

**AGENDA
OF THE WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, SEPTEMBER 10, 2024 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. Review of Bid Results for 2024 City Project No. 1 for SCADA System Improvements – Steve Emery**
- 2. Consider Contract Project Closeout for 2022 City Project No 6 HAWK System – Reid Huttunen**
- 3. Consider Remodel of Community Development/Economic Development Office – Nancy Ellis**
- 4. Request to Host 50th Anniversary Celebration at the Civic Center – Jeremy King**
- 5. Review of Absentee/Early Voting Process for General Election – Megan Nelson**
- 6. Discussion on 2025 Preliminary Budget – Karla Anderson & Reid Huttunen**

ADJOURN:

Upcoming Meetings

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

Work Session – Tuesday, October 8, 2024 – Training Room – 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.

Request for Council Action

Date: September 5, 2024

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

Cc: File

From: Steve Emery, P.E.

RE: Bid Results – 2024 City Project No. 1 – SCADA System Improvements

Background:

We will be receiving bids for the above referenced project at 10:00 A.M. on September 10th. We will tabulate the bid received and bring the bid tabulation to the work session meeting for review and discussion.

Estimated Total Project Costs:

To be determined.

Funding:

Wastewater and Stormwater Enterprise Funds

Recommendation:

No recommendation until bids are received.

Enclosures:

None

Request for Council Action

Date: September 10, 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: Contract Project closeout for 2022 City Project No. 6 – HAWK System

Background:

2022 City Project No. 6 was scheduled to be substantially completed on or before August 11, 2023. The project was not substantially completed until January 23, 2024, due, in part, to delays in materials for the crossing signal pedestal poles. The City is currently holding \$14,762.69 in project retainer on this project.

As the project was being delayed, there were suggestions from a few City Council members that we should consider our options for Liquidated Damages on the project.

City Attorney Ron Galstad, City Engineer Steve Emery, and myself have reviewed the Construction Contract for this project. The General Contractor, Ti-Zack Concrete, and its subcontractors have confirmed with Mr. Emery their schedule of ordering the necessary materials for the project. The specific materials that were delayed were ordered by Traffic Control Corporation on 1/27/2023, with final shop drawings approved on 3/31/2023. The order was not shipped by Pelco until 1/3/2024, a nearly 10-month lead time.

Upon review of the pertinent details of the project, it is our recommendation not to pursue Liquidated damages on this project.

Reasoning for this recommendation includes the following:

- General and Subcontractors have verified they ordered the materials in a timely manner after the project was awarded. The delay in materials and the project completion was outside of their control.
- While the completion of the HAWK system was delayed, the contractor did reinstall and operate the City's existing flashing beacon system in a timely manner. The Bygland Rd crossing was not left without a pedestrian crossing system for any significant period of time.
- Within days of the materials being received, the contractor had the HAWK system installed and operational.
- The City did not incur additional project costs due to the delayed completion.

Recommendation:

Authorize City Staff and Widseth to close out the project and issue payment of the final retainer on City Project No. 6 – Pedestrian Improvements.

Enclosures

Construction Contract between the City and Ti-Zack Construction

Email from Traffic Control Corporation detailing materials order/shipment timeline

AGREEMENT BETWEEN OWNER AND CONTRACTOR FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)

This Agreement is by and between City of East Grand Forks ("Owner") and Ti-Zack Concrete, Inc. ("Contractor").

Terms used in this Agreement have the meanings stated in the General Conditions and the Supplementary Conditions.

Owner and Contractor hereby agree as follows:

ARTICLE 1—WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows: **Pedestrian and ADA Improvements**

ARTICLE 2—THE PROJECT

2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: **2022 City Project No. 6 – Pedestrian Improvements, S.A.P. 119-119-015, East Grand Forks, Mn**

ARTICLE 3—ENGINEER

3.01 The Owner has retained Widseth ("Engineer") to act as Owner's representative, assume all duties and responsibilities of Engineer, and have the rights and authority assigned to Engineer in the Contract.

3.02 The part of the Project that pertains to the Work has been designed by Engineer

ARTICLE 4—CONTRACT TIMES

4.01 *Time is of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Contract Times: Dates*

A. The Work will be substantially complete on or before **August 11, 2023**, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before **October 15, 2023**

4.03 *Liquidated Damages*

A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the Contract Times, as duly modified. The parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):

EJCDC® C-520, Agreement between Owner and Contractor for Construction Contract (Stipulated Price).
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1. *Substantial Completion*: Contractor shall pay Owner \$900.00 for each day that expires after the time (as duly adjusted pursuant to the Contract) specified above for Substantial Completion, until the Work is substantially complete.
 2. *Completion of Remaining Work*: After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner \$300.00 for each day that expires after such time until the Work is completed and ready for final payment.
 3. Liquidated damages for failing to timely attain Substantial Completion, and final completion are not additive, and will not be imposed concurrently.
- B. If Owner recovers liquidated damages for a delay in completion by Contractor, then such liquidated damages are Owner's sole and exclusive remedy for such delay, and Owner is precluded from recovering any other damages, whether actual, direct, excess, or consequential, for such delay, except for special damages (if any) specified in this Agreement.

4.06 *Special Damages*

- A. Contractor shall reimburse Owner (1) for any fines or penalties imposed on Owner as a direct result of the Contractor's failure to attain Substantial Completion according to the Contract Times, and (2) for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Substantial Completion (as duly adjusted pursuant to the Contract), until the Work is substantially complete.
- B. After Contractor achieves Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times, Contractor shall reimburse Owner for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Work to be completed and ready for final payment (as duly adjusted pursuant to the Contract), until the Work is completed and ready for final payment.
- C. The special damages imposed in this paragraph are supplemental to any liquidated damages for delayed completion established in this Agreement.

ARTICLE 5—CONTRACT PRICE

- 5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents, the amounts that follow, subject to adjustment under the Contract:
- A. For all Unit Price Work, an amount equal to the sum of the extended prices (established for each separately identified item of Unit Price Work by multiplying the unit price times the actual quantity of that item).

**2022 City Project No. 6
Pedestrian Improvements
S.A.P. 119-119-015
East Grand Forks, Mn**

ITEM NO	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
2021.501	MOBILIZATION	LUMP SUM	1	\$ 17,207.51	\$ 17,207.51
2102.518	PAVEMENT MARKING REMOVAL	SQ FT	521	\$ 7.20	\$ 3,751.20
2104.502	SALVAGE SIGN	EACH	4	\$ 60.00	\$ 240.00
2104.502	SALVAGE FLASHER SYSTEM	EACH	3	\$ 370.64	\$ 1,111.92
2104.503	REMOVE CURB & GUTTER	LIN FT	20	\$ 35.34	\$ 706.80
2104.504	REMOVE CONCRETE PAVEMENT	SQ YD	85	\$ 41.58	\$ 3,534.30
2104.504	REMOVE CONCRETE MEDIAN	SQ YD	3	\$ 117.80	\$ 353.40
2104.518	REMOVE CONCRETE WALK	SQ FT	772	\$ 9.16	\$ 7,071.52
2211.507	AGGREGATE BASE (CV) CLASS 5	CU YD	5.5	\$ 159.51	\$ 877.31
2301.504	CONCRETE PAVEMENT 8.0"	SQ YD	41	\$ 147.88	\$ 6,063.08
2521.518	4" CONCRETE WALK	SQ FT	548	\$ 12.04	\$ 6,597.92
2521.518	6" CONCRETE WALK	SQ FT	331	\$ 18.07	\$ 5,981.17
2531.503	CONCRETE CURB & GUTTER, DESIGN B624	LIN FT	105	\$ 54.68	\$ 5,741.40
2531.504	CONCRETE MEDIAN	SQ YD	3	\$ 107.97	\$ 323.91
2531.618	TRUNCATED DOMES	SQ FT	36	\$ 60.00	\$ 2,160.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$ 2,880.00	\$ 2,880.00
2564.502	INSTALL SIGN	EACH	4	\$ 240.00	\$ 960.00
2565.501	EMERGENCY VEHICLE PREEMPTION SYSTEM	LUMP SUM	1	\$ 8,157.60	\$ 8,157.60
2565.616	PEDESTRIAN CROSSWALK FLASHER SYSTEM	SYSTEM	1	\$ 204,000.00	\$ 204,000.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	2	\$ 180.00	\$ 360.00
2574.507	COMMON TOPSOIL BORROW	CU YD	17	\$ 67.93	\$ 1,154.81
2575.604	SITE RESTORATION	SQ YD	214	\$ 12.00	\$ 2,568.00
2582.503	24" SOLID LINE MULTICOMP GR IN	LIN FT	58	\$ 24.00	\$ 1,392.00
2582.503	CROSSWALK MULTICOMP GR IN	SQ FT	342	\$ 30.00	\$ 10,260.00
	TOTAL BID				\$293,453.85

The extended prices for Unit Price Work set forth as of the Effective Date of the Contract are based on estimated quantities. As provided in Paragraph 13.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer.

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ARTICLE 6—PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

- A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

- A. Owner shall make progress payments on the basis of Contractor's Applications for Payment on or about the **10th** day of each month during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.

- 1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract.

- a. **90** percent of the value of the Work completed (with the balance being retainage).

- 1) If 50 percent or more of the Work has been completed, as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and

- b. **90** percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

- B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to **100** percent of the Work completed, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less **200** percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the punch list of items to be completed or corrected prior to final payment.

6.03 *Final Payment*

- A. Upon final completion and acceptance of the Work, Owner shall pay the remainder of the Contract Price in accordance with Paragraph 15.06 of the General Conditions.

6.04 *Consent of Surety*

- A. Owner will not make final payment, or return or release retainage at Substantial Completion or any other time, unless Contractor submits written consent of the surety to such payment, return, or release.

6.05 *Interest*

- A. All amounts not paid when due will bear interest at the rate of **5** percent per annum.

