

**AGENDA  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, SEPTEMBER 17, 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 September 3, 2024.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of September 10, 2024.

**SCHEDULED BID LETTINGS: NONE.**

**SCHEDULED PUBLIC HEARINGS: NONE**

**CONSENT AGENDA:**

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

3. Consider adopting Resolution No. 24-09-65 authoring the City Administrator/Clerk-Treasurer to certify the listed account for mowing to the County Auditor for collection with the 2025 real estate taxes.
4. Consider approving the Exempt Gambling Permit Application for the East Grand Forks Home Run Club to hold a raffle on December 20, 2024 at the Spud Jr located at 302 Demers Ave NW East Grand Forks, MN 56721 and waive the 30-day waiting period.

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

5. Regular meeting minutes of the Water, Light, Power, and Building Commission for August 22, 2024.

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.

## **COMMUNICATIONS:**

6. The council meeting scheduled for Tuesday, November 5<sup>th</sup> will be moved to Wednesday, November 6<sup>th</sup> starting at 5pm in the council chambers.
7. The Voter Participation Center and Center for Voter Information have informed the Minnesota Secretary of State they will be mailing out absentee applications to voters so we would like to inform residents that they might be receiving an absentee application in the mail they did not request.

## **OLD BUSINESS: NONE**

## **NEW BUSINESS:**

8. Consider adopting Resolution No. 24-09-66 accepting and awarding the bid for the 2024 City Project No. 1 for SCADA System Improvements to Sun Electric Inc for a total of \$336,450.00.
9. Consider adopting Resolution No. 24-09-67 authorizing city staff and Wiseth to close out the project and issue the payment of the final retainer for the 2022 City Project No. 6 for the installation of the HAWK System.
10. Consider authorizing the remodel of the Community Development/Economic Development Office for approximately \$39,050.
11. Consider approving and authorizing staff to host a celebration commemorating the 50<sup>th</sup> anniversary of the Civic Center scheduled to be held on Friday, October 11<sup>th</sup> from 5pm to 9pm and allocating funds not to exceed \$4,000 to cover costs associated with the event.
12. Consider adopting Resolution No. 24-09-68 authorizing the Police Department to enter into a grant agreement with the Minnesota Department of Public Safety for traffic safety projects.
13. Consider adopting Resolution No. 24-09-69 approving the preliminary 2024 tax levy collectable in 2025 for a total of \$7,623,089 and set the Public Budget Meeting for December 3, 2024 at 6pm with a continuance hearing, if necessary, for December 17, 2024.

## **CLAIMS:**

14. Consider adopting Resolution No. 24-09-70 authorizing the City of East Grand Forks to approve purchases from Border States Trophy the goods referenced in check number 43148 for a total of \$42.00 whereas Council member Riopelle is personally interested financially in the contract.
15. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

## **COUNCIL/STAFF REPORTS:**

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.

**ADJOURN:**

**Upcoming Meetings**

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  
Council Meeting – Tuesday, October 15, 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, SEPTEMBER 3, 2024 – 5:00 PM**

**CALL TO ORDER:**

*The Council Meeting of the East Grand Forks City Council for Tuesday, September 3, 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; Michael Hedlund, Police Chief, Reid Huttunen, City Administrator; Jeremy King, Parks and Recreation Superintendent; Keith Mykleseth, Water and Light General Manager; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.*

**DETERMINATION OF A QUORUM:**

*The Council President Determined a Quorum was present.*

**PLEDGE OF ALLEGIANCE:**

**OPEN FORUM:**

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

**APPROVAL OF MINUTES:**

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of August 20, 2024.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of August 27, 2024.

