

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, SEPTEMBER 3, 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 August 20, 2024.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of August 27, 2024.

SCHEDULED BID LETTINGS: NONE.

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

3. Consider approving the Exempt Gambling Permit Application for the Ruffed Grouse Society of America to hold a raffle on December 14, 2024 at the Eagle Club located at 227 10th St NW East Grand Forks, MN 56721 and waive the 30 day waiting period.
4. Consider approving the Exempt Gambling Permit Application for the Sacred Heart Church and School to hold a raffle on January 13, 2025 at the Sacred Heart School located at 200 3rd St NW East Grand Forks, MN 56721 and waive the 30 day waiting period.
5. Consider approving the Application to Conduct Excluded Bingo for the Red River Snowmobile Club to conduct a bingo event on November 21, 2024 at the VFW Club Post 3817 located at 312 Demers Ave 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.

6. Consider approving the Special Event Application for the Greenwave Sports Boosters to hold a 5K Walk, Roll, and Run on September 29, 2024 from approximately 10am to 3pm.
7. Consider approving the Special Event Application for the Annual City Showcase event and authorize the closure of the parking lot by restaurant row on Wednesday, September 4th from approximately 3pm to 8pm.
8. Consider declaring the list of vehicles from the Police Department as surplus and authorize the list of vehicles to be sold at auction.
9. Consider declaring the list of items from Public Works as surplus and authorize the items to be sold at auction.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

10. Regular meeting minutes of the Water, Light, Power, and Building Commission for August 7, 2024.

COMMUNICATIONS:

11. Residents will be receiving an informational flyer with the September utility billing with information about the proposed sales tax for recreation improvements. There will be two questions that residents will vote on at the General Election coming up in November. Anyone with questions can contact the Parks and Recreation Department by calling 218-773-8000 or email egfparks@egf.mn.

OLD BUSINESS: NONE

NEW BUSINESS:

12. Consider approving the lease for a motor grader for the winter season of 2024-2025 to RDO Equipment for a lease of \$6,600 per month and \$65 per hour after 250 seasonal hours.
13. Consider awarding the Stormwater Lift Station Maintenance to ICS for approximately \$30,960.00.
14. Consider adopting Resolution No. 24-09-63 authorizing the naming of the Council Chambers in City Hall as the Lynn Stauss Council Chambers.

CLAIMS:

15. Consider adopting Resolution No. 24-09-64 authorizing the City of East Grand Forks to approve purchases from Border States Trophy the goods referenced in check number 43073 for a total of \$18.00 whereas Council member Riopelle is personally interested financially in the contract.
16. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

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.

COUNCIL/STAFF REPORTS:

ADJOURN:

Upcoming Meetings

- Work Session – Tuesday, September 10, 2024 – Training Room – 5:00 PM
- Council Meeting – Tuesday, September 17, 2024 – Council Chambers – 5:00 PM
- Work Session – Tuesday, September 24, 2024 – Training Room – 5:00 PM
- Council Meeting – Tuesday, October 1, 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, AUGUST 20, 2024 – 5:00 PM**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for Tuesday, August 20, 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; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

Council President Olstad stated the open form was an opportunity for members of the public to address the City Council on items not on the current agenda and items requiring Council action maybe deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate. He asked if anyone would like to address the City Council, please come up to the podium to do so. No one came forward.

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of August 6, 2024.
2. Consider approving the minute summary of the “Closed Meeting” for the East Grand Forks, Minnesota City Council of August 6, 2024.
3. Consider approving the minute summary of the “Closed Meeting” for the East Grand Forks, Minnesota City Council of August 6, 2024.
4. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of August 13, 2024.

5. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of August 13, 2024.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE ITEMS ONE (1) THROUGH FIVE (5).

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.

6. Consider approving the Facility Use Agreement between the City of East Grand Forks and the Blue Line Club for use of the VFW Memorial Arena from September 9 through October 10, 2024 for a total rent of \$14,725.00.
7. Consider approving the Facility Use Agreement between the City of East Grand Forks and the Northern Lights Figure Skating Club for the use of the VFW Memorial Arena from September 9 through October 12, 2024 for a total rent of \$6,260.00.
8. Consider declaring the listed items as surplus and authorize them to be sold at a city auction.
9. Consider adopting Resolution No. 24-08-60 approving the summary of the City Administrator’s evaluation which states he consistently meets and/or often exceeds expectations with his job performance.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE ITEMS SIX (6) THROUGH NINE (9).

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

Voting Nay: None.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

10. Regular meeting minutes of the Water, Light, Power, and Building Commission for July 17, 2024.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

11. Consider adopting Resolution No. 24-08-61 approving the plans and specifications and ordering advertisement for bis for the 2024 City Project No. 1 for SCADA System Improvements and setting a bid date of September 10, 2024.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LARSON, TO ADOPT RESOLUTION No. 24-08-61 APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS ON 2024 PROJECT No. 1, SCADA SYSTEM IMPROVEMENTS.

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

Voting Nay: None.

12. Consider adopting Resolution No. 24-08-62 approving the proposed fees for the 2024-2025 winter program fees.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 24-08-62 APPROVING THE 2024-2025 WINTER RECREATION FEES.

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

Voting Nay: None.

CLAIMS:

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

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

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Gander said the Hot Valley Nights event was a great event, every year it got better, and thanked Jarrod Thomas and Justin LaRoque for what they did to put the event on. He also thanked staff for their part in making the event happen. He said the Greater Grand Forks community section would be coming out in the Grand Forks Herald, some articles were submitted, and the articles would give an update on what was going on in the community.

Council Member Helms said things went well for Heritage weekend, he thanked Mayor Gander and Council member Larson for being hotdish judges, and thanked the Mayor for singing during their opening ceremony. He added on a personal note his grandson took second place in a RC Flying competition in Omaha over the weekend.

