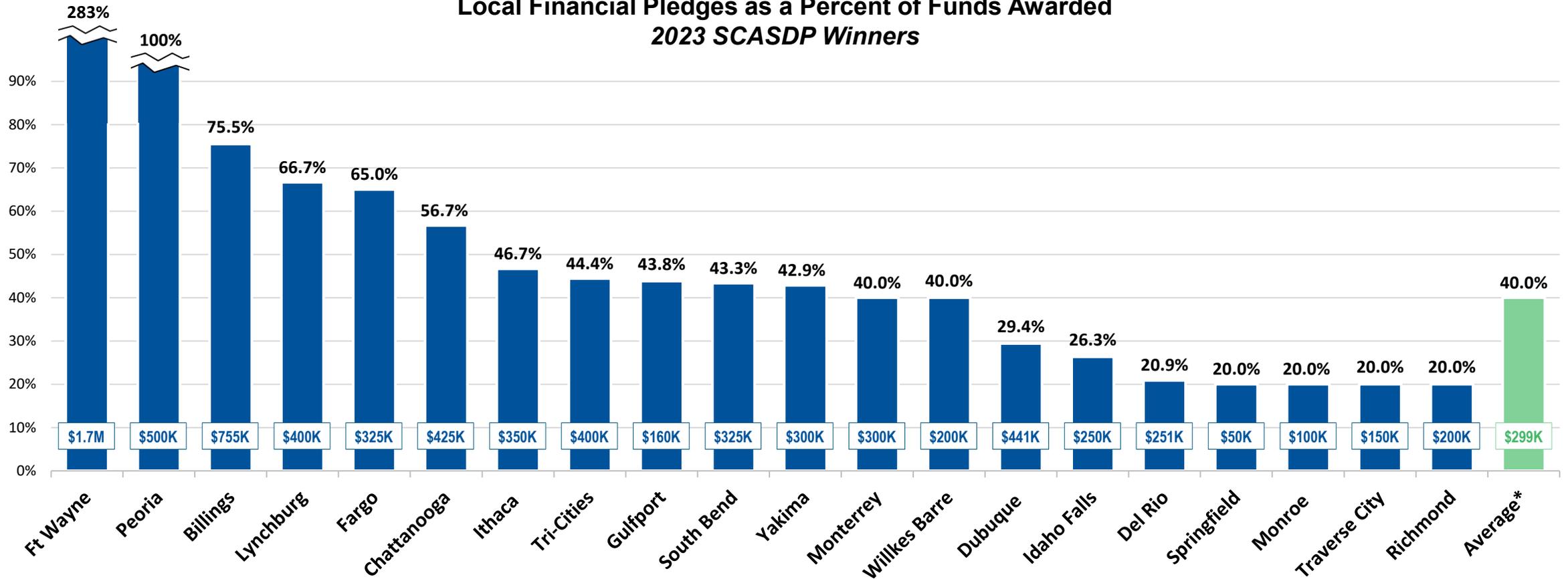


**\$14.8 Million**

**AWARDED**

# In 2023, the average financial pledge raised by local community applicants was 40% of the requested grant award

Local Financial Pledges as a Percent of Funds Awarded  
2023 SCASDP Winners



\$ Pledge Amount

Source: US DOT and Meehan Aviation Group

\*Note: Simple average excluding outliers Ft. Wayne and Peoria

# Setting GFK's application up for success

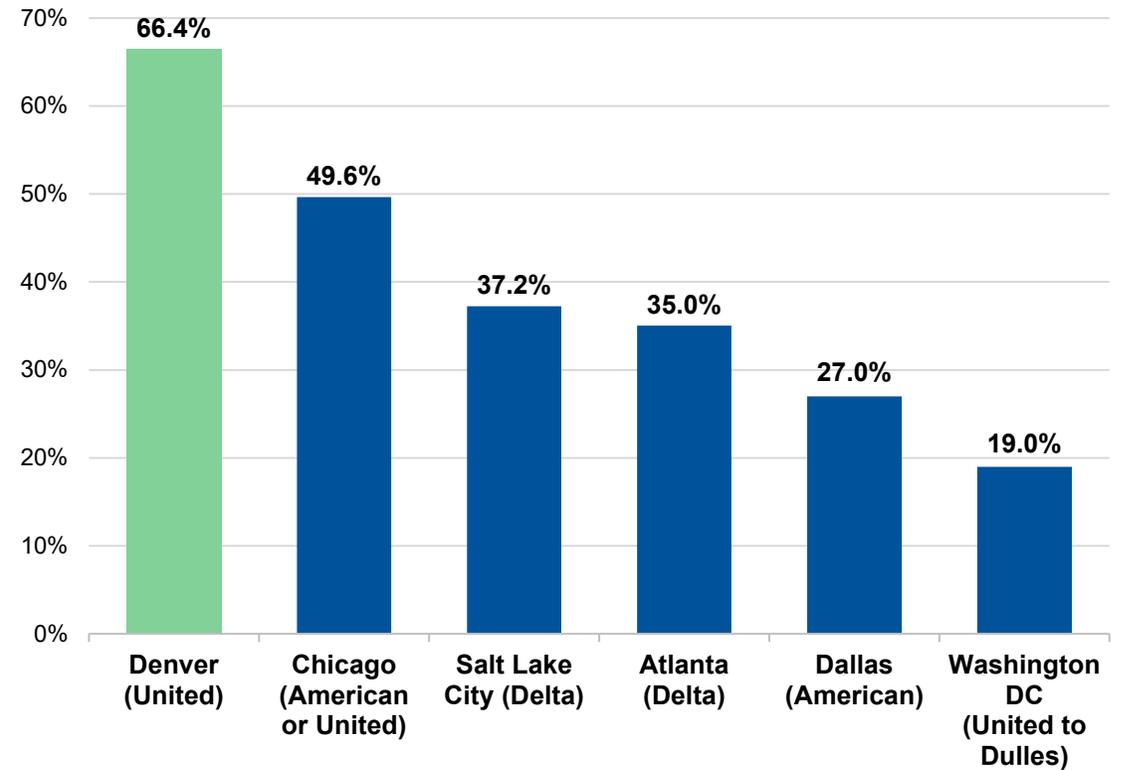
- **Support letter received from United Airline's long-time codeshare partner, SkyWest Airlines, allows us to apply**
- **Goal is to attract Major Airline service to a large hub market – Denver (United) is the top choice\***
- **Requesting \$1M in Federal Funds**
- **Goal: GFK's application is backed by direct dollar contributions of \$400-500K; in-kind support of similar size**
- **Application to be submitted July 22<sup>nd</sup>**
- **Impressive public-private coalition has been developed showcasing community support:**
  - **The Mayor/City**
  - **GFK**
  - **Grand Forks EDC**
  - **Visit Greater Grand Forks (CVB)**
  - **Univ. North Dakota (UND)**
  - **Univ. MN Crookston**
  - **Grand Forks AFB**
  - **Space Development Agency (SDA)**
  - **Greater Grand Forks Chamber**
  - **Northrop Grumman**
  - **General Atomics**
  - **Altru Health Systems**
  - **Grand Sky**
  - **Black Gold Farms**
  - **Ideal Aerosmith**