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

*Voting Aye: Riopelle, Helms, Olstad, Larson, Peterson, Vetter, and Pokrzywinski.  
Voting Nay: None.*

**SCHEDULED BID LETTINGS: NONE.**

**SCHEDULED PUBLIC HEARINGS: NONE**

**CONSENT AGENDA:**

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

3. Consider approving the 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 10<sup>th</sup> 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 3<sup>rd</sup> 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.
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 4<sup>th</sup> 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.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE ITEMS THREE (3) THROUGH NINE (9).**

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

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE 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.**

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

*Voting Nay: None.*

13. Consider awarding the Stormwater Lift Station Maintenance to ICS for approximately \$30,960.00.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO AWARD THE STORMWATER LIFT STATION MAINTENANCE TO ICS FOR APPROXIMATELY \$30,960.00.**

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

*Voting Nay: None.*

14. Consider adopting Resolution No. 24-09-63 authorizing the naming of the Council Chambers in City Hall as the Lynn Stauss Council Chambers.

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO ADOPT RESOLUTION NO. 24-09-63 AUTHORIZING THE NAMING OF THE COUNCIL CHAMBERS IN CITY HALL AS THE LYNN STAUSS COUNCIL CHAMBERS.**

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

*Voting Nay: Vetter.*

**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.

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

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

*Voting Nay: None.*

*Abstain: Riopelle.*

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

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

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

*Voting Nay: None.*

**COUNCIL/STAFF REPORTS:**

Mayor Gander listed people who had served as council president, how they worked hard in that position, and how Mr. Punky Beauchamp had served as the council president. He explained how he served as council president during the flood and recovery, how he recently passed away, and listed the visitation and funeral information. He added the Beauchamp family were in thoughts and prayers.

Council Vice-President Riopelle said he worked with Mr. Beauchamp, he was a wealth of knowledge, and offered his condolences to the Beauchamp family.

Council President Olstad also offered his condolences to the Beauchamp family.

Mr. Huttunen reminded the Council the City Showcase would be taking place the following night from 5pm to 7pm but due to weather it might be moved. He added that Ms. Maggie Brockling had been officially appointed as the next Economic Development Director and she was in attendance. Ms. Brockling introduced herself to the Council and how she was looking forward to serving the community. Mr. Huttunen told the Council she was starting October 1<sup>st</sup>.

Mr. Galstad offered his condolences to the Beauchamp family.

Mr. Emery told the Council Hill Street was opened back up last Friday, they were still working on signage and the installation of fencing. He stated the sidewalks were being added in LaFave Park and the work on boat ramp should take a couple weeks.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE SEPTEMBER 3, 2024 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:10 P.M.**

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

*Voting Nay: None.*

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Megan Nelson, City Clerk

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

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for Tuesday, September 10, 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; Michael Hedlund, Police Chief, Charlotte Helgeson, Library Director; Reid Huttunen, City Administrator; Jeremy King, Parks and Recreation Superintendent; Keith Mykleseth, Water and Light General Manager; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.*

**DETERMINATION OF A QUORUM:**

*The Council President Determined a Quorum was present.*

**1. Review of Bid Results for 2024 City Project No. 1 for SCADA System Improvements – Steve Emery**

Mr. Emery informed the Council the bids had been opened that morning, two bids were received, and the project costs were about 10% higher than expected. He stated the Sun Electric was the low bidder, IPS had experience working with them, and if awarded there was also a good subcontractor and supplier. He said most of the funding would come from the Stormwater fund and recommended awarding the project to Sun Electric for a total of \$336,450.00. Council member Helms asked where H&S Electrical was based out of. Mr. Emery said Grand Forks. Council member Larson asked what the funding source would be for the overage. Mr. Emery said enterprise funds. Mr. Stordahl told the Council the costs would be split between the Stormwater and Wastewater funds and there was enough in reserves to cover the additional costs. Mr. Emery told the Council IPS had estimated costs between \$350,000 and \$400,000 so they were still within the costs of the project. Mr. Stordahl added they were only upgrading what was needed and not all the features that were originally to help cut costs. There were no other questions.

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

**2. Consider Contract Project Closeout for 2022 City Project No 6 HAWK System – Reid Huttunen**

Mr. Huttunen stated the HAWK System project was scheduled to be completed in August of 2023 but there was a significant delay in the completion of the project by 157 days. He explained the Council

received updates throughout the project, the agreement did allow the City to collect for liquidated damages totaling \$141,300 or \$900 per day that project was not completed, but after review of the situation it was determined the significant delay was due to the manufacturer. He added they received proof and the timeline of when the supplies were ordered which was done in a timely manner, so the recommendation was to close out the project and payout the retainage. He asked for feedback. Mayor Gander said the City should send a message of fairness, there were unforeseen circumstances, and the project should be closed out. There were no other comments.