Council Member Larson thanked on the EDA Board and Mr. Gorte for the work on selecting a new Executive Director and the new director would be introduced to the city council in the near future.

Mr. Emery said all the street work for the quiet zone project by 3rd Street would be completed by next the next week, Hill Street should also be reopened by the end of next week, Zavorals had started on 1st Street NE for the LaFave Park project, and the sidewalk extension by the library had been completed.

Mr. Gorte thanked Mr. Huttunen and Ms. Knudson for their help during the interview process.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADJOURN THE AUGUST 20, 2024 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:08 P.M.

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

Voting Nay: None.

Megan Nelson, City Clerk

**UNAPPROVED MINUTES
OF THE WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 27, 2024 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for Tuesday, August 27, 2024 was called to order by Council President Olstad at 5:00 P.M.

CALL OF ROLL:

On a Call of Roll the following members of the East Grand Forks City Council were present: Mayor Steve Gander (5:02pm), Council President Mark Olstad, Council Vice-President Tim Riopelle, Council Members Clarence Vetter, Ben Pokrzywinski, Brian Larson, and Karen Peterson.

Staff Present: Karla Anderson, Finance Director; Jeff Boushee, Fire Chief; Nancy Ellis, City Planner; 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. Polk County Public Health on MPCA Grant related to American Crystal Sugar Enforcement Action Payment – Sarah Reese, Polk County Public Health

Mr. Huttunen introduced Ms. Sarah Reese and said there was a new statute so they would be asking for input to identify proposed project. Ms. Reese informed the Council she had been working closely with Mr. Huttunen since last year on this, Minnesota Statute 16A.151 changed and now allocated 40% of a penalty from Minnesota Pollution Control Agency (MPCA) violations that was more than \$250,000 to the local community through a community health board. She stated the funds would be coming through the Polk County Health Board, they would be requesting public input on what project should be completed with the one-time funds, and the Board would then report back to the Legislature on how the funds were used. She asked for the others participating in the meeting to introduce themselves.

Mr. Cory Boeck introduced himself as a part of the MPCA. Mr. Doug Emerson introduced himself the Environmental Affairs manager for American Crystal Sugar. Ms. Reese informed the group that Mr. David Jones was from the Minnesota Department of Health. Mr. Boeck explained the violations resulted from on-site inspections at American Crystal Sugar from 2021, he reviewed the testing that was conducted, what the violations were, and how many violations there were. He added in February 2024 American Crystal Sugar agreed to settle the violations and the amount of the settle was over \$250,000 so the City would receive 40% of the settlement. He asked if Mr. Emerson had anything to add. Mr. Emerson said the situation was explained well.

Mr. Jones stated there is a State and local partnership regarding the 40% funding, the State would help with the process. Ms. Reese told the Council the funds had been accepted and they would be requesting

input from the community about a possible project that could be done with the one-time funding. Mr. Huttunen said possible projects were discussed at a staff level, he reviewed how it included replacing funding for the LaFave Park project, adding playground equipment at the Griggs Trailhead area, or have a community wide tree planting effort in addition to what was already done yearly. Ms. Reese asked for questions. Council President Olstad thanked them for the information. Council member Vetter asked if there were specific things that the funds could be spent on. Ms. Reese stated the legislation was vague on what the funds could be spent on. Council member Vetter said this was counter-intuitive and the funding should be spent on correcting the issue. Discussion followed about how a report would have to be done on what the funds were spent on, and the company would have to correct the violations so they were not repeated. Council President Olstad said they would wait for feedback. Ms. Reese said a flyer would be sent out and there would be an online survey.

This item will be brought back to a future meeting.

2. Discussion on School Bus Route Safety and Stop Arm Violations – Cody Hlavka, East Grand Forks ISD 595

Mr. Huttunen introduced Mr. Cody Hlavka. Mr. Hlavka informed the Council he was the transportation director for the school district, they were trying to improve busing, and last year there were many stop arm violations. He reviewed how there were over 40 violations, most happened in the afternoon, 73% of the violations were from oncoming traffic, the area of the highest violations took place at the Brentwood Apartment stop, so had made an adjustment to the stop. He added another area of higher violations was River Road so he was making adjustments to the stops in that area as well. He told the Council the State was starting a trial reporting program to that would help eliminate the guess work to which law enforcement agency the violation should be reported to, the drivers would receive an update on the reported violation, and he was going to request to be included in the trial run of the program. He added they would be posting information and getting information out on social media as reminders to drivers. He asked for questions.

Council President Olstad thanked Mr. Hlavka for the information and how they might be able to add additional signs along River Road to help notify drivers. Mr. Huttunen said the City would also be sharing the reminders on social media. Mayor Gander reminded drivers to plan ahead and how kids could be crossing the road. Council member Peterson thanked Mr. Hlavka for analyzing the routes, how he already made changes, so drivers needed to do their part. Council member Larson asked if there were cameras on the buses. Mr. Hlavka stated 24 of the 26 buses had cameras that were always recording. Discussion followed about how the video footage was very helpful in convicting violations, stops would be taking longer with kids scanning in and out of the bus, nothing was posted on the outside of the bus stating there was a camera recording, but there was a statement on the inside of the bus. Mr. Hlavka added he would try to attend the City Showcase event but they were short drivers so he might be driving that day and reminded everyone the first day of school was next Tuesday.

3. 2024-2025 Motor Grader Rental – Jason Stordahl

Mr. Stordahl reminded the Council this was an annual request, a motor grader was leased every year for the snow removal season, and two quotes were received from two local vendors. He explained the quotes were higher than last year's quotes and recommended moving forward with the quote from RDO which was the lower quote received. There were no questions.