ARTICLE 7—CONTRACT DOCUMENTS

7.01 *Contents*

- A. The Contract Documents consist of all of the following:
1. This Agreement.
 2. Bonds:
 - a. Performance bond (together with power of attorney).
 - b. Payment bond (together with power of attorney).
 3. General Conditions.
 4. Supplementary Conditions.
 5. Specifications as listed in the table of contents of the project manual (copy of list attached).
 6. Drawings (not attached but incorporated by reference) consisting of 26 sheets with each sheet bearing the following general title: **2022 CP No.6 – Pedestrian Improvements, S.A.P. 119-119-015**
 7. Addenda (numbers 0 to 0, inclusive).
 8. Exhibits to this Agreement (enumerated as follows):
 - a. None
 9. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
 - a. Notice to Proceed.
 - b. Change Orders.
- B. The Contract Documents listed in Paragraph 7.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 7.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the Contract.

ARTICLE 8—REPRESENTATIONS, CERTIFICATIONS, AND STIPULATIONS

8.01 *Contractor's Representations*

- A. In order to induce Owner to enter into this Contract, Contractor makes the following representations:
1. Contractor has examined and carefully studied the Contract Documents, including Addenda.
 2. Contractor has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

3. Contractor is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
4. Contractor has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.
5. Contractor has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
6. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (c) Contractor's safety precautions and programs.
7. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
8. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
9. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
10. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
11. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

8.02 Contractor's Certifications

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 8.02:
 1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process or in the Contract execution;

2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

8.03 *Standard General Conditions*

- A. Owner stipulates that if the General Conditions that are made a part of this Contract are EJCDC® C-700, Standard General Conditions for the Construction Contract (2018), published by the Engineers Joint Contract Documents Committee, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, through a process such as highlighting or "track changes" (redline/strikeout), or in the Supplementary Conditions.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on January 17, 2023 (which is the Effective Date of the Contract).

Owner:

City of East Grand Forks
(typed or printed name of organization)

By: Steve Emery
(individual's signature)

Date: 2-2-23
(date signed)

Name: Steve Emery
(typed or printed)

Title: Mayer
(typed or printed)

Attest: [Signature]
(individual's signature)

Title: City Administrator
(typed or printed)

Address for giving notices:

600 Demers Ave NW
East Grand Forks, MN 56721

Designated Representative:

Name: Steve Emery
(typed or printed)

Title: City Engineer
(typed or printed)

Address:

600 Demers Ave NW
East Grand Forks, MN 56721

Phone: (218) 773-5626

Email: steve.emery@wisrth.com

(If [Type of Entity] is a corporation, attach evidence of authority to sign. If [Type of Entity] is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)

Contractor:

Ti-Zack Concrete, Inc.
(typed or printed name of organization)

By: Jason Eager
(individual's signature)

Date: 1/24/2023
(date signed)

Name: Jason Eager
(typed or printed)

Title: Vice President
(typed or printed)

(If [Type of Entity] is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest: [Signature] Jeremy Gibbs
(individual's signature)

Title: Vice President & Secretary
(typed or printed)

Address for giving notices:

39352 221st Avenue, Le Center, MN 56057

Designated Representative:

Name: Jeremy Gibbs
(typed or printed)

Title: Vice President
(typed or printed)

Address:

39352 221st Avenue, Le Center, MN 56057

Phone: 507.357.6463

Email: jjibbs@tizack.com

License No.: N/A
(where applicable)

State: Minnesota

Reid Huttunen

From: Barney Sachs <BSachs@TCC1.com>
Sent: Monday, February 12, 2024 7:42 AM
To: steve.emery
Cc: Reid Huttunen; Mark Olstad; Ryan Noll
Subject: [EXTERNAL]RE: 401 - East Grand Forks, MN # 119-119-015 - Hawk System

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.

Good Morning Steve,

Great news, glad to hear it's up and operational! The past year was frustrating to say the least, we had many jobs delayed due to the long lead times from Pelco. If you would have called me to ask for an **estimated lead time**, I would have said **8-10 weeks**. This took **10 months!** Below is a timeline of the order. Let me know if you need any further information. Thank you for your cooperation and understanding.

Order Placed with TCC – 1/27/23
Shop Drawings Submitted – 2/2/23
Shop Drawings Returned Approved – 3/31/23
TCC PO sent to Pelco – 3/31/23
Pelco shipment 1/3/24

Thanks,

BARNEY SACHS

Traffic Control Corporation – Estimator/Inside Sales
5651 Memorial Avenue, Oak Park Heights, MN 55082
PH: 651-439-1737 www.trafficcontrolcorp.com

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From: Steve Emery <Steve.Emery@widseth.com>
Sent: Saturday, February 10, 2024 10:47 AM
To: Barney Sachs <BSachs@TCC1.com>
Cc: Reid Huttunen (rhuttunen@egf.mn) <rhuttunen@egf.mn>; Mark Olstad (molstad@egf.mn) <molstad@egf.mn>
Subject: RE: 401 - East Grand Forks, MN # 119-119-015 - Hawk System

Request for Council Action

Date: September 10, 2024

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

Cc: File

From: Nancy Ellis, Community Development Director

RE: Remodel of the Community Development/Economic Development Office

Recently, the MPO has contacted my office and is hoping to rent out additional office space for their staff. They would like to rent the EDA Directors Office if we can make space for the new EDA Director in our large open office space. We have reviewed our current space and have come up with a way to provide an office for both the MPO and the EDA. Optimizing space in City Hall for rent or storage has always been discussed and considered and this plan will do that effectively.

The plan is to create a new entrance/doorway between the MPO storage room and the EDA director's office. We will then place soundproof panels in the windows of the old doorway and lock the door. (I do not want to remove the old doorway). We will place a full wall partition in our large space to create a new EDA office. This will have access to the further east door, the storage room door, and a sliding door into the Community Development Office space. Because of the wall partition and the change of the large open area, we will need to remove the cubicles and purchase new furniture and wall partitions for Brenda, Sonny and the Building Inspectors desk (the EDA Director will get a new desk and storage furniture as well). The total cost for the entire remodel is as follows:

- 1) Make door/entrance in wall to MPO storage: \$10,700
- 2) Soundproof panels for door windows: \$1500 to \$1800
- 3) Partition wall with sliding door: \$17850
- 4) Standing partitions between desks in Comm. Dev. Office: \$2500, \$2700 or \$3500 (3 options)
- 5) New Furniture for Brenda, Sonny, EDA office and Bldg: \$6000

TOTAL: \$39,050 of which \$8700 would be for updating our office to remove old furniture

The amount of revenue from the MPO for the new office (at this year's rental cost) is \$13.45/sq ft X 198 sq ft of office space = \$2663 per year. Their lease is up this year, and we could increase some to help with the cost of the remodel. Example: \$14.50/sqft X 198 = \$2871 or \$15.00/sqft X 198 = \$2970. As well, we do have money available this year in the Building Maintenance fund for the work.

Staff recommends the remodel to optimize space, create new office space and update 20+ year old furniture.

SPARE HUSBAND INC
 1708 Central Ave Ne • East Grand Forks, MN 56721 • Phone: 218-773-3700

City EGF

Proposal for EGF City

Print Date: 8-2-2024

This is an estimate of time and material.
 We will bill on a time and material basis.
 The door will be custom stained and the frame will be custom painted.
 No electrical is included.

b b b

Material

Items	Description	Cost Type	Qty/Unit	Unit Price	Price
	Frame for Door	Material	1	\$60.00	\$60.00
	Install Door	Material	1	\$3,360.00	\$3,360.00
	Install Sheetrock	Material	4	\$24.00	\$96.00
	Mud Tape, Texture	Material	1	\$30.00	\$30.00
	Prime and Paint	Material	2	\$60.00	\$120.00
	Install Door Knob	Material	1	\$120.00	\$120.00
	Install Countertops	Material	2	\$720.00	\$1,440.00
Material Total:					\$5,226.00

Labor

Items	Description	Cost Type	Qty/Unit	Unit Price	Price
	Cut Wall to Install Door	Labor	6	\$95.00	\$570.01
	Prep Floors	Labor	2	\$95.00	\$190.00
	Frame for Door	Labor	4	\$95.00	\$380.01

Items	Description	Cost Type	Qty/Unit	Unit Price	Price
Install Door		Labor	8	\$95.00	\$760.01
Install Sheetrock		Labor	4	\$95.00	\$380.01
Mud Tape, Texture		Labor	8	\$95.00	\$760.01
Prime and Paint		Labor	4	\$95.00	\$380.01
Install Door Knob		Labor	2	\$95.00	\$190.00
Clean Up		Labor	3	\$95.00	\$285.00
Pick Up Materials		Labor	6	\$95.00	\$570.01
Remove Countertops		Labor	1	\$95.00	\$95.00
Move Cabinets		Labor	4	\$95.00	\$380.01
Install Countertops		Labor	4	\$95.00	\$380.01
Labor Total:					\$5,320.09

Unassigned

Items	Description	Cost Type	Qty/Unit	Unit Price	Price
Permit		Other	1	\$100.00	\$100.00
Unassigned Total:					\$100.00

Total Price: \$10,646.09

I confirm that my action here represents my electronic signature and is binding.