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

### **3. Consider Remodel of Community Development/Economic Development Office – Nancy Ellis**

Ms. Ellis stated there was an opportunity to remodel the Community Development/Economic Development Office to utilize the space better. She explained the Metropolitan Planning Organization (MPO) was asking for more office space to rent so the remodel would open more office space for the MPO while utilizing the office space in a more efficient way. She added it would take approximately 9 years for the payback from the rent to pay for the proposed changes and there was funding available in the building maintenance fund that would cover the costs. Council member Helms asked if there was enough space because if there was not, they should not move forward with the remodel. Ms. Ellis told the Council they were not currently using the space well, this would allow for better use of the space, and if the MPO eventually does not want to use the space they could absorb it back into the Community Development/Economic Development Office. Discussion followed about how it would be a full office space with a door to allow for confidential conversations, it allowed for storage space, and was a good idea.

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

### **4. Request to Host 50<sup>th</sup> Anniversary Celebration at the Civic Center – Jeremy King**

Mr. King told the Council it was going to be the 50<sup>th</sup> anniversary of the Civic Center. He stated they would like to host a celebration and help educate residents on the proposed local sales tax for the recreation facilities. He explained it would be a free event on Friday, October 11<sup>th</sup>, they would like to have the Downtown Horns play during the event, funds had already been set aside to be used to inform the public on the proposed sales tax, so he would like to request \$4,000 for the celebration. He added he would be asking for sponsorships so the costs could come down. He recommended approving the request to host the celebration event that would have a family atmosphere and asked if they could also serve alcohol. Council member Pokrzywinski asked if this would be indoors. Mr. King said it would and this would be the last event held before the glass was reinstalled and they started making ice for the season. There were no more questions.

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

### **5. Review of Absentee/Early Voting Process for General Election – Megan Nelson**

Ms. Nelson informed the Council she had received questions about absentee voting and wanted to share information, so others were aware. She explained all early voting was absentee voting, it required the absentee application to be completed, all voted ballots would be sealed in the envelopes, signatures were required, voted ballots would be transferred to Polk County, and be processed there. She added that those

who wanted to feed their ballot into the machine should vote on election day, all polling locations would be open, and anyone with questions could either call the Administration Office at 218-773-2483 or email her at [mnelson@egf.mn](mailto:mnelson@egf.mn). There were no questions.

## 6. Discussion on 2025 Preliminary Budget – Karla Anderson & Reid Huttunen

Ms. Anderson told the Council the Minnesota minimum wage was going up on January 1<sup>st</sup> so that adjustment had been made. She stated staff was recommending setting the preliminary budget at 10% because they were still waiting on insurance information and they were not sure how the sales tax vote was going to turn out. Mr. Huttunen reminded the Council they have been trying to budget for projects and if the sales tax was not approved, they would have to determine how to pay for updates. He added the fund balance was at 54%, 4% of that totaled \$568,000, and discussions included the renovations at the Fire Station 2. He stated the State recommended to have the reserves at 35% to 50% and asked if they would like to use the 4%.

Mr. Huttunen informed the Council they were still waiting on additional information about the ICHRA insurance, a meeting was going to be held the following day, so they should have answers soon and know what would be recommended for insurance so there were a few reasons why that was the recommendation. Council President Olstad stated he would like to leave the reserves at 50%. Council member Larson asked about the Fire Station 2 project and where the funds were coming from. Ms. Anderson said the project would be completed in phases and it was estimated to cost about \$1.1 million. Mr. Huttunen said they were looking at starting the project in 2025 and using the building maintenance funds for the project. Discussion followed about how the fund received \$400,000 per year, the project would deplete the fund, but within a couple years it would be replenished. Council member Larson asked to wait until 2026 so more of the funds were already available. He added he would like to be more aggressive than the 10%. Mayor Gander gave the reminder that the preliminary levy would be worked down, 10% was higher than he was comfortable with, but the final levy would end up quite a bit less. Ms. Anderson told the Council if the building maintenance fund was negative at the end of the year it would be covered by the fund balance until the fund was replenished. There were no more comments.