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

4. Stormwater Lift Station Maintenance – Jason Stordahl

Mr. Stordahl told the Council maintenance work was done on the stormwater lifts every few years, everything in the lift was examined, and in the past there had been issues with rods. He stated two quotes were received, the repairs were costly, NorMinn had worked on the lifts before, ICS built the lifts, the quotes were just estimates because they might find something else that would need to be repaired so the overall costs could increase, and recommended awarding the project to ICS. There were no questions.

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

5. Consider dedicating City Council Chambers in honor of Mayor Lynn Stauss – Mayor Gander

Mayor Gander asked if the Council Chambers could be dedicated to Mayor Lynn Stauss. He stated how he had served as mayor for 21 years, he made a great commitment to the City, and he was supposed to be a part time mayor but worked as a full time mayor. He said one of the walking bridges had been dedicated to Mayor Pat Owens and he would like to put Mayor Stauss' name on the Council Chambers. He added he had casual conversation with his family and they were supportive of this so if this went forward a spot would need to be found for the dedication and display. Council President Olstad commented how he had talked with Mayor Gander about this, it would be good, and asked the Mayor and staff to put information together and bring it forward for approval.

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

6. 2025 Budget Presentation –Karla Anderson and Reid Huttunen

Ms. Anderson told the Council the budget had been included in the packet so they were able to see each line item. She reviewed the budget summary, it showed actual numbers from previous years, what had been budgeted for 2024, and what was being proposed for 2025 which included a 3% levy increase. She explained how the proposed revenues for 2025 was \$13,693,363, expected expenditures were \$477,000 higher than revenues, most was for payroll, and health insurance was not included. She added insurance information had been received which included a 17% increase to the premium, other options were being looked into, so there was a potential for savings. She informed the Council the fund balance at the end of 2023 was 55% for both five months of revenues or for expenditures. She listed the items on the capital improvement plan, the parks truck was going to be pushed out, the City would be receiving \$400,000 for the Building Maintenance Fund each year, and the list of projects for the next couple years but there were projects planned through 2029.

Mr. Huttunen stated the insurance information was received, how the City could consider changing to an Individual Coverage Health Reimbursement Account or ICHRA for employees, and there could be a savings to the City if the change was made. He explained there would no longer be a group policy and each individual would have their own policy, it could be more consistent for increases in future years instead of the large premium increases for the group policy. He added there were still questions that needed to be answered and gave an overview of how an ICHRA would work.

Council President Olstad thanked staff for looking at alternatives. Mr. Huttunen asked for suggestions for the preliminary levy and if the reserves should be utilized. Discussion followed about the reserves, how the State recommended 35% to 50%, how hard the City had to work to build up the reserves, what the preliminary levy should be set at, and how the Council should set a percentage of where to keep the reserves at and possibly utilize the reserves above that percentage. Council President Olstad said he would not be going back to a -1% levy. Council member Vetter said they need to come to an agreement about the reserves and the levy would be based on if they were above or below that percentage. Mayor Gander suggested setting the preliminary levy at 3%. Council President Olstad said they would talk more about it at the next work session.

This item will be brought back to a future meeting.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADJOURN THE AUGUST 27, 2024 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:24 P.M.

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

Voting Nay: None.

Absent: Helms.

Megan Nelson, City Clerk

LG220 Application for Exempt Permit

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

Application Fee (non-refundable)

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

ORGANIZATION INFORMATION

Organization Name: The Ruffed Grouse Society of America Previous Gambling Permit Number: X- 95098-23-002
Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 54-0846925
Mailing Address: 615 Linden Ave
City: Crookston State: MN Zip: 56716 County: Polk
Name of Chief Executive Officer (CEO): Brian T. Hanson
CEO Daytime Phone: 218-289-2069 CEO Email: bhanson@crookston.mn.us
(permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
 Fraternal Religious Veterans Other Nonprofit Organization
Attach a copy of one of the following showing proof of nonprofit status:
(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)
 A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
 IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
 IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Eagles Club
Physical Address (do not use P.O. box): 227 10th St. NW.
Check one:
 City: East Grand Forks Zip: 56721 County: Polk
 Township: _____ Zip: _____ County: _____
Date(s) of activity (for raffles, indicate the date of the drawing): December 14th 2024
Check each type of gambling activity that your organization will conduct:
 Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>_____ Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>_____ Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>_____ Title: _____ Date: _____</p>
--	---

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Brian Hanson Date: 8-26-2024
(Signature must be CEO's signature; designee may not sign)

Print Name: Brian Hanson

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
---------------------	---

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

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

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

Mail application with:

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

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

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

<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 the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
---	--	--

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: SacredHeartChurch&School Previous Gambling Permit Number: X- 60010

Minnesota Tax ID Number, if any: 9046016 Federal Employer ID Number (FEIN), if any: 41-0773774

Mailing Address: 200 3 St NW

City: East Grand Forks State: MN Zip: 56721 County: Polk

Name of Chief Executive Officer (CEO): Fr. Matthew Schmitz

CEO Daytime Phone: 218-773-0877 CEO Email: mschmitz@sacredheartegf.net
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): shanson@sacredheartegf.net

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Sacred Heart School

Physical Address (do not use P.O. box): 200 3 St NW

Check one:

City: East Grand Forks Zip: 56721 County: Polk

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): January 13, 2025

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

LG220 Application for Exempt Permit

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

CITY APPROVAL for a gambling premises located within city limits

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

COUNTY APPROVAL for a gambling premises located in a township

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Fr. Matthew Schmitz Date: 8/28/24
(Signature must be CEO's signature; designee may not sign)