Signature: _____

Date: _____

Print Name: _____

bill to

NANCY ELLIS
EGF COMMUNITY DEVELOPMENT
600 EMERS AVE NW
EAST GRAND FORKS, MN 56721
218 773-0214

ship to

NANCY ELLIS
EGF COMMUNITY DEVELOPMENT
600 EMERS AVE NW
EAST GRAND FORKS, MN 56721
218 773-0214

date: 5/13/2024
project: ACCT 10839

Sales Rep Dee Skjold Quote Number BE-02010 ship complete
delivery type payment terms delivery team

#	department	product number	description	qty	price	extended
WALL UNIT						
1		ARCHITECTURAL	VOLO WALL, 17' 11.5" WALL TO WINDOW	1	\$16,431.75	\$16,431.75
		INCLUDES	4 PANELS WITH GLASS ABOVE			
		INCLUDES	SLIDING DOOR			
		INCLUDES	FLOOR AND CEILING ATTACHEMENT			
		INCLUDES	FEILD CUT 12.5" PANEL BY WINDOW			
		INCLUDES	2" CEILING BLOCK			
Sub Total						\$16,431.75
ZZ-LABOR						
2		LABOR	DELIVERY AND INSTLL	1	\$1,400.00	\$1,400.00
Sub Total						\$1,400.00
total not including tax:						\$17,831.75

notes

WEST FARGO

840 11th Avenue NE, West Fargo, ND 58078

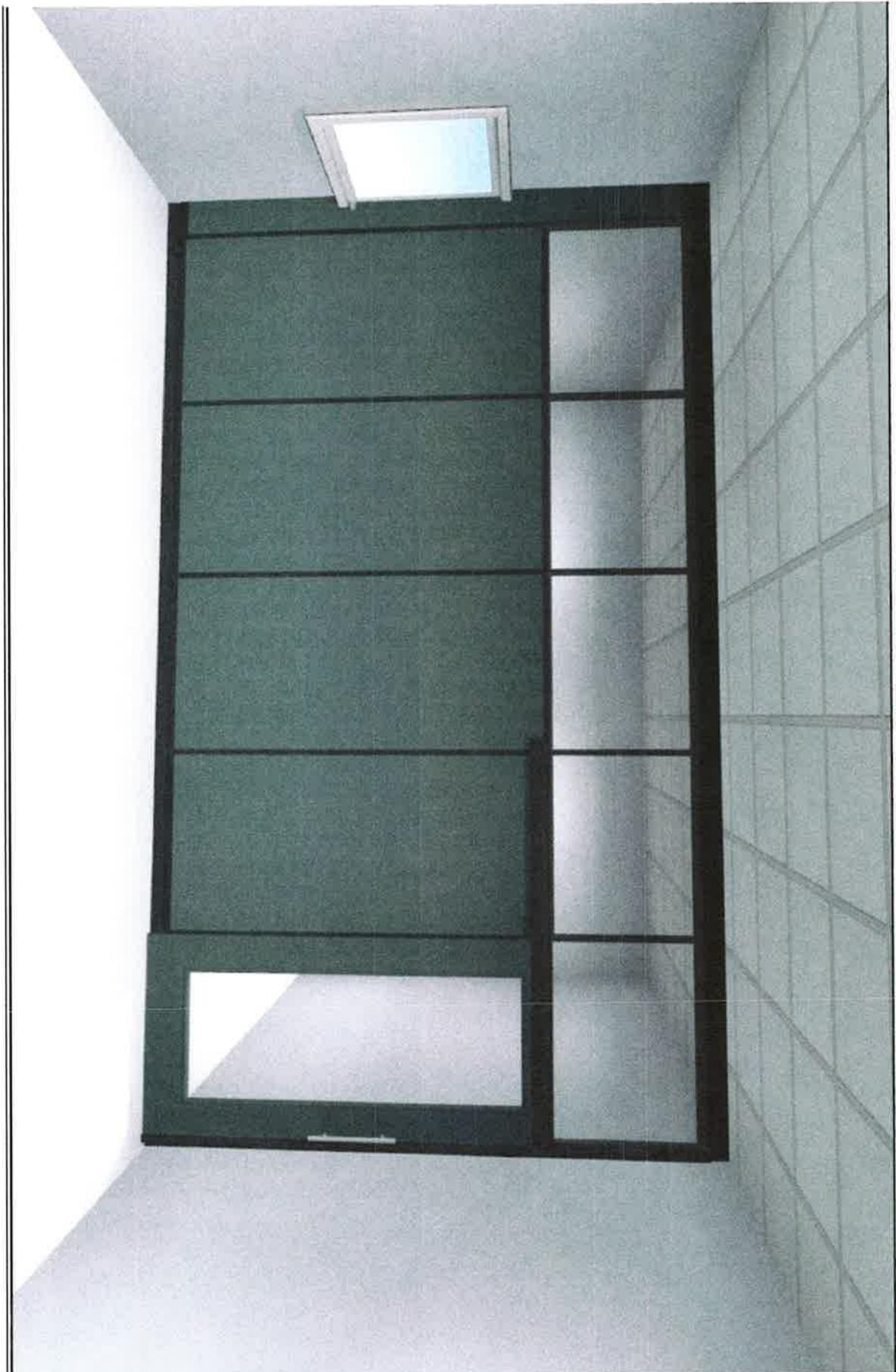
MINNEAPOLIS

44 Northern Stacks Dr #120, Fridley, MN 55421

GRAND FORKS

610 S 19th St, Suite 4, Grand Forks, ND 58201





Newer



Bill to

NANCY ELLIS
EGF COMMUNITY DEVELOPMENT
600 EMERS AVE NW
EAST GRAND FORKS, MN 56721
218 773-0214

Ship to

NANCY ELLIS
EGF COMMUNITY DEVELOPMENT
600 EMERS AVE NW
EAST GRAND FORKS, MN 56721
218 773-0214

date: 5/23/2024
Account ACCT 10839

Sold By Dee Skjold Quote # BE-02012 Order Tag

Sold by e-mail

#	product number	description	qty	price	extended
1	EDC9-1L-24.548.5	ECHODECO PANEL, 24.5X48.5	2	\$432.00	\$864.00
		PANEL COLOR TBD MOUNT ADHESIVE			
2	EDC9-1L-24.525.5	ECHODECO PANEL, 24.5X25.5	1	\$301.50	\$301.50
		PANEL COLOR TBD MOUNT ADHESIVE			
3	FRT	FREIGHT	1	\$350.00	\$350.00
				total not including tax:	\$1,515.50

notes

WEST FARGO

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MINNEAPOLIS

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GRAND FORKS

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bill to

NANCY ELLIS
EGF COMMUNITY DEVELOPMENT
600 EMERS AVE NW
EAST GRAND FORKS, MN 56721
218 773-0214

ship to

NANCY ELLIS
EGF COMMUNITY DEVELOPMENT
600 EMERS AVE NW
EAST GRAND FORKS, MN 56721
218 773-0214

date: 5/16/2024
project: ACCT 10839

Sales Rep Dee Skjold Quote Number BE-02011 ship complete
delivery type payment terms delivery team

#	department	product number	description	qty	price	extended
LOFTWALL						
1		FW-BK-FH	FRAMEWALL FREESTANDING WALL, 52" W X 78" H	1	\$1,251.37	\$1,251.37
		FRAME	BLACK OR ALUMINUM			
		TILE	LAMINATE			
		COLOR	TBD			
		BASE	FLUSH FEET			
2		FW-BK-FH	FRAMEWALL FREESTANDING WALL, 76" W X 78" H	1	\$1,741.44	\$1,741.44
		FRAME	BLACK OR ALUMINUM			
		TILE	LAMINATE			
		COLOR	TBD			
		BASE	FLUSH FEET			
3		FRT	FREIGHT FOR LOFTWALL	1	\$500.00	\$500.00
Sub Total						\$3,492.81
MERGEWORKS						
4		2X-6154	VILLA FREESTANDING WALL, 61" W X 54" H	2	\$1,156.44	\$2,312.88
		FEET	FREESTANDING			
		FRAME	BLACK OR ALUMINUM			
		TILE	LAMINATE			
		COLOR	TBD			
5		FRT	FREIGHT FOR MERGEWORKS	1	\$215.00	\$215.00
Sub Total						\$2,527.88
VERSARE						

WEST FARGO

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GRAND FORKS

610 S 19th St, Suite 4, Grand Forks, ND 58201



#	department	product number	description	qty	price	extended
6		WST-70	VERSARE FREESTANDING PANEL, 66"W X 70" H	1	\$2,245.71	\$2,245.71
7		FRT	FREIGHT FOR VERSARE	1	\$450.00	\$450.00
Sub Total						\$2,695.71
ZZ-LABOR						
8		LABOR	DELIVERY AND INSTALL	1	\$165.00	\$165.00
Sub Total						\$165.00
total not including tax:						\$8,881.40

notes

Standard Terms and Conditions

Cancellations and or Changes

All special ordered products is non-cancellable and non-returnable or they may be subject to manufacturers minimum restocking charge, along with freight and handling fees as applicable. Stock delivery product may be returned if boxes are not opened.

Installation Terms and Conditions:

1. Unless otherwise specified, this transaction assumes non-union labor personnel working regular hours (Monday - Friday 8:00 am - 4:30 pm).
2. Installation assumes exclusive access to loading dock, freight elevator and receiving area on the floor being installed. Additional charges will be assessed for installations requiring product to be carried up stairs.
3. This proposal assumes no floor covering will be required in either the loading dock/receiving area or on the floor being installed.
4. All trash will be removed by Business Essentials Interiors.