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

### ADJOURN:

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO ADJOURN THE SEPTEMBER 10, 2024 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:30 P.M.**

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

*Voting Nay: None.*

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Megan Nelson, City Clerk

**RESOLUTION NO. 24 – 09 - 65**

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

WHEREAS, the following property did not comply with City grass control regulations; and

WHEREAS, the City hired said property to be mowed and brought back into compliance after due notice was given; and

NOW THEREFORE BE IT RESOLVED that the City Council hereby orders that the following costs, with interest charged at 10% per year beginning on January 1, 2025, for mowing grass on the respective properties be certified to the County Auditor for collection with the 2025 real estate taxes:

<u>Parcel #</u>	<u>Legal Description of Property</u>	<u>Original Cost</u>	<u>Cost with Interest</u>
83.02441.00	Auditors Plat Outlots 1-41 Lot 006	\$600.00	\$660.00

*Voting Aye:*

*Voting Nay:*

*Absent:*

The President declared the resolution passed.

Passed: September 17, 2024

Attest:

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

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

I hereby approve the foregoing resolution this 17<sup>th</sup> day of September, 2024.

\_\_\_\_\_  
Mayor

MINNESOTA LAWFUL GAMBLING  
**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: EAST GRAND FORKS HOME RUN CLUB Previous Gambling Permit Number: X- 05570-24-18  
Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: 41-1846179  
Mailing Address: PO BOX 611  
City: EAST GRAND FORKS State: MN Zip: 56721 County: POLK  
Name of Chief Executive Officer (CEO): DEANE STINAR  
CEO Daytime Phone: 218-779-7780 CEO Email: EGFHOMERUNCLUB@YAHOO.COM  
(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      Secretary of State website, phone numbers:  
60 Empire Drive, Suite 100      [www.sos.state.mn.us](http://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): SPUD JR  
Physical Address (do not use P.O. box): 302 DEMERS AVE  
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): 20 DEC 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](http://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)**

<p style="text-align: center;"><b>CITY APPROVAL for a gambling premises located within city limits</b></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: 10px;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL for a gambling premises located in a township</b></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><b>TOWNSHIP (if required by the county)</b>                  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>
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**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: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature must be CEO's signature; designee may not sign)

Print Name: DEANE STINAR

<b>REQUIREMENTS</b>	<b>MAIL APPLICATION AND ATTACHMENTS</b>
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**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 &amp; Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.

*An equal opportunity employer*

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held on August 22, 2024, at 8:00 am in the City Council Chambers.

Present: Grinde, Quirk, Riopelle

Absent: None

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

It was moved by Commissioner Quirk supported by Commissioner Riopelle to approve the minutes of the previous regular meeting held on August 7, 2024.

Voting Aye: Grinde, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Quirk supported by Commissioner Riopelle to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$808,308.97.

Voting Aye: Grinde, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Quirk supported by Commissioner Riopelle to approve and have staff sign the Minnesota Energy Assistance Program Agreement between vendor and service provider for 2024-2025 and approve a contribution of \$2,000 to the Reach Out for Warmth Program.

Voting Aye: Grinde, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Quirk supported by Commissioner Riopelle to adjourn at 8:25 am to the next regular meeting on September 4, 2024, at 8:00 am to be held in the City Council Chambers.

Voting Aye: Grinde, Quirk, Riopelle

Voting Nay: None

Kristen Shipes  
Commission Secretary

# Request for Council Action

Date: September 12, 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: Award of Project – 2024 City Project No. 1 – SCADA System Improvements

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**Background:**

We received bids for the above referenced project at 10:00 A.M. on September 10<sup>th</sup>. We received a total of 2 bids with the apparent low bid received from Sun Electric, Inc. out of Fargo, ND. Low bid was approximately 10% above Engineers Estimate but within what was budgeted for the project.

**Estimated Total Project Costs:**

See attached bid tabulation.