Print Name: Fr. Matthew Schmitz

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

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

LG240B Application to Conduct Excluded Bingo

No Fee

ORGANIZATION INFORMATION

Organization Name: RED RIVER SNOWMOBILE CLUB Previous Gambling Permit Number: XB-95046-22-002
Minnesota Tax ID Number, if any: Federal Employer ID Number (FEIN), if any: 41-1712807
Mailing Address: P.O. BOX 501
City: EAST GRAND FORKS State: MN Zip: 56701-0501 County: POLK
Name of Chief Executive Officer (CEO): SCOTT PEARSON
CEO Daytime Phone: 701-317-0279 CEO Email: Scott.Pearson@homeofeconomy.com
Email permit to (if other than the CEO): chandy@iglide.net

NONPROFIT STATUS

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

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

- (DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)
[] Current calendar year Certificate of Good Standing
[] Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name
[] Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? [] Yes [x] No
If yes, list the dates when bingo was conducted:
The proposed bingo event will be:
[x] one of four or fewer bingo events held this year. Dates: November 21, 2024
-OR-
[] conducted on up to 12 consecutive days in connection with a:
[] county fair Dates:
[] civic celebration Dates:
[] Minnesota State Fair Dates:
Person in charge of bingo event: Brian L. Chandler Daytime Phone: (218) 779-3056
Name of premises where bingo will be conducted: VFW CLUB
Premises street address: 312 DEMERS AVENUE
City: EAST GRAND FORKS If township, township name: County: POLK

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

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

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print City Name: EAST GRAND FORKS

Signature of City Personnel:

Title: _____ Date: _____

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

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

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print County Name: POLK

Signature of County Personnel:

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)

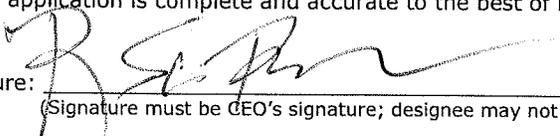
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature:  Date: 8-30-24
(Signature must be CEO's signature; designee may not sign)

Print Name: R. SCOTT PEARSON

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?

Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. A list of licensed distributors is available on the Gambling Control Board's website at www.mn.gov/gcb.

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

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

Megan Nelson

From: noreply@civicplus.com
Sent: Monday, August 19, 2024 2:15 PM
To: Megan Nelson; City Administration
Subject: [EXTERNAL]Online Form Submittal: Special Event Application

Categories: Yellow Category

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	Green Wave High School Sports Boosters
Phone Number	218-791-9909
Address1	PO Box 492
Email Address	hwalsh@achieve-therapy.com
City	East Grand Forks
State	Minnesota
Zip	56721
Applicant Name/Contact Person	HEATHER WALSH
Email Address	hwalsh@achieve-therapy.com
Phone Number	218-791-9909
Second Contact Person	Angie Carpenter
Email Address	angie.carpenter97@gmail.com
Phone Number	701-215-8230

(Section Break)

Special Event Information

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

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

Event Title	5k Walk, Roll & Run
Type of Event	Run/Walk
Date(s) and Time of Event	9/29/2024 10:00 AM - 9/29/2024 3:00 PM
Description/Narrative of the Event	Green Wave boosters is hosting 3rd annual 5K Walk, Roll, & Run to help raise support and awareness of Greenwave athletics. We have used the same path for the past 2 years which does require us to cross river road but with enough volunteers have been able to achieve this safely. The two requests we have is that we have access to the bathrooms on river road in the recreational area and that we have signs warning drivers or participates on river road. We have gotten insurance including the MN DNR due to accessing the trail by the river. No streets need to be closed but volunteers will guide the pathway and avoid any injuries/accidents, 150 people participate between volunteers and participates.

(Section Break)

Event Site Plan/Map	2600_001.pdf
---------------------	------------------------------

(Section Break)

Power & Water Requests

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

(Section Break)

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

Megan Nelson

From: noreply@civicplus.com
Sent: Wednesday, August 28, 2024 12:51 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	CITY OF EAST GRAND FORKS
Phone Number	218-773-2483
Address1	600 DeMers Ave NW
Email Address	mhedlund@egf.mn
City	City of East Grand Forks
State	MN
Zip	56721
Applicant Name/Contact Person	Michael Hedlund
Email Address	mhedlund@egf.mn
Phone Number	218-399-3541
Second Contact Person	Nick Gunderson
Email Address	ngunderson@egf.mn
Phone Number	218-399-3590

(Section Break)

Special Event Information

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

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

Event Title	8th Annual City Showcase
Type of Event	Other
Date(s) and Time of Event	9/4/2024 3:00 PM - 9/4/2024 8:00 PM
Description/Narrative of the Event	<p>EGF City departments, County departments, and schools located in EGF, and some EGF Businesses are showing off their business/organization. Some departments are displaying their equipment used in their line of work. Some food vendors will be available.</p> <p>This will take place at the River Street road/parking lot. City staff will be involved in the event and will take care of the road closure and opening the road after the event.</p>

(Section Break)

Event Site Plan/Map	<u>River St City Showcase.docx</u>
---------------------	------------------------------------

(Section Break)

Power & Water Requests

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

(Section Break)

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

Request for Council Action

Date: 8/30/24

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: Police Department

RE: Request to Declare Vehicles as Surplus

The East Grand Forks Police Department has acquired vehicles through asset forfeiture. The vehicles on the list have cleared the court process.

Recommendation: Declare the vehicles (see attached list) as surplus property and sell them at auction.