WEST FARGO

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GRAND FORKS

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#	department	product number	description	qty	price	extended
5.			The area being installed must be clear and ready for furniture installation (i.e. any construction completed, any carpeting work completed, existing furniture removed). For furniture reconfigurations area must be prepped and ready (i.e. computers, cables and phone lines removed, files empty, etc.)			
6.			All products will be installed per manufacturer's specifications.			
7.			All products will be installed per plan. Any substantive changes will require the completion of a change order, and may include additional labor and/or product charges. Additional charges will be re-quoted and a purchase order modification or new purchase order may be required before work can be completed.			
8.			The installation foreman will conduct a walk-through with the client contact to develop a "punch list" of incomplete items. Punch list items include missing, damaged, or incorrect products that cannot be installed per the approved plan. Product additions or request changes should be noted on a separate "wish list." The job is complete if all products are installed per the approved plan.			
9.			Business Essentials Interiors is not responsible for providing an electrician to hardwire the systems furniture electrical power entry to the building power supply. This is the responsibility of the client's electrician.			
10.			Business Essentials Interiors is not responsible for running any telephone and/or computer wiring through the systems furniture raceway or for supplying data jacks in the individual workstations.			
11.			Business Essentials Interiors will work in conjunction with the telephone/computer cabling contractors. However, once the furniture installation is complete, all stations will be moved into their final position. If the stations cannot be moved into final position due to incomplete cabling or electrical work, moving the stations after that work is complete becomes the client's responsibility.			
12.			Business Essentials Interiors shall not be considered in default of any of its obligations under this Agreement to the extent that the performance thereof is delayed or rendered impossible by acts of God, war, civil commotion, fire, storm, flood, explosion, strikes, walkouts, other industrial disturbances, or any other cause which is beyond its reasonable control.			
13.			Direct shipments from the manufacturers do not include inside delivery. The client is responsible to arrange pick up from the client's receiving dock.			
14.			Business Essentials will hold product ordered for a MAXIMUM of 14 days after receipt of the product or quoted estimated delivery date. After 14 days transportation and/or storage fees may apply.			

approved by: _____ date: _____
name

_____ po: _____
title

WEST FARGO

840 11th Avenue NE, West Fargo, ND 58078

MINNEAPOLIS

44 Northern Stacks Dr #120, Fridley, MN 55421

GRAND FORKS

610 S 19th St, Suite 4, Grand Forks, ND 58201



Nancy Ellis

From: Dee Skjold <dskjold@orderbe.com>
Sent: Friday, May 17, 2024 8:15 AM
To: Nancy Ellis
Subject: [EXTERNAL]Free standing wall Quote options
Attachments: Loftwall_Cutsheet_Framework.pdf; loftwall laminates.jpg; loftwall base options.jpg; LOFTWALL.jpg; MERGEWORKS.jpg; MERGEWORKS LAMINATE.pdf; mergeworks new moon foot.jpg; versare sell sheet.pdf; versare laminate.pdf; VERSARE .jpg; EGF COMMUNITY DEVELOPMENT BE-02011 05-16.pdf

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.

Hi Nancy

When I measured for the free standing wall (your current wall size) I measured 133" (11' 1") wide x 66" high below are the options and I attached info as well.

Mergeworks – Is only 54" high and will run 122" wide (2 sections 61" wide). They have multiple laminate options **but only one tile selection for the wall**. The foot only come with the new moon foot, frames come in black or aluminum.

Loftwall- Is the tallest at 78" high and can combine a 76" wide and a 52" to make 128" run. Has whiteboard options, has multiple tile options. You can change each tile to your color of choices (can all be different), has 5 different feet options including full circle, frames come in Black or Aluminum.

Versare- Is 70" high and will run at 132" long (2 sections 66" wide). Only flat foot option, limited laminate options of 5 choices. They have black or white frames.



Dee Skjold | Account Executive

Business Essentials
610 S 19th St Suite 4
Grand Forks, ND 58201

✉ dskjold@orderbe.com

🌐 orderbe.com

☎ 701.775.5503

📱 701.317.5935



FRAMEWALL

Divide and conquer

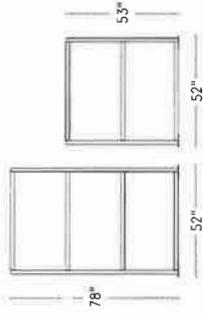


FrameWall is the new modern room divider screen system designed with aesthetics and privacy in mind for a wide range of spaces

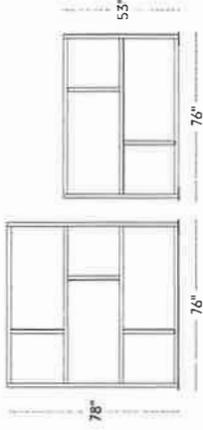
LOFTWALL

FRAMEWALL DIMENSIONS

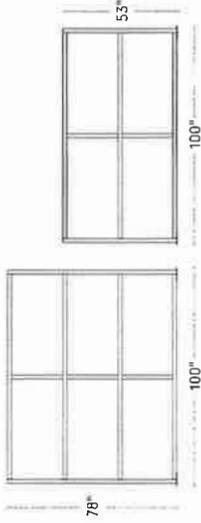
52" WIDE



76" WIDE



100" WIDE



LOFTWALL

THE OTHER STUFF

Dimensions

- Height: 53" or 78"
- Width: 52", 76", or 100" (base to base)
- Depth: Wall 1.75" | Base 13"

Design Features

- Freestanding movable wall design
- Aluminum interlocking modular frame
- Translucent and opaque panel options
- Connect multiple walls with Link
- Removable panel design
- Integration of third party materials
- Fixed or caster base
- Frame finishes: Satin Aluminum, Glossy White, Matte Black and custom
- Custom sizes and options available

Environmental Features

- Frame made from up to 75% recycled content
- Frame and panels can be recycled
- Panel options meet indoor air quality standards
- VOC free anodized frame finish



PEOPLE DESERVE PRIVACY

The open office provides limitless potential. Potential for collaboration, and even more potential for distraction. That's why companies across the world use Framewall to define their spaces and give their teams a chance to focus and do their best work.



CHOOSE YOUR PANELS



Time to get creative! Mix and match from our huge selection of panel styles and finishes. See our finishes cutsheet for all the options





Bill to

NANCY ELLIS
EGF COMMUNITY DEVELOPMENT
600 EMERS AVE NW
EAST GRAND FORKS, MN 56721
218 773-0214

Ship to

NANCY ELLIS
EGF COMMUNITY DEVELOPMENT
600 EMERS AVE NW
EAST GRAND FORKS, MN 56721
218 773-0214

date: 6/5/2024
Account ACCT 10839

Sold By Dee Skjold Quote # BE-02101 Order Tag

Sold by e-mail

#	product number	description	qty	price	extended
1	LABOR	DELIVERY AND INSTALL	1	\$385.00	\$385.00
2	H105680	10500 Series Return Shell 29-1/2H x 36W x 24D	1	\$323.44	\$323.44
	S(L1 STD)	Grd L1 Standard Laminates			
	.LK11	Kingswood Walnut			
	LK11	Kingswood Walnut			
3	H105811	10500 Series Corner Unit 24x36x36x24x 29-1/2H	2	\$507.52	\$1,015.04
	S(L1 STD)	Grd L1 Standard Laminates			
	.LK11	Kingswood Walnut			
	LK11	Kingswood Walnut			
4	H105R2436	36Wx24D Rectangle Worksurface	1	\$137.28	\$137.28
	S(L1 STD)	Grd L1 Standard Laminates			
	.LK11	Kingswood Walnut			
	K1	Kingswood Walnut			
5	HWR2442PN	Systems Rectangular Wksfc Edgeband 24D x 42W N	1	\$262.60	\$262.60
	S(L1 STD)	Grd L1 Standard Laminates			
	.LK11	Kingswood Walnut			
	.K1	Kingswood Walnut			
6	H10561	10500 Series Return Shell 29-1/2H x 48W x 24D	1	\$343.72	\$343.72
	S(L1 STD)	Grd L1 Standard Laminates			

WEST FARGO

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MINNEAPOLIS

44 Northern Stacks Dr #120, Fridley, MN 55421

GRAND FORKS

610 S 19th St, Suite 4, Grand Forks, ND 58201



#	product number	description	qty	price	extended
		.LK11 Kingswood Walnut			
		LK11 Kingswood Walnut			
7	H105R2472	72Wx24D Rectangle Worksurface	1	\$225.16	\$225.16
		\$(L1STD) Grd L1 Standard Laminates			
		.LK11 Kingswood Walnut			
		KI Kingswood Walnut			
8	H105290	10500 Series 36Wx24Dx29-1/2H Storage Cabinet with Doors	1	\$607.36	\$607.36
		\$(L1STD) Grd L1 Standard Laminates			
		.LK11 Kingswood Walnut			
		LK11 Kingswood Walnut			
9	H105690	10500 Series 36Wx24Dx29-1/2H Lateral File Two-Drawer	1	\$670.80	\$670.80
		\$(L1STD) Grd L1 Standard Laminates			
		.LK11 Kingswood Walnut			
		LK11 Kingswood Walnut			
10	HLSLZ5SC72	60"W External Stiffener	1	\$81.12	\$81.12
		.P Black			
11	H10502	10500 Series Floorstdn Full Ht Ped B/B/F 15-5/8W x 22-3/4D	1	\$449.80	\$449.80
		\$(L1STD) Grd L1 Standard Laminates			
		.LK11 Kingswood Walnut			
12	HMG1	Motivate 4-Leg Stack Chair-Set/2	1	\$387.40	\$387.40
		.N No Arm			
		.E Standard Nylon Glide			
		.RE Regatta			
		.CBK Charblack			
13	HSDG	Gussets (1 Pr)	1	\$81.64	\$81.64
		S(P1) P1 Paint Opts			
		.P Black			
14	H10524LEP	15-3/4Wx23-7/8Dx28-1/2H L-Shaped End Panel	2	\$177.84	\$355.68
		\$(L1STD) Grd L1 Standard Laminates			
		.LK11 Kingswood Walnut			

WEST FARGO

MINNEAPOLIS

GRAND FORKS

840 11th Avenue NE, West Fargo, ND 58078

44 Northern Stacks Dr #120, Fridley, MN 55421

610 S 19th St, Suite 4, Grand Forks, ND 58201



#	product number	description	qty	price	extended
15	H10503	10500 Series Lateral File Ped 36"W x 20"D x 28"H	1	\$682.24	\$682.24
		<i>\$(L1STD) .LKI1</i>		<i>Grd L1 Standard Laminates Kingswood Walnut</i>	
Total not including tax:					\$6,008.28

notes

Standard Terms and Conditions

Payment:

Down payment may be required. Payment terms are Net 30 Days from the date of delivery and Net 10 Days on a consolidated billing method. For partial shipments, payment shall be due only for products received. The remaining balance for any partial shipment shall be due within terms following delivery of the product. If payment is made by credit card, additional 3% processing fee applies.