# United to Denver is the preferred connecting hub for the Greater Grand Forks' business community

**United Airlines Markets Served from Denver**  
(CY 2024, within 35% Circuity from GFK)



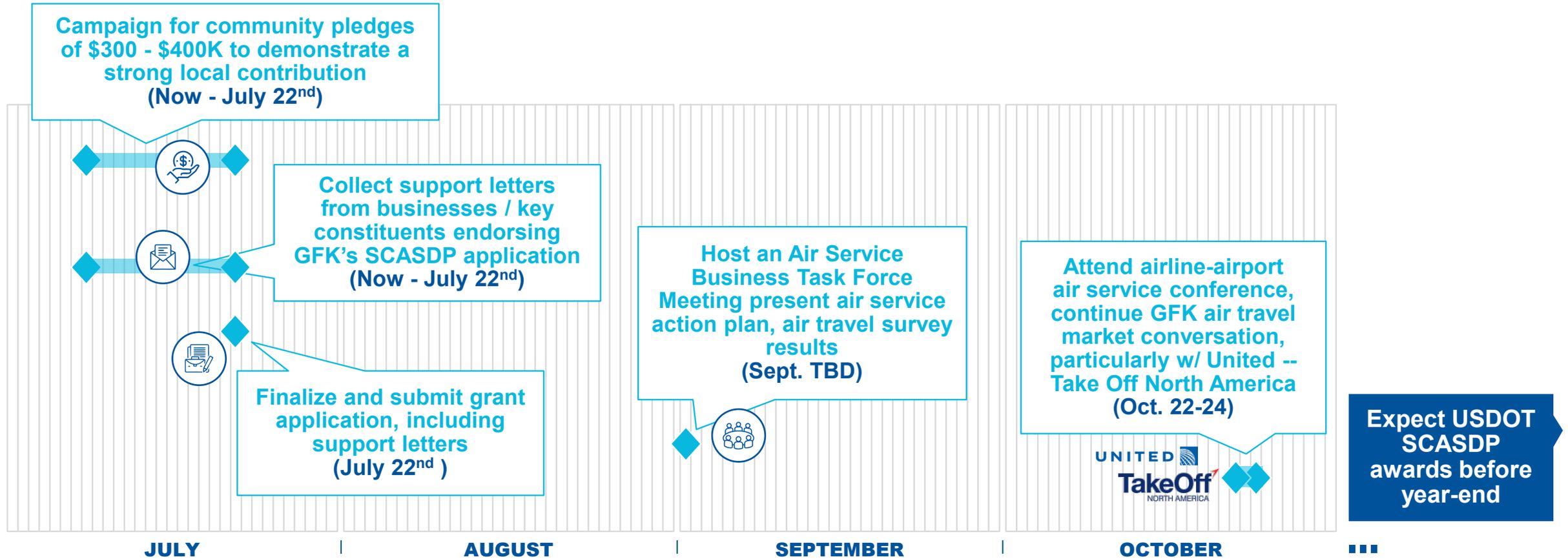
**Which connecting hub market(s) would be preferred by your company/organization?**  
(Select all that apply)



# Status Summary of GFK and City of Grand Forks' SCASDP Application

TASKS	Completed	In Progress
Secure carrier support letter	✓	
Raise direct and in-kind contributions		✓
Support letters: business and key constituents for SCASDP		✓
City Council Approval for direct dollar contribution		✓
Develop Draft Airline Incentive Program - GFK	✓	
Develop business plan/application – 7/22/2024		✓

# Next Steps



# Business Community Support – How you can help

- **SCASDP Grant Application Requests:**
  - Financial pledges due July 22<sup>nd</sup> 12PM
  - Support letter for GFK grant application due July 22<sup>nd</sup> at 12PM
- **Delta Support Letter to Restart its 4<sup>th</sup> flight to MSP due July 15<sup>th</sup>**

**From:** [Megan Nelson](#)  
**To:** [Reid Huttunen](#)  
**Subject:** FW: [EXTERNAL]GFK Air Service Expansion  
**Date:** Thursday, July 11, 2024 1:29:07 PM

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**From:** Keith Lund <keithl@grandforks.org>  
**Sent:** Thursday, June 27, 2024 1:52 PM  
**To:** EGF Mayor Steve Gander <mayor@eastgrandforks.net>  
**Cc:** Barry Wilfahrt <barry@gochamber.org>  
**Subject:** [EXTERNAL]GFK Air Service Expansion

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

Dear Mayor Gander,

This email is sent on behalf of Grand Forks Mayor Brandon Bochenski, who has initiated an aggressive effort to help attract increased air service at Grand Forks International Airport (GFK). The Grand Forks Region EDC and Grand Forks-East Grand Forks Chamber are committed to supporting Mayor Bochenski's objective to increase community air travel options.

As part of this important initiative, the Grand Forks – East Grand Forks business community has participated in surveys that have profiled air travel activity in the region. The results of the surveys demonstrate a strong business case for increased air service at GFK. We are at a critical point in our work and are preparing an application to the U.S. Department of Transportation (USDOT) for an air service development grant. If awarded, the grant will provide GFK and the City additional resources to help recruit another major airline to our market. The grant application, which is due on Thursday, July 25, will target funds to attract nonstop service by United Airlines to its Denver hub, an important destination for GFK travelers, offering passengers considerable connecting opportunities in the U.S. and internationally.

We will request federal funds of \$1 million from the USDOT to support a revenue guarantee for nonstop service to Denver. The revenue guarantee will help offset airline risk associated with the start-up phase for a new route/airport market that typically spans the first year of service. As part of the grant application, we need to demonstrate community support through financial pledges that will come due if: 1) GFK is awarded a USDOT grant and 2) a second major airline is secured to serve the GFK market. **In other words, only if a new service begins at GFK.** We expect to know the USDOT grant decision before the end of the year.