Auction/Surplus property 2024

2010 Honda accord Vin#5KBCP3F82AB010962

2006 Chev Impala Vin#2G1WT58K669251505

2011 Ford Edge Vin#FMDK3JC0BBB350000

1995 Ford F-150 Vin#1FTDF15Y1SLC03260

2007 Toyota Avalon Vin#4T1BK36B57U183634

1984 Honda Motorcycle Vin#JH2RC1307EM104427

2007 Ford Sport Vin#1FM EU31807UA23549

2007 Mazda MZ3 Vin#JM1BK12F571708632

1997 Chev Tahoe Vin#1GNEK13R0VJ434900

1997 Chev Z-71 Vin#2GCEK19R3V1223801

2006 Dodge Ram Vin#1D7HU18206J190636

2002 Pontiac Bon Vin#1G2HX54K224106568

2005 Saturn Vue Vin#5GZCZ23DX5S818844

2004 Ford F-150 Vin#1FTPW14534KD63489

2014 Ford Focus Vin#1FADP3F26EL354396

2017 Ford Xpl Vin#1FM5K8AR0HGD22826

Request for Council Action

Date: 8/29/2024

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

Cc: File

From: Jason Stordahl-Public Works Director

RE: Surplus Property

Background:

The following City-owned equipment is no longer functional or needed and could be declared surplus. The following items could be auctioned at the upcoming police auction.

Asset ID	Description	VIN/Serial #
158 Falls Plow	311H Falls One Way Plow	None
128 Snow Bucket	1970 Snow & Sand Bucket	None
143	2002 Grizzly Mosquito Sprayer	101619

Recommendation:

Declare surplus of the above-mentioned equipment

Enclosures:

Pictures of listed property







Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held on August 7, 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

It was moved by Commissioner Beauchamp supported by Commissioner Quirk to approve the minutes of the previous regular meeting held on July 17, 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 \$894,892.55.

Voting Aye: Grinde, Beauchamp, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Quirk supported by Commissioner Beauchamp to approve the 2024 MMUA Delegate Appointment of (Keith Mykleseth) and Alternates in ranking order (Todd Grabanski, Brianna Feil, Jordan Midgarden, Josh Grinde and Robert Beauchamp).

Voting Aye: Grinde, Beauchamp, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp supported by Commissioner Quirk to approve providing complimentary temporary electric for the 2024 Hot Valley Nights outdoor music festival scheduled for August 16 & 17.

Voting Aye: Grinde, Beauchamp, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp supported by Commissioner Quirk to adjourn at 8:22 am to the next regular meeting on August 22, 2024, at 8:00 am to be held in the City Council Chambers.

Voting Aye: Grinde, Beauchamp, Quirk, Riopelle

Voting Nay: None

Kristen Shipes
Commission Secretary

Request for Council Action

Date: 8/20/2024

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

Cc: File

From: Jason Stordahl-Public Works Director

RE: Rental Grader

Background: The Public Works Department leases a motor grader for snow removal each snow season, and we have budgeted accordingly to do so again this season. I received the following quotations for leasing:

Butler Machine (Caterpillar) \$8,500/month, and \$85/hour after 100 seasonal hours

RDO Equipment (John Deere) \$6,600/month, plus 65/hour after 250 seasonal hours

Recommendation: Approve the lease with RDO Equipment.



Rental Schedule

RDO Equipment Co.
 6565 Gateway Drive
 Grand Forks ND, 58203
 Phone: (701) 772-4842 - Fax: (701) 772-9620

Invoice To:
 CITY OF E. GRAND FORKS
 CITY SHOP
 PO BOX 373
 E GRAND FORKS, MN, 567210373
 County: POLK
 (218) 773-2483

Rental Type: Rental
Deal Number: 1806534
Customer Account#: 2483010
Sales Professional: Jeff Carl
Phone: (701) 402-7914
Fax:
Email: jcarl@rdoequipment.com

Rental Information

Ordered By: JOSH KROSTUE
Estimated Rental Schedule: Starting on: 11/11/2024, Ending on: 4/28/2025
Billing Dates: Starting on: 11/11/2024, Ending on: 4/28/2025
Job Site Address: CITY SHOP
 PO BOX 373
 E GRAND FORKS, MN 567210373

Equipment Rental Rates

Serial	Stock	Year/Make/Model	Quantity	OT/Hourly	Monthly
1DW872GXJLF703167	X915330	2020  JOHN DEERE 872G	Final Tier 4 (FT4) Certified Engine 1	\$41.25	\$6,600.00

Rental Rate Totals

	Monthly
Base Rental Rate:	\$6,600.00
LDW: (14% of Rental)(described in Legal Information section below)	\$924.00
Environmental Fee: (3% of Rental)	\$198.00
Cost Per Term (Before Additional Charges)	\$7,722.00

Legal Information

Term, start, end dates, rental rates, and sales tax are all approximated and subject to change. RDO Equipment Co. reserve the right to replace equipment with 'like' equipment at any time. The rental rate for Equipment covers normal use only not to exceed 8-hours/1day, 40 hours/week, or 160 hours/month, based on 20 working days. Any excess hours will be charged at the designated Overtime Rate (OT Rate). Equipment returned that require fuel, cleanup, repair work or replacement parts due to unusual wear & tear will warrant additional charges. Should you not provide RDO Equipment Co. with physical damage insurance coverage, a Loss Damage Waiver fee of 14% of the rental charge will be applied. Applicable sales tax, property and environmental fees to apply. Use only Low Sulfur Diesel (ULSD). Applicant agrees this be a Schedule to the Rental Agreement.

By placing this order and receiving a copy of this Schedule (whether in person or by email or facsimile), customer agrees to be bound by the Terms contained herein as well as those of the Master Rental Agreement, and is accepting the equipment, including attachments, in "AS IS" condition, and agreeing to notify RDO Equipment Co. within 24 hours of any damages or discrepancies found upon receipt of equipment.