Cancellations and or Changes

Custom or made to order products, or products sourced specifically for the customer are non-cancellable and non-returnable.

Installation Terms and Conditions:

1. Unless otherwise specified, this transaction assumes non-union labor personnel working regular hours (Monday - Friday 8:00 am - 4:30 pm).
2. Installation assumes exclusive access to loading dock, freight elevator and receiving area as applicable. Additional charges will be assessed for installations requiring product to be carried up stairs.
3. The area being installed must be clear and ready for installation (any construction completed, any flooring work completed, existing furniture removed etc.) For furniture reconfigurations, area must be prepped and ready (computers, cables and phone lines removed, files and work areas involved emptied and free of belongings)..
4. All products will be installed per plan. Any changes may be subject to additional labor and/or product changes.
5. All trash will be removed by Business Essentials.
6. If Applicable, final walk through and punch list will be completed.
7. Business Essentials is not responsible for providing an electrician, electrical hookup, running communication cabling, or related componentry.
8. If installation is slowed or cannot be completed due to delays in cabling or electrical work, additional fees may apply.
9. Product requiring extended storage may be subject to storage fee.
10. Direct shipments from manufacturers assume dock delivery and do not include inside delivery. If liftgate is required, that is to disclosed and will be included in quote.
11. FORCE Majeure. Neither party shall be liable for any delay in or impairment of performance resulting in whole or in part from acts of God, labor disruptions, shortage, inability to procure product, supplies or raw materials, sever weather conditions, acts of subcontractors, interruption of utility services, acts of any unit of government or government agency or any other circumstances or causes beyond the control of either party in the conduct of its business.

By signing this quote, customer authorizes procurement for the products and services noted. This sale is subject to Business Essentials Terms and Conditions.

WEST FARGO

840 11th Avenue NE, West Fargo, ND 58078

MINNEAPOLIS

44 Northern Stacks Dr #120, Fridley, MN 55421

GRAND FORKS

610 S 19th St, Suite 4, Grand Forks, ND 58201



#	product number	description	qty	price	extended
approved by: _____ date: _____					
name					
_____ po: _____					
title					

WEST FARGO

840 11th Avenue NE, West Fargo, ND 58078

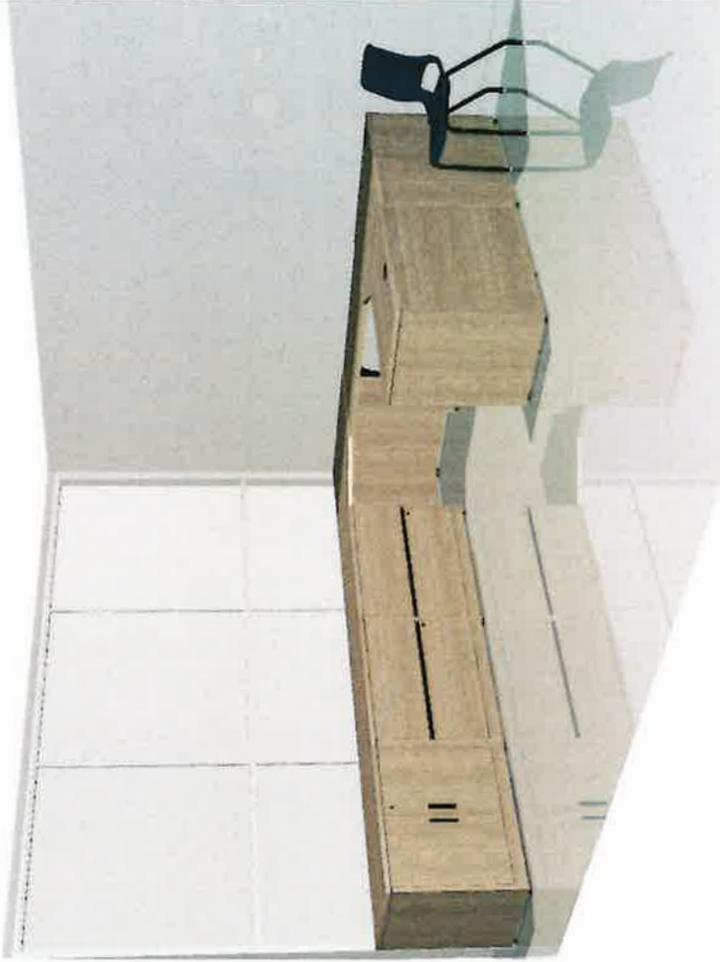
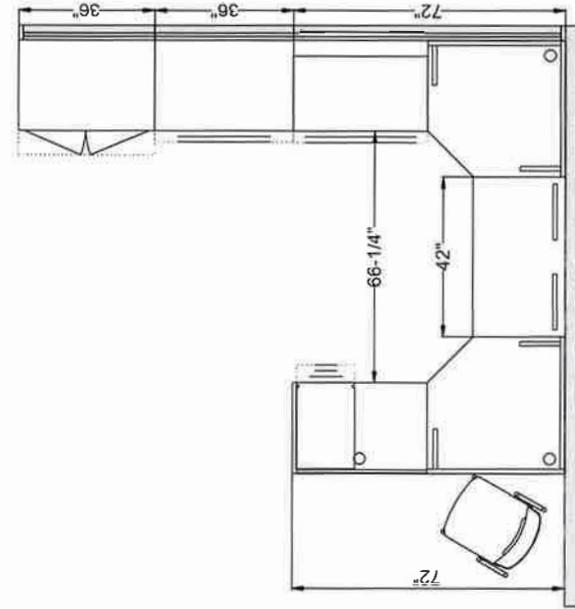
MINNEAPOLIS

44 Northern Stacks Dr #120, Fridley, MN 55421

GRAND FORKS

610 S 19th St, Suite 4, Grand Forks, ND 58201





EGF COMMUNITY DEVELOPMENT

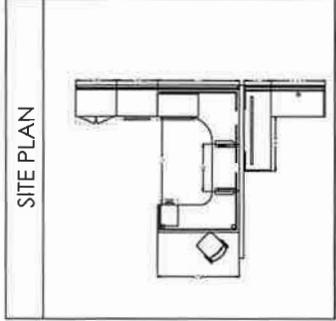
600 DEMERS AVE NW
 EAST GRAND FORKS, MN 56721

EGF COMMUNITY DEVELOPMENT - DESKS

DESK 1

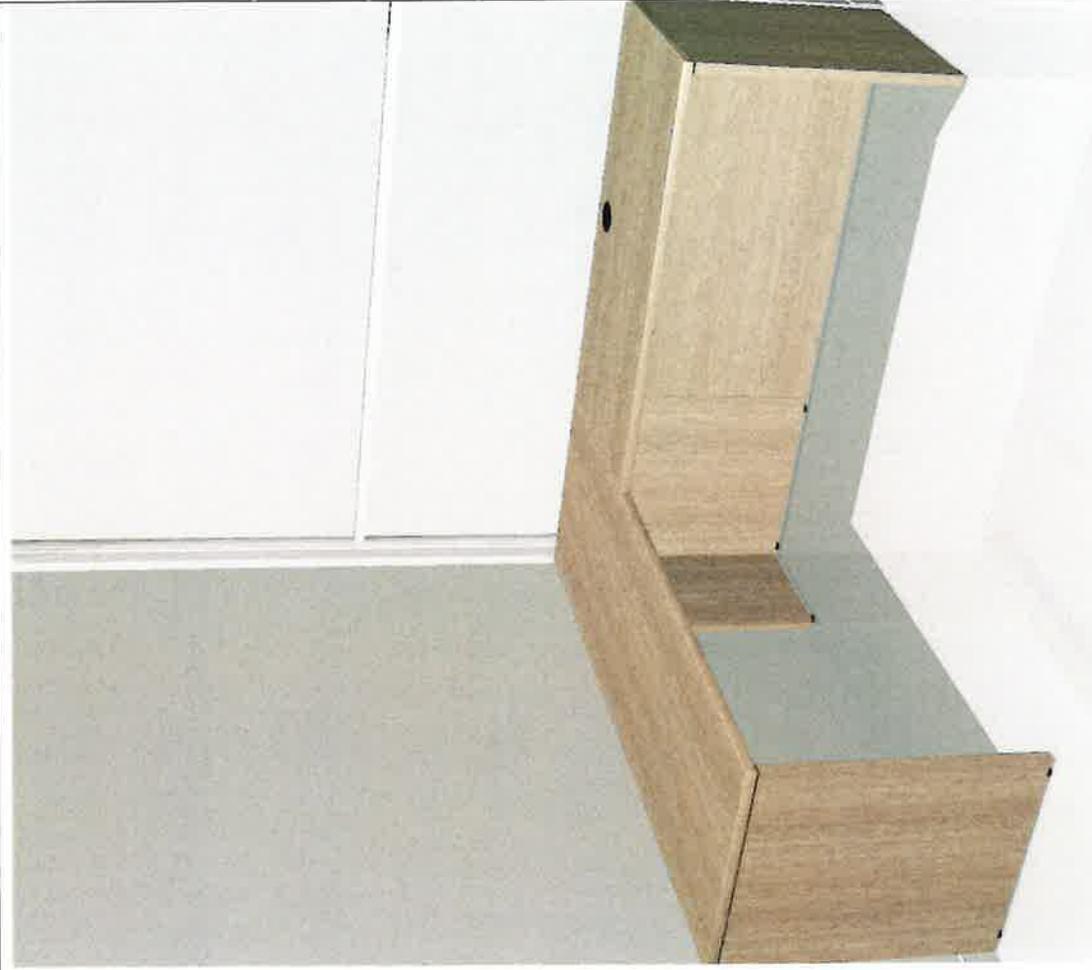
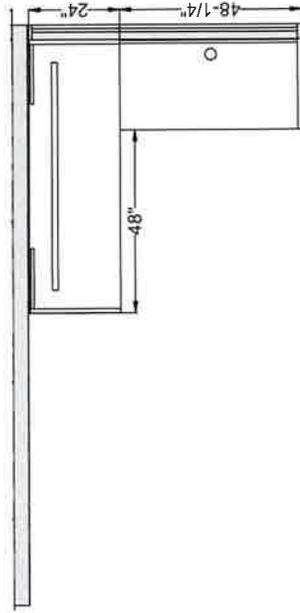
Business Essentials will not be responsible for variations in building plan dimensions occurring as a result of actual construction dimension variances which may affect the placement of furniture and equipment. Field verification of site required prior to ordering furniture. The furniture selection and layout of this drawing are the property of Business Essentials and may not be distributed or conveyed to third parties without written permission from Business Essentials.