We have set a pledge target of \$400,000 to match the \$1 million request to the USDOT. **As an important stakeholder in supporting regional businesses, we respectfully request the**

**City of East Grand Forks consider partnering on this critical initiative by pledging \$20,000 to match the anticipated USDOT air service grant.** Since any pledges need to be included in our grant application due Thursday, July 25, we ask that you confirm a commitment by responding to this email no later than Monday, July 22.

Thank you for your continued support to help expand air service at GFK. We will reach out to you the week of July 8 to answer any questions you may have, however, feel free to reach out to Barry Wilfahrt or myself at any time.

Respectfully,

Keith Lund, President & CEO  
Grand Forks Region EDC  
(218) 779-1878  
[keithl@grandforks.org](mailto:keithl@grandforks.org)

Barry Wilfahrt, President & CEO  
The Chamber, Grand Forks-East Grand Forks  
(701) 317-1555  
[barry@gochamber.org](mailto:barry@gochamber.org)

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**City of East Grand Forks**

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

User: rkringlen  
Printed: 7/11/2024 - 3:34 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
42757	07/16/2024	ACM001	Acme Electric Companies	57.34	0
42758	07/16/2024	ADV007	Advanced Auto Parts	88.08	0
42759	07/16/2024	ADV001	Advanced Business Methods Inc	525.19	0
42760	07/16/2024	AKE003	Jeremy and Jacklyn Aker	225.00	0
42761	07/16/2024	AME008	American Legion District 9 Baseball	200.00	0
42762	07/16/2024	AMB001	American Legion Post 6 Baseball	425.00	0
42763	07/16/2024	AUG002	Kati Auger	250.00	0
42764	07/16/2024	ATV001	Auto Value Grand Forks	128.99	0
42765	07/16/2024	BIE004	Crystal Bies	215.00	0
42766	07/16/2024	GFF001	Timothy Brooks	147.32	0
42767	07/16/2024	C&R001	C&R Cleaners & Laundry	135.40	0
42768	07/16/2024	CIN001	Cintas Corporation No. 2	148.22	0
42769	07/16/2024	GFC002	City of Grand Forks	49,000.00	0
42770	07/16/2024	COL002	Cole Papers Inc	377.17	0
42771	07/16/2024	COM003	Complete Pest Control Inc	3,125.00	0
42772	07/16/2024	CUS002	Custom Stripes Inc	205.00	0
42773	07/16/2024	DOM001	Domson BG Service	492.89	0
42774	07/16/2024	EBC001	Equity Builders & Construction Servic	174,562.50	0
42775	07/16/2024	FLA002	Flat Plains Services Inc	800.00	0
42776	07/16/2024	FOR005	Forum Communications Company	1,175.00	0
42777	07/16/2024	GAL002	Galls LLC	114.90	0
42778	07/16/2024	GER001	Gerrells Sport Center	4,876.00	0
42779	07/16/2024	GGF001	GGF Convention & Visitors Bureau	5,785.13	0
42780	07/16/2024	GLO003	Global Safety Network, Inc.	1,397.27	0
42781	07/16/2024	GOP002	Gopher State Lawn Sprinklers	143.15	0
42782	07/16/2024	GFW001	Grand Forks Welding & Machine	682.26	0
42783	07/16/2024	GRE002	Greg's Lawn Care	509.59	0
42784	07/16/2024	REY001	Harbott Knutson Larson & Holten PLI	43.50	0
42785	07/16/2024	HAW001	Hawkins Chemical	3,497.52	0
42786	07/16/2024	HIG002	Higher Ground	300.00	0
42787	07/16/2024	HIL101	Dan Hillier	120.00	0
42788	07/16/2024	HOM001	Home of Economy	9.58	0
42789	07/16/2024	HOR001	Horizon Commercial Pool Supply	7,610.51	0
42790	07/16/2024	TCL001	Gregory Hufnagle	2,837.50	0
42791	07/16/2024	HUG001	Hugo's	19.16	0
42792	07/16/2024	IND006	In-Depth Inspections LLC	17,202.30	0