Signature Area



There are machine(s) on this Rental that are equipped with Final Tier 4 (FT4) certified engine(s). Use John Deere Plus-50 II Low Ash Engine Oil (#TY26673), or equivalent; **Do not mix oils or brands.** Use John Deere Cool Gard II antifreeze / coolant (#TY26576), or equivalent. Use John Deere Exhaust Fluid (#SWDEF025), or equivalent. Use Low Sulfur Diesel (ULSD)

Applicant:

(Customer's Signature)

(Customer's Printed Name)

(Applicant Title)

(Date Signed)

This is not an invoice. You will receive an invoice when the first billing cycle is complete, or when the machines are returned, whichever occurs first. This Rental Schedule was created on 8/14/2024 and is valid until 9/13/2024. After that date, the terms may need to be revised

Comments

Winter Rental Contract - \$6600 per month and then \$65 per hour after 250 hours for the season.

LDW will not be charged once an insurance certificate is received. Environmental Fee will also not be charged



Make	Model	Monthly Rate
CAT	M140	\$8,500

** After 100 seasonal hours \$85/hour*

Clay Smaaladen | Butler Machinery Company | Customer Account Manager - Construction

1201 S 46th St | Grand Forks, ND 58201 | P 701-780-7771 | C 701-739-0888

Our Mission | To build long-term relationships, founded on trust, creating mutual growth and success.

Butler Values | Our Team • Customer Driven • Integrity • Accountability • Excellence • Safety



Request for Council Action

Date: 8/21/2024

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

Cc: File

From: Jason Stordahl-Public Works Director

RE: Stormwater Lift Station Maintenance

Background: As part of our preventative maintenance program, we have all lift station gate valves and associated operating systems inspected. We have funds budgeted in our Stormwater-lift station-repairs & maintenance fund for the project. The following vendors submitted a quotation to do the necessary maintenance:

ICS	\$30,960.00
NorMinn	\$39,856.63

Recommendation: Award ICS the “stormwater lift station maintenance” project.



NorMinn Industrial, LLC

453 Tower St NW
 Clearbrook, MN 56634
 Phone: 218-776-3875

To:	City Of East Grand Forks	Contact:	Dillon Nelson - City Of East Grand Forks
Address:	1001 Second St NE East Grand Forks, MN 56721 USA	Phone:	218.773.1313
Project Name:	- City Of EGF - Gate Maintenance Estimate (T&M)	Fax:	218.77.5615
Project Location:	Gate/Valve Preventive Maintenance & Inspections, East Grand Forks, MN	Bid Number:	2024-1178
		Bid Date:	4/22/2024

NorMinn Industrial Is Pleased To Provide This Time & Materials - Cost Plus Mark-Up - Estimate For A Crew Of Two (2) Millwrights To Perform Preventive Maintenance* & Inspection Services To Twenty-Six (26) Gate Valves - Manually Operated Lift Gates - Part Of The East Grand Forks Flood Protection System. All Labor, Basic Consumables (grease Etc.), Tools, Mob/Demob Is Included. Parts, Components, Hardware And Fasteners Provided By Others, Unless Requested Otherwise. Final Billing Based Only On Actual Hours Worked And Cost Incurred Plus Mark-up. This Estimate Reflects The Completion Of An Average Of 2 Valves Per Day, for a total of 15 days to address all 26 gates/valves.

Item Description/Scope of Work	T&M Estimate
Provide A Crew Of Two (2) Millwrights To Perform Preventive Maintenance* & Inspection Services To Twenty-Six (26) Gate Valves - Manually Operated Lift Gates - Part Of The East Grand Forks Flood Protection System. All Labor, Basic Consumables (grease Etc.), Tools, Mob/Demob Is Included. Parts, Components, Hardware And Fasteners Provided By Others, Unless Requested Otherwise. Final Billing Based Only On Actual Hours Worked And Cost Incurred Plus Mark-up. This Estimate Reflects The Completion Of An Average Of 2 Valves Per Day. Rev#1 Adds Grease Removal and Replacement in Actuator Sections above grade.	\$39,856.63

T&M Estimate \$39,856.63

Notes:

- Work performed on double-time, night shifts, weekends or Holidays is not included in this estimate.
- Pricing valid for 30-days; Subject to Change.
- This proposal does not include Sales, Excise and or Use tax.
- This proposal excludes any asbestos and/or lead paint abatement.
- This proposal excludes liquidated damages, damages for delays, consequential damages and loss of use.
- State and Local permits excluded (if applicable)
- Lockout Assistance to be provided by the Owner.
- NorMinn will require assistance with hot work permit, fire watch and fire protection.
- All electrical and controls work by Others.
- This proposal reflects full access to the work area as well as the routing to the area.
- This proposal excludes cost associated with material delivery delays, design/engineering changes, scope changes, Acts of God, adverse weather conditions, Site/Facility Operations, delays and cost associated with COVID-19 restrictions and limitations.
- Valve/Gate Access to be provided by the City of EGF.
- Gate Actuator and Equipment provided by the City of EGF.
- *Inspection/Preventive Maintenance Tasks Include:
 % Visual inspection of Gate Valve; Operator, Gearbox, Shaft, Hangers, Bearings, Bushings, Gate Seats, Gate Seal (if applicable).
 &" Grease Operator/Gearbox, Bearings, Seats
 Dfcj]XYX 6mCh.Yfg fl b Ygg fYei YgYX ch.Yfk jgYl"
 NorMinn will document all findings and work completed per Gate-Valve for record keeping by the City of East Grand Forks.
- This proposal does NOT include gate/valve repair services and/or parts.
- **NOTE: Average Preventive Maintenance Cost Per Gate is only \$1,532.94**

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: NorMinn Industrial, LLC</p> <p>Authorized Signature: _____</p> <p>Estimator: David Enkelaar 701-929-1691 denkelaar@norminn.com</p>
--	--

2500 Mill Road • Grand Forks, ND 58203
 (P) 701.775.8480 (F) 701.775.8479
www.icsgf.com



	Hourly Daily	Overtime Daily	per day cost
Field Superintendent	\$ 113.00	\$ 149.00	\$ 1,202.00
Millwright	\$ 80.00	\$ 111.00	\$ 862.00
		Total Cost per/day	\$ 2,064.00
		x 15 days	\$ 30,960.00

August 13, 2024

Dillon Nelson
City of East Grand Forks, MN
1001 2nd St. NE
East Grand Forks, MN 56721

Re: 2024 Sluice Gate T&M Rates.