DESIGN: CLAUDIA MENDOZA
 SALES: DEE SKJOLD
 BI #: 02101
 DATE: 5/20/2024
 SCALE: 1/4" = 1'



REVISIONS
 1. 00/00/00

FINAL SIGN OFF:
 CUSTOMER SIGNATURE



EGF COMMUNITY DEVELOPMENT

600 DEMERS AVE NW
EAST GRAND FORKS, MN 56721

EGF COMMUNITY DEVELOPMENT - DESKS

DESK 2

Business Essentials will not be responsible for variations in building plan dimensions occurring as a result of actual construction dimension variances which may affect the placement of furniture and equipment. Field verification of site required prior to ordering furniture. The furniture selection and layout of this drawing are the property of Business Essentials and may not be distributed or conveyed to third parties without written permission from Business Essentials.

DESIGN:
CLAUDIA MENDOZA

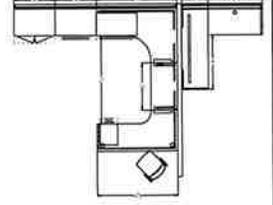
SALES:
DEE SKJOLD

BI #: 02101

DATE: 5/20/2024

SCALE: 1/4" = 1'

SITE PLAN



REVISIONS

1. 00/00/00

FINAL SIGN OFF:

CUSTOMER SIGNATURE



MINNEAPOLIS

WEST FARGO

GRAND FORKS

PAGE NO: 2/2

Request for Council Action

Date: September 9, 2024

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

Cc: File

From: Jeremy King, Parks & Recreation Superintendent

RE: Request to host a 50th Anniversary Celebration for the Civic Center

Background:

The Civic Center Arena is celebrating its 50th anniversary this year, marking a significant milestone for our community. To commemorate this occasion, we propose hosting a 50th anniversary celebration that also serves as an opportunity to educate residents about the upcoming sales tax vote in November. This event aims to unite the community for an evening of education, entertainment and celebration. The celebration will be free of charge and would showcase live music by The Downtown Horns.

Event Details:

- **Location:** Civic Center Arena, East Grand Forks
- **Date:** Friday October 11th
- **Time:** 5:00pm – 9:00pm
- **Entertainment:** Live performance by The Downtown Horns

Budget Impact:

Funds have been allocated in the 2024 budget for public education for the upcoming sales tax vote. A total of \$4,000.00 is requested to cover the costs associated with the event, including the following:

- Band Fee (The Downtown Horns)
- Decoration
- Promotion & Marketing
- Miscellaneous

Recommendation:

Approve staff to host a celebration commemorating 50 years of events at the Civic Center

Enclosure:

None

Request for Council Action

Date: 9/4/24

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: Information About Upcoming Absentee or Early Voting

The Administration Office has received a phone call asking about early voting. Staff would like to share information about the absentee/early voting process.

Absentee voting and early voting are the same thing, anyone that would like to vote early will need to complete an Absentee Ballot application. A copy of the application has been included in the packet or the application could be completed online at the Minnesota Secretary of State's website: <https://mnvotes.sos.mn.gov/abrequest/index> Paper applications can be turned into the Administration Office or mailed or emailed to Polk County. Online applications are automatically submitted to Polk County who would mail out the ballot.

Absentee/Early voting will be available starting on September 20th in the Administration Office for all five wards. Closer to the election, we will be moving voting to the main floor in City Hall.

The absentee/early voting process at City Hall will having voters seal their ballots in an envelope which will be sealed inside another envelope that the voter signs off on and must be witnessed. Election officials in the Administration office can be a witness for those that need. All ballots cast are transferred to Polk County. At Polk County ballots are kept in the locked ballot room until they can be processed. Polk County can start processing ballots before election day, no results are tabulated until after 8 pm, on November 5th.

Please contact Megan Nelson in the Administration Office with questions regarding the upcoming election by calling 218-773-2483 or by emailing mnelson@egf.mn.

Also staff would like to request moving the council meeting scheduled for November 5th to Wednesday, November 6th because they could be needed to help or assist at the polling places.

2024 Minnesota Absentee Ballot Application

Apply online at <https://mnvotes.gov> OR

Complete lines 1 through 7 below. Please print clearly.

Return this application as soon as possible. Ballots must be returned by election day to be counted.

Important: Active duty military and overseas voters should not use this application. See the other side for more information.

1. absentee ballots requested for the following election(s) *(if no election is marked, a ballot will be mailed for the next election only)*

2/13 Special Election
 4/9 Special Election
 8/13 Primary Election
 Both 8/13 & 11/5 Elections
 3/12 Township Election
 5/14 Special Election
 11/5 General Election
 Other (specify date):

2. last name or surname first name middle name suffix

3. date of birth (mm/dd/yyyy) county where you live phone number - -

email address

4. mark all boxes that apply:

I have a MN-issued driver's license or MN ID card. The number is:

I have a social security number. The last four digits are: XXX-XX-

I do not have a MN-issued driver's license, MN-issued ID card or a social security number.

Your identification number will be compared to the one on your absentee ballot envelope.

5. address where you live (residence) apt. city MN zip code

6. address where your absentee ballot should be sent apt. city state zip code

7. I certify that I:

- am completing this application on my own behalf;
- will be at least 18 years old on election day;
- am a citizen of the United States;
- will have maintained residence in Minnesota for 20 days immediately preceding election day;
- maintain residence at the address given on this application form;
- am not under court-ordered guardianship in which the court order revokes my right to vote;
- have not been found by a court to be legally incompetent to vote;
- am not currently incarcerated for a conviction of a felony offense; and
- have read and understand this statement: The above information is accurate, and I sign this application form under penalty of perjury, a felony punishable by not more than 5 years imprisonment, a fine of not more than \$10,000, or both.

sign here: **X** _____ date ____/____/____

See other side for special instructions for voters with disabilities or power of attorney.

official use only

Primary → <input type="checkbox"/> reg <input type="checkbox"/> non-reg	received date	ballot issued date	initials	type M C HCF	reason replaced <input type="checkbox"/> rejected <input type="checkbox"/> lost <input type="checkbox"/> spoiled <input type="checkbox"/> never received	repl. date:	precinct
General → <input type="checkbox"/> reg <input type="checkbox"/> non-reg	received date	ballot issued date	initials	type M C HCF	reason replaced <input type="checkbox"/> rejected <input type="checkbox"/> lost <input type="checkbox"/> spoiled <input type="checkbox"/> never received	repl. date:	school district

Return this application as soon as possible to:

Where to return your application

You should return this to your local election office. If not provided above, contact information for your local election official can be found under "Find County Election Office" at <https://mnvotes.gov/counties>.

Options for returning absentee ballot applications

For federal, state or county elections, submit an absentee ballot application online at <https://mnvotes.gov/absentee>. -OR- Paper absentee ballot applications may be returned by mail, fax or as a scanned attachment to an email.

When your ballot will be sent

Your absentee ballot materials will be sent to you at least 46 days before the election, (excluding town elections held in March where materials will be sent 30 days before the election). If you applied after this date, your ballot will be sent when the application is received. Contact your local election official if you have not received your ballot. To check the status of your absentee ballot, visit <https://mnvotes.gov/ballotracker>.

Privacy Notice

Your exact date of birth, email address, and any ID number you give (Minnesota driver's license, state ID or last four digits of social security number) are private. Only election officials may access it.

Election officials ask for your exact date of birth so they can match your application to your voter record. If you refuse to give your date of birth, you won't get an absentee ballot.

Election officials ask for your email so they can contact you about your application. Also, the Office of the Secretary of State may email you (or contact you another way) about voting and elections, or ask for public input. If you refuse to give an email address, you cannot apply for an absentee ballot online and you will need to apply with a paper application.

Election officials ask for an ID number to check that the person who is casting the ballot is the same person who applied for it. If you have an ID number but refuse to give it, your absentee ballot might get rejected, and you won't be able to check your absentee ballot status online.

The rest of the data on your application is public when used for elections, political activities or law enforcement purposes. If you need to keep your contact data private because of personal safety concerns, call 1-877-600-8683 to learn what you can do.

Who may apply for a ballot

Each person must apply for themselves. It is a felony to make a false statement in an application for an absentee ballot, to attempt to cast an illegal ballot, or to help anyone to cast an illegal ballot.

If you think you may not be registered to vote

If you are not registered at the legal residence address provided, you will be sent a voter registration application with your ballot materials.

Information for active-duty military and overseas voters

If you are applying for an absentee ballot because you or your family are active-duty military or because you will be overseas and/or outside of the territorial limits of the United States, do not use this application. You are entitled to special protections if you apply using the Federal Postcard Application. For more information and to apply online, go to <https://mnvotes.gov/uocava>.