42793	07/16/2024	JOH026	Johnson Controls	2,115.01	0
42794	07/16/2024	KPI001	Kade Paulson's Inspection Services	1,495.00	0
42795	07/16/2024	KEN002	Kennedy & Graven, Chartered	138.00	0
42796	07/16/2024	LLE001	L&L Excavating, LLC	2,450.00	0
42797	07/16/2024	HAR081	Local Ace	54.98	0
42798	07/16/2024	HAR086	Local Ace	138.10	0
42799	07/16/2024	HAR087	Local Ace	676.03	0
42800	07/16/2024	MARCD1	Marco Technologies LLC	91.61	0
42801	07/16/2024	MAR008	Marshall & Polk Rural Water System	8.01	0
42802	07/16/2024	MPO001	Metropolitan Planning Organization	3,887.87	0
42803	07/16/2024	MPW001	Minnesota Pump Works	32,285.42	0
42804	07/16/2024	MND009	MN Dept of Public Safety	14,933.99	0
42805	07/16/2024	NEL101	Nelson Auto	484.59	0
42806	07/16/2024	NIN001	Nordic Inspections	1,347.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
42807	07/16/2024	NOR101	Courtney Nordine	155.00	0
42808	07/16/2024	NOR023	Norlab, Inc	576.00	0
42809	07/16/2024	NOR006	Northdale Oil	40,025.22	0
42810	07/16/2024	NOR024	Northland Yard Service	985.00	0
42811	07/16/2024	OPP001	Opp Construction LLC	341,276.40	0
42812	07/16/2024	EXP002	Page 1 Publications, Inc.	1,361.74	0
42813	07/16/2024	FAR008	Parkland USA Corporation	630.85	0
42814	07/16/2024	PDQ001	PDQ Sanitary Services	435.00	0
42815	07/16/2024	PET001	Peterson Veterinary Clinic P.C.	121.74	0
42816	07/16/2024	PKM001	PKM Electric Cooperative, Inc	2,615.56	0
42817	07/16/2024	RAI001	Railroad Mgmt Co III LLC	1,516.38	0
42818	07/16/2024	ROO501	Roof Spec Inc	5,900.00	0
42819	07/16/2024	ROT001	Schwinger Enterprises, Inc.	250.00	0
42820	07/16/2024	SHE005	Marissa Shenk	190.00	0
42821	07/16/2024	MIK001	SJA Thunder Corp	693.96	0
42822	07/16/2024	STI003	Paul Stinar	370.00	0
42823	07/16/2024	STA005	Strata Corp	773.94	0
42824	07/16/2024	STU001	Stuart's Towing	100.00	0
42825	07/16/2024	SYM002	Elizabeth Symons	125.00	0
42826	07/16/2024	TMO001	T-Mobile	198.25	0
42827	07/16/2024	PRA005	The Practice Place, PLLC	400.00	0
42828	07/16/2024	SPU001	The Spud Jr LLC	80,361.16	0
42829	07/16/2024	THU002	Thur-O-Clean	342.66	0
42830	07/16/2024	USB005	US Bank Corporate Payment Systems	123,251.01	0
42831	07/16/2024	VER001	Verizon Wireless	275.07	0
42832	07/16/2024	VES001	Vestis Services LLC	239.18	0
42833	07/16/2024	VIL001	Vilandre Heating & A/C	321.00	0
42834	07/16/2024	WAT001	Water and Light Department	15,833.10	0
42835	07/16/2024	WID001	Wideth Smith Nolting & Associates	22,500.00	0
42836	07/16/2024	XCE001	Xcel Energy	3,755.22	0
				<hr/> <hr/>	
				Check Total:	983,115.52
				<hr/> <hr/>	

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Printed: 7/11/2024 - 4:00 PM



**City of East Grand Forks**

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

Check	Date	Vendor No	Vendor Name	Amount	Voucher
42837	07/16/2024	ROO003	Roof Spec Inc.	6,993.08	0
				<u>6,993.08</u>	
Check Total:				<u>6,993.08</u>	

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**City of East Grand Forks**

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

User: rkringlen  
 Printed: 7/12/2024 - 12:10 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
42838	07/16/2024	BRA001	Brady, Martz & Associates, P.C.	30,260.00	0
42839	07/16/2024	CEN006	Century Link	194.85	0
42840	07/16/2024	CEN010	Century Link	47.48	0
				30,502.33	
Check Total:				30,502.33	