Dear Mr. Nelson,

The attached rates include small hand tools, and any per diem expenses incurred by each employee. Straight time rates are for up to 40 mh/wk and overtime rates are for over 40 mh/wk.

General Clarifications:

1. Items not included in the above rates are material expenses, consumables, or expendables (drill bits, grinding wheels, gloves, ear plugs, welding consumables, Sawzall blades, oxygen, acetylene, propane, cordless tool batteries, power cords, welding lead, rigging, etc.), office/break trailer, dumpsters, portable toilets, fuel, specialty tools, tools other than small hand tools, and any equipment needs. If we provide materials or third-party rental equipment, we will supply them at cost plus 18%.
2. Actual cost of per diem charged for non-working holidays, weather days or non-working days outside of ICS control.
3. Rates are to be confidential and shall not be disbursed to any other parties without the consent of an ICS representative.
4. Union and prevailing rates are excluded from this pricing.
5. ICS shall not in any event be liable for special, incidental, indirect, or consequential damages including, without limitation, lost profits, loss of use, lost business opportunities, lost revenue or loss of depreciation or goodwill, even if it has been advised of the possibility thereof.
6. Crew mobilization (travel time & mileage) will be billed first time in, last time out per call.
7. ICS excludes the cost if a self-quarantine period is required for any incoming staff and will be added (at cost) to the contract if required.
8. Excludes Holiday's and Emergency calls. If you think Holiday and Emergency calls may be required we can provide rates.

Please feel free to contact me with any questions.

Sincerely,



Kip Langei
V.P. Of Operations Grand Forks, ND



2500 State Mill Road • Grand Forks, ND 58203
 (P) 701.775.8480 (F) 701.775.8479
 www.icsgf.com

City of EGF, MN T&M Labor Rates - Effective January 1, 2024 - December 31, 2025

Trade	Hourly Daily	Overtime Daily
FIELD SUPERINTENDENT	\$113.00	\$149.00
FIELD FOREMAN	\$92.00	\$123.00
FIELD LEAD MAN	\$87.00	\$117.00
WELDER	\$80.00	\$111.00
MILLWRIGHT	\$80.00	\$111.00
CARPENTER/CONC. FINISHER	\$80.00	\$111.00
SKILLED LABORER	\$68.00	\$99.00
CRANE OPERATOR	\$92.00	\$123.00
GENERAL OPERATOR	\$87.00	\$117.00

Materials and consumables are cost plus 18%.

Request for Council Action

Date: August 27, 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: Steve Gander, Mayor

RE: Consider dedicating City Council Chambers in honor of Mayor Lynn Stauss

Background:

Mayor Gander has proposed dedicating the City Council Chambers in honor of former Mayor Lynn Stauss. Stauss served the City as Mayor for 21 years and led the community through the flood fight of 1997 as well as the City's recovery.

Included in dedicating the City Council Chambers in honor of Mayor Stauss, the idea would include an area within chambers to commemorate his service to the City.

- Plaque commemorating Mayor Stauss's service to East Grand Forks
- Picture of Mayor Stauss
- His famous "USA" Sweater framed in a shadow box

Budget Impact:

Unknown at this time

Enclosures

None

RESOLUTION NO. 24 – 09 - 63

A RESOLUTION OFFICIALLY NAMING THE CITY HALL COUNCIL CHAMBERS

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

WHEREAS, the Lynn Stauss served the City of East Grand Forks as a council member for eight years before serving as the Mayor for 21 years;

WHEREAS, during his time as Mayor, he led the community through the flood of 1997 and recovery efforts in the following years while playing an instrumental role in fighting for funding to rebuild the city; and

WHEREAS, Mayor Steve Gander would like to recognize Lynn Stauss’ commitment to the City of East Grand Forks and its residents by naming the Council Chambers in the City Hall in his honor; and

NOW THEREFORE, BE IT RESOLVED the City Council of East Grand Forks authorizes the naming of the Council Chambers in City Hall as the Lynn Stauss Council Chambers.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: September 3, 2024

Attest:

City Administrator

President of Council

I hereby approve the foregoing resolution this 3rd day of September, 2024.

Mayor

RESOLUTION NO. 24 – 09 - 64

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

RESOLUTION RATIFYING CONTRACTS

WHEREAS, the City of East Grand Forks purchased from Border States Trophy the goods referenced in check number 43073 for a total of \$18.00.

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

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

1. The above mentioned purchase by the City and the claim of the vendor based thereon are confirmed and the Mayor and Clerk are directed to issue an order-check in payment of such claim on the filing of the affidavit of official interest required under Minnesota Statutes, Section 471.89.
2. It is hereby determined that the total price of \$18.00 paid for such goods is as low as, or lower than, the price at which they could have been obtained elsewhere at the time the purchase was made.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.

Voting Aye:

Voting Nay:

Abstain:

The President declared the resolution passed.

Passed: September 3, 2024

Attest:

City Administrator

President of Council

I hereby approve the foregoing resolution this 3rd day of September, 2024.

Mayor

AFFIDAVIT OF OFFICIAL INTEREST CLAIM

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

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

1. I am 3rd Ward Council Member of the City of East Grand Forks.
2. The City of East Grand Forks check number 43073 for a total of \$18.00.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.
4. Resolution passed by unanimous vote of the council on September 3, 2024.