Options available to you if you have a disability

You may:

- sign the application yourself,
- make your mark, or
- ask another person to sign for you in your presence (have the person sign their own name as well.)
- If you have adopted the use of a signature stamp for all purposes of signature, you may use your signature stamp or ask another person to use your signature stamp in your presence. (See *Minnesota Statutes*, section 645.44, subdivision 14.)

Information regarding Power of Attorney

Voting is not covered by power of attorney. A power of attorney pertains only to affairs affecting property. A person with power of attorney may only sign for you in your presence, as outlined above. (See *Minnesota Statutes*, section 523.24, subdivision 14.)

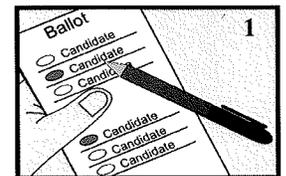
Instructions

How to vote by absentee ballot for registered voters

- You will need:**
- Ballot*
 - Tan ballot envelope*
 - White signature envelope*
 - Larger white return envelope*
- *If any of these items are missing, please contact your local election official.
- Pen with black ink
 - Your ID number
Minnesota driver's license number, Minnesota ID card number, or the last four digits of your Social Security number.
See below if you do not have any of these numbers.
 - Witness
Anyone registered to vote in Minnesota, including your spouse or relative, or a notary public, or a person with the authority to administer oaths

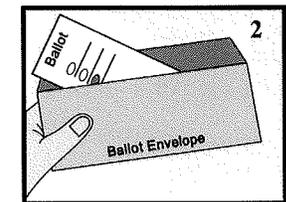
1 Vote!

- The party ballot received is based on the party you selected on the application form. You may receive the ballot of only one major political party. If you received the incorrect ballot, contact your election office at (email) or (phone number).
- Show your witness your blank ballot, then mark your votes in private.
- Follow the instructions on the ballot.
- Do not write your name or ID number anywhere on the ballot.
- Do not vote for more than one candidate. If you do, your vote will not count.
See the other side if you make a mistake on your ballot.



2 Seal your ballot in the tan ballot envelope

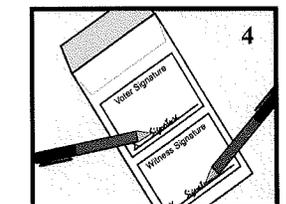
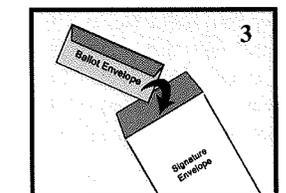
- Do not write on this envelope.



3 Put the tan ballot envelope into the white signature envelope

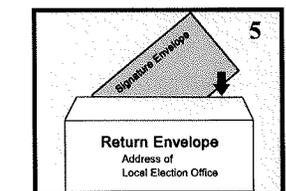
4 Fill out the white signature envelope completely

- If there is no label, print your name and Minnesota address.
- Print your Minnesota driver's license number, Minnesota ID card number, or the last four digits of your Social Security number.
Be sure to use one of same numbers that you provided on your absentee ballot application.
If you do not have any of these numbers, check the box.
- Read and sign the oath.
- Ask your witness to print their name and Minnesota street address, including city (not a P.O. Box), and sign their name.
If your witness is an official or notary, they must print their title instead of an address.
Notaries must also affix their stamp.
- Seal the envelope.



5 Put the signature envelope into the larger white return envelope to protect your private information from view

- Seal the envelope.



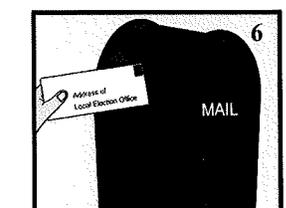
6 Return your ballot by Election Day to the address on the return envelope Ballots may not be delivered to your polling place.

You have three options:

- Send it so it arrives by Election Day, using U.S. mail or a package delivery service,
- Deliver it in person before election day or by 8:00 p.m. on Election Day, or
- Ask someone to deliver it by 8:00 p.m. on Election Day.
This person cannot deliver more than 3 ballots.

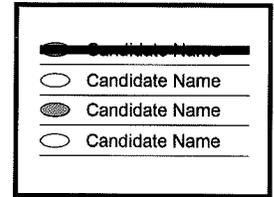
See the other side for special instructions if you have a disability.

To check the status of your absentee ballot, visit <https://mnvotes.gov>.



Correcting a mistake

- If time allows, ask for a new ballot from your election office. Contact your election office at [e-mail] or [phone number], or
- Completely cross out the name of the candidate you accidentally marked and then mark your ballot for the candidate you prefer (do not initial your corrections).



If you have a disability:

If you have a disability or cannot mark your ballot, your witness may assist you by marking your ballot at your direction, assembling the materials, and filling out the forms for you.

When signing the envelope, Minnesota law says you may:

- Sign the return envelope yourself, or
- Make your mark, or
- Ask your witness to sign for you in your presence. (Have the witness sign their own name as well.)
- If you have adopted the use of a signature stamp for all purposes of signature, you may use your signature stamp or ask your witness to use your signature stamp in your presence.

Minnesota Statutes, section 645.44, subdivision 14

Please note: Voting is not covered by power of attorney. A person with power of attorney may only sign for you in your presence, as outlined above.

Confidentiality Notice: Your name and address is available to the public when used for elections, political and law enforcement purposes. Otherwise, the data you supply on your signature envelope is restricted to election officials until 8:00 p.m. on Election Day. After that time, your envelope and the data on it, other than your identification number, are public information. Your ID number is required to ensure that the ballot is returned by the same voter who applied for it. You may refuse to provide it, but doing so may lead your absentee ballot to be rejected and will prevent you from checking on the status of your absentee ballot online.

Request for Council Action

Date: September 10, 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: Karla Anderson & Reid Huttunen

RE: 2025 Preliminary Budget

Attached is the 9.10.2024 draft for the 2025 Budget and 2025 Budget Brief (EGF Visioning Goals located on the left side of sheet). Key points to note are the following:

- Levy increase of 10% (\$693,008) is included in the preliminary budget.
 - A 1% Levy increase is equal to \$69,300
- Payroll increases for 2025 from 2024 amount is \$519,582
- Health Insurance
 - No Health Insurance premium increases are included in this budget.
 - BCBS Renewal came back at a 17% increase
 - City Staff have been presented with three Health Insurance options to consider
 - BCBS renewal; 17% increase
 - PEIP (Public Employees Insurance Program); 9.1% increase, but requires a 4-year commitment
 - ICHRA (Individual Coverage Health Reimbursement Arrangement)
 - ICHRA could show a significant savings on premium, depending upon Baseline plan choice and City contribution amount.
- General Fund Reserves
 - 2023 year end reserves increased by \$743,627
 - 2025 budgeted fund balance is at 54% of Revenue and Expenditures (with the 2023 Fund balance increase included)
 - The City's fund balance policy suggests 35%-50% of expenditures/revenues
 - 4% of the 2025 Expenditures is approximately \$568,648
- At the 3% Levy: Expenses are over Revenues by \$522,559
- 10.5% Preliminary Levy would be needed to balance the budget.
- In the past, the Final Levy percentage was a reduction from the Preliminary Levy

Recommendation:

- Set the Preliminary Levy at 10%, option to lower the Final levy %

**CITY OF EAST GRAND FORKS, MINNESOTA
GENERAL FUND
REVENUE AND EXPENDITURE SUMMARY
September 10, 2024**

	Actual 2022	Actual 2023	Budget 2024	Budget 2025	CHANGE OVER 2024 BUDGET	
					AMOUNT	%
REVENUES/SOURCES						
1 Property Tax Levy*	\$ 5,646,759	\$ 6,562,480	\$ 6,930,081	\$ 7,623,089	\$ 693,008	10.0%
2 Franchise & Other Taxes	1,702,729	1,667,902	1,567,683	1,608,398	\$ 40,715	2.6%
3 Licenses & Permits	107,019	124,848	116,275	114,375	\$ (1,900)	-1.6%
4 Intergovernmental	2,943,524	2,657,902	2,839,577	2,884,525	\$ 44,948	1.6%
5 Charges for Services	1,431,641	1,455,808	1,451,180	1,454,454	\$ 3,274	0.2%
6 Fines & Forfeits	80,311	75,478	118,000	68,500	\$ (49,500)	-41.9%
7 Other Revenues	179,633	222,532	38,500	110,400	\$ 71,900	186.8%
8 Other Financing Sources	133,285	154,239	266,600	315,000	\$ 48,400	18.2%
9 Total Revenues/Other Sources	\$ 12,224,903	\$ 12,921,190	\$ 13,327,897	\$ 14,178,742	\$ 850,845	6.4%
10 Reserved Used/Excess	341,734	150,559	174,064		(174,064)	-100.0%
Total Available Resources	\$ 12,566,637	\$ 13,071,749	\$ 13,501,961	\$ 14,178,742	\$ 676,781	5.0%

EXPENDITURES/USES

Current:

11 General Government	\$ 1,617,419	\$ 1,427,788	\$ 1,508,738	\$ 1,630,170	\$ 121,431	8.0%
12 Police	3,115,653	3,290,065	3,667,614	3,827,711	\$ 160,097	4.4%
13 Fire	1,367,280	1,403,004	1,516,159	1,582,164	\$ 66,005	4.4%
14 Other Public Safety	188,590	190,122	204,534	252,669	\$ 48,135	23.5%
15 Public Works	1,696,823	1,563,719	1,766,810	1,799,145	\$ 32,335	1.8%
16 Recreation & Culture	1,931,265	1,886,678	2,168,822	2,279,082	\$ 110,260	5.1%
17 Community Development	45,526	26,205	66,600	65,000	\$ (1,600)	-2.4%
18 Library	651,803	680,274	785,008	810,605	\$ 25,597	3.3%
19 Senior Center	124,145	133,662	146,036	146,584	\$ 548	0.4%
20 Other Expenditures	381,572	440,559	427,009	457,000	\$ 29,991	7.0%
	11,120,077	11,042,077	12,257,331	12,850,131	592,799	4.8%