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

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

Dated: _____

(Signature of Official)

Accounts Payable
Check Register Totals Only



City of East Grand Forks

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

User: rkringlen
Printed: 8/29/2024 - 4:11 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
43019	09/03/2024	ADV007	Advanced Auto Parts	28.31	0
43020	09/03/2024	ADV001	Advanced Business Methods Inc	1,370.40	0
43021	09/03/2024	ALL011	Allstream	179.40	0
43022	09/03/2024	AUT001	Auto Glass & Aftermarket Inc	639.00	0
43023	09/03/2024	ATV001	Auto Value Grand Forks	113.99	0
43024	09/03/2024	BAK001	Baker & Taylor Co	322.59	0
43025	09/03/2024	BNS001	BNSF Railway Company	8,013.57	0
43026	09/03/2024	BOR001	Border States Electric Supply	16.77	0
43027	09/03/2024	BRI004	Brian's Flooring Inc	3,593.40	0
43028	09/03/2024	GFF001	Timothy Brooks	166.94	0
43029	09/03/2024	CGL001	Camp Grafton Lodging	216.00	0
43030	09/03/2024	CEN001	Center Point Large Print	22.77	0
43031	09/03/2024	CIN001	Cintas Corporation No. 2	99.68	0
43032	09/03/2024	GFC002	City of Grand Forks	41,574.00	0
43033	09/03/2024	COL004	Coldspring Memorial	517.00	0
43034	09/03/2024	COL002	Cole Papers Inc	449.81	0
43035	09/03/2024	COM033	COMPAS, Inc	1,800.00	0
43036	09/03/2024	COM003	Complete Pest Control Inc	250.00	0
43037	09/03/2024	COU008	Countrywide Sanitation Company	53,364.41	0
43038	09/03/2024	CUS002	Custom Stripes Inc	680.00	0
43039	09/03/2024	FOR004	Forx Radiator	663.95	0
43040	09/03/2024	GAR001	Garden Hut Inc	199.03	0
43041	09/03/2024	GGF001	GGF Convention & Visitors Bureau	7,146.82	0
43042	09/03/2024	HAW001	Hawkins Chemical	1,757.73	0
43043	09/03/2024	ING003	Ingram Library Services	1,868.38	0
43044	09/03/2024	JOH026	Johnson Controls	75,452.29	0
43045	09/03/2024	JET002	Johnson Jet-Line	6,950.20	0
43046	09/03/2024	KEI001	Keith's Security World	177.04	0
43047	09/03/2024	KEN002	Kennedy & Graven, Chartered	242.00	0
43048	09/03/2024	HAR081	Local Ace	245.89	0
43049	09/03/2024	HAR086	Local Ace	49.71	0
43050	09/03/2024	HAR087	Local Ace	221.82	0
43051	09/03/2024	HAR088	Local Ace	44.97	0
43052	09/03/2024	MAC002	MacQueen Equipment	109.44	0
43053	09/03/2024	MEN001	Menards	291.16	0
43054	09/03/2024	MPO001	Metropolitan Planning Organization	8,188.07	0
43055	09/03/2024	MID003	Midcontinent Communications	2,825.92	0
43056	09/03/2024	MND020	Minnesota DEED - BCD Repayments	788.44	0
43057	09/03/2024	MNF001	MN Fire Service Certification Board	367.50	0
43058	09/03/2024	NEL101	Nelson Auto	64.08	0
43059	09/03/2024	NOR006	Northdale Oil	20,318.06	0
43060	09/03/2024	NOR004	Northern Plumbing Supply	98.40	0
43061	09/03/2024	NOR024	Northland Yard Service	6,900.60	0
43062	09/03/2024	ORE001	O'Reilly Automotive, Inc.	131.37	0
43063	09/03/2024	OFF002	ODP Business Solutions, LLC	8.99	0
43064	09/03/2024	OPP001	Opp Construction LLC	398,023.87	0
43065	09/03/2024	ORN001	Ornamental Iron Company	4,614.00	0
43066	09/03/2024	PLY001	Plymouth Rocket, Inc.	950.00	0
43067	09/03/2024	POM001	Pomp's Tire Service, Inc	51.00	0
43068	09/03/2024	POW001	Power Equipment Shop	426.90	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
43069	09/03/2024	POW003	Powerplan OIB	95.66	0
43070	09/03/2024	TAC003	Public Safety Equipment, LLC	279.00	0
43071	09/03/2024	Q3C001	Q3 Contracting Inc	43,486.24	0
43072	09/03/2024	R&R001	R&R Specialties of Wisconsin Inc	28.10	0
43073	09/03/2024	BOR002	Timothy Riopelle	18.00	0
43074	09/03/2024	ZAV001	RJ Zavoral & Sons, Inc	53,149.50	0
43075	09/03/2024	ROT001	Schwingler Enterprises, Inc.	500.00	0
43076	09/03/2024	MIK001	SJA Thunder Corp	267.31	0
43077	09/03/2024	SPR002	Spray Advantage	8.08	0
43078	09/03/2024	STE009	Sterling Carpet One	4,841.00	0
43079	09/03/2024	STR003	Streichers	483.36	0
43080	09/03/2024	STR007	Structural Materials	387.23	0
43081	09/03/2024	TAR001	Target Solutions Learning LLC	3,696.13	0
43082	09/03/2024	THU002	Thur-O-Clean	5,395.16	0
43083	09/03/2024	VAL002	Valley Truck Parts and Services Inc.	496.36	0
43084	09/03/2024	VER004	Verizon Wireless	50.00	0
43085	09/03/2024	VES001	Vestis Services LLC	448.44	0
43086	09/03/2024	WAT001	Water and Light Department	23,097.45	0
43087	09/03/2024	WID001	Widseth Smith Nolting & Associates	47,846.00	0
43088	09/03/2024	XCE001	Xcel Energy	3,237.49	0
				840,406.18	
Check Total:					