Capital Outlay & Other Uses:

21 General Government	-	-	-	-		
22 Police	71,491	95,823	116,500	212,789	\$ 96,289	82.7%
23 Fire	45,721	-	-	-	\$ -	
24 Public Works	15,295	-	-	-	\$ -	
25 Street Reconstruction	243,218	256,062	275,000	280,000	\$ 5,000	1.8%
26 Recreation & Culture	20,478	-	60,000	55,000	\$ (5,000)	-8.3%
27 Other Expenditures	130,107	90,636	235,000	285,000	\$ 50,000	21.3%
28 Debt Service	91,516	-	90,000	120,000	\$ 30,000	33.3%
29 Other Financing Uses	828,734	567,818	443,597	413,275	\$ (30,322)	-6.8%
	1,446,560	1,010,339	1,220,097	1,366,064	145,967	12.0%
30	\$ 12,566,636	\$ 12,052,416	\$ 13,477,428	\$ 14,216,195	\$ 738,766	5.5%

Revenues/Sources Over (Under)

Expenditures and chg Fund Balance	\$ 0	\$ 1,019,333	\$ 24,532	\$ (37,453)
Budgeted Fund Balance Reserve	457,456			

Payroll increase 519,582

2025

The City of East Grand Forks' budget reflects the goals developed by City Council, and provides a blueprint for City services. The budget not only serves as a financial plan, but also as a tool for accountability.

CITY OF EAST GRAND FORKS

PROPOSED GENERAL FUND BUDGET BRIEF

EAST GRAND FORKS VISIONING GOALS



Plan for projects within Fund Balance



South End Bridge



Local Sales Tax for Recreation Facilities



Restore and Maintain Trust



Strengthen City/School Partnership Bond



Upgrade City Facilities & Streets



2025 BUDGET SUMMARY

Beginning Fund Balance:

\$7,369,901

Projected Total Revenue:

\$14,178,742

Projected Total Expenditures:

\$14,216,195

Estimated End of Year Fund Balance:

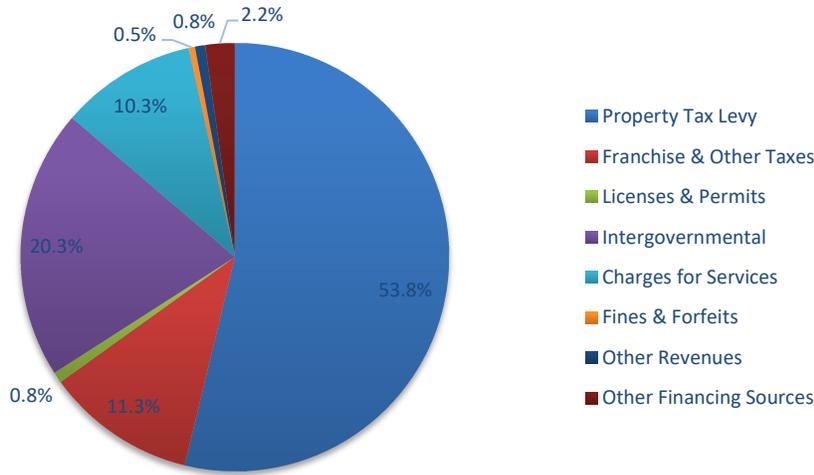
\$7,631,483

Fund Balance as % of Revenue **54%**

Fund Balance as % of Expenditures **54%**

2023 Fund Balance increase \$743,627 included

2025 TOTAL REVENUE

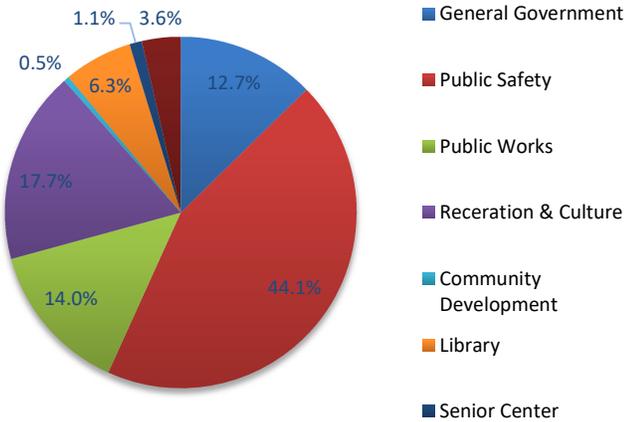


REVENUES

Property Tax Levy	\$7,623,089
Franchise & Other Taxes	\$1,608,398
Licenses & Permits	\$114,375
Intergovernmental	\$2,884,525
Charges for Services	\$1,454,454
Fines & Forfeits	\$68,500
Other Revenues	\$110,400
Other Financing Sources	\$315,000
TOTAL REVENUES	\$14,178,741

2025 TOTAL EXPENSES

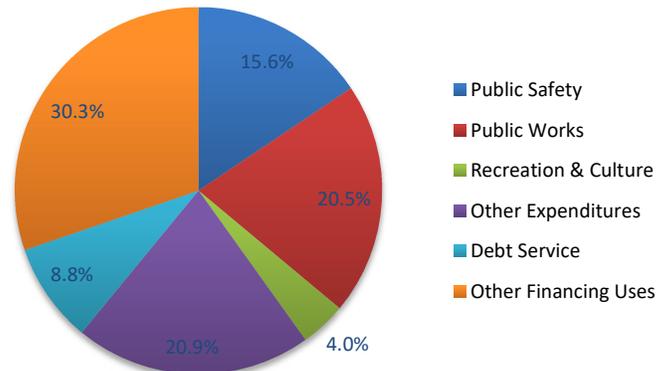
Current Expenditures



Current Expenditures

General Government	\$1,630,170
Public Safety	\$5,662,544
Public Works	\$1,799,145
Recreation & Culture	\$2,279,082
Community Development	\$65,000
Library	\$810,605
Senior Center	\$146,584
Other Expenditures	\$457,000

Capital Outlay & Other Uses



Capital Outlay & Other Uses

Public Safety	\$212,789
Public Works	\$280,000
Recreation & Culture	\$55,000
Other Expenditures	\$285,000
Debt Service	\$120,000
Other Financing Uses	\$413,275

TOTAL EXPENSES **\$14,216,194**

GENERAL FUND EXPENSES

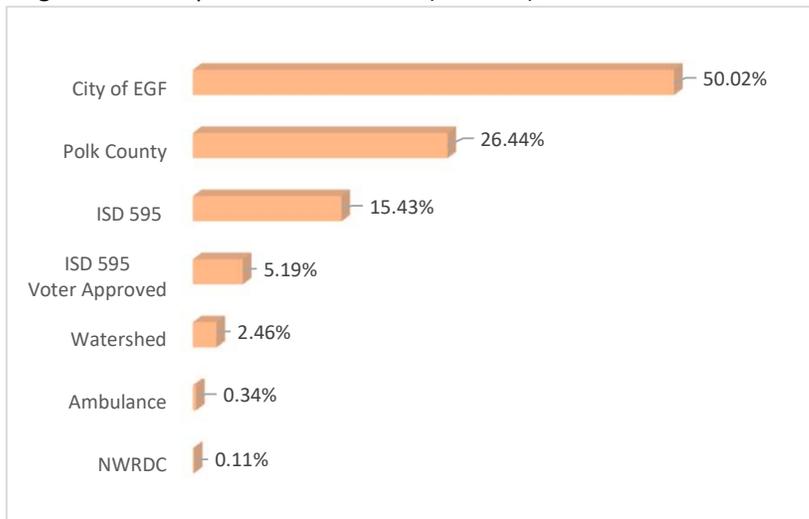
SUMMARY OF CITY SERVICES

PUBLIC WORKS		CITY ENGINEER	
Pavement Management & Infrastructure	Road & Street Maintenance	Planning & Reviewing City Infrastructures	
Concrete Repair	Snow Removal		
PUBLIC SAFETY		PARKS & RECREATION	
Emergency Notifications & Preparedness		Maintenance of City pool, parks, outdoor rinks	
Fire Services	Police Services	Maintenance of City arenas	
		Red River State Recreational Area Campground	
		Recreational Activities	
		Greenway & Trail maintenance	
COMMUNITY DEVELOPMENT		LEGAL SERVICES	
Building Permits & Inspections	Planning & Zoning	Legal Consultation & Advice	
Economic Development		Representation for the City During Litigation	
		Preparation of Legal Documents	
FINANCE		LIBRARY	
Management of City Fees	Taxes & Licensing	Library Activities	
Audits & Financial Statements	Budgets	Library Collection	
LEADERSHIP & ADMINISTRATION		SENIOR CENTER	
General Oversight	City Council Support	Senior Activities	
City Manager's Office	Strategic Planning		
City Clerk	Municipal Election		

COMMUNITY TAX BREAKDOWN

PROPERTY TAX

Property owners residing in the East Grand Forks City limits: Property tax statements consists of taxes collected for Polk County, City of EGF, ISD 595 Voter Approved, ISD 595, Watershed, Northwest Regional Development Commission (NWRDC), and Ambulance.



FOR EXAMPLE

Estimated Market Home Value: **\$297200**

Total Property Tax: **\$4064**

BREAKDOWN OF 2024 PROPERTY TAX:

NWRDC	\$4.60	0.11%
Ambulance	\$13.84	0.34%
Watershed	\$99.82	2.46%
ISD 595 Voter Approved	\$210.83	5.19%
ISD 595	\$627.22	15.43%
Polk County	\$1,074.69	26.44%
City of EGF	\$2,033.00	50.02%
	\$4,064.00	100.00%