**Funding:**

Wastewater and Stormwater Enterprise Funds

**Recommendation:**

Award project to Sun Electric, Inc. in the amount of **\$336,450.00**

**Enclosures:**

Bid Tabulation

**BID TABULATION**  
**2024 CITY PROJECT NO. 1**  
**SCADA SYSTEM IMPROVEMENTS**  
**EAST GRAND FORKS, MN**

<b>Storm Lift Stations</b>				<b>ENGINEERS ESTIMATE</b>		<b>SUN ELECTRIC, INC</b>		<b>H &amp; S ELECTRICAL, LLC</b>	
<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
1	Storm Water Controls	LS	1	\$ 198,000.00	\$ 198,000.00	\$ 254,400.00	\$ 254,400.00	\$ 236,000.00	\$ 236,000.00
2	Storm Water Stations Electrical Install	LS	1	\$ 32,000.00	\$ 32,000.00	\$ 19,640.00	\$ 19,640.00	\$ 70,350.00	\$ 70,350.00
3	Storm Water Software Allowance	LS	1	\$ 24,000.00	\$ 24,000.00	\$ 19,855.00	\$ 19,855.00	\$ 24,900.00	\$ 24,900.00
4	Storm Water Computer & Network Allowance	LS	1	\$ 14,000.00	\$ 14,000.00	\$ 11,350.00	\$ 11,350.00	\$ 15,600.00	\$ 15,600.00
<b>SUBTOTAL STORM LIFT STATIONS</b>					<b>\$ 268,000.00</b>		<b>\$ 305,245.00</b>		<b>\$ 346,850.00</b>
<b>Sanitary Lift Stations</b>				<b>ENGINEERS ESTIMATE</b>		<b>SUN ELECTRIC, INC</b>		<b>H &amp; S ELECTRICAL, LLC</b>	
<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
1	Sanitary Lift Station Software Allowance	LS	1	\$ 24,000.00	\$ 24,000.00	\$ 19,855.00	\$ 19,855.00	\$ 23,500.00	\$ 23,500.00
2	Sanitary Lift Station Computer & Network Allowance	LS	1	\$ 14,000.00	\$ 14,000.00	\$ 11,350.00	\$ 11,350.00	\$ 13,900.00	\$ 13,900.00
<b>SUBTOTAL SANITARY LIFT STATIONS</b>					<b>\$ 38,000.00</b>		<b>\$ 31,205.00</b>		<b>\$ 37,400.00</b>
<b>TOTAL PROJECT BID</b>					<b>\$ 306,000.00</b>		<b>\$ 336,450.00</b>		<b>\$ 384,250.00</b>

**RESOLUTION NO. 24 – 09 - 66**

**RESOLUTION ACCEPTING BID AND AWARDING PROJECT FOR 2024 CITY PROJECT NO. 1 – SCADA SYSTEM IMPROVEMENTS**

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

WHEREAS, the City Engineer advertised for bids for the 2024 City Project No. 1 for SCADA System Improvements; and

WHEREAS, two bids were received and both bids came in above the engineer’s estimate; and

WHEREAS, the engineering estimate projected a total project costs of \$306,000.00; and

WHEREAS, it appears that Sun Electric Inc is the lowest responsible bidder with a price of \$336,450.00; and

NOW THEREFORE, BE IT RESOLVED,

1. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with Sun Electric Inc in the name of the City of East Grand Forks for the 2024 City Project No. 1 – SCADA System Improvements according to the plans and specifications therefore approved by the City Council and on file in the administration office.
2. This project will be paid out of the following funds:  
     Stormwater Enterprise Fund  
     Wastewater Enterprise Fund

*Voting Aye:*

*Voting Nay:*

The President declared the resolution passed.

Passed: September 17, 2024

Attest:

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

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

I hereby approve the foregoing resolution this 17<sup>th</sup> of September, 2024.

\_\_\_\_\_  
Mayor

# 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

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## **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 Byglund 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):

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and American Society of Civil Engineers. All rights reserved.

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
	<b>TOTAL BID</b>				<b>\$293,453.85</b>

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*

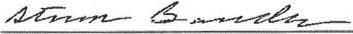
- A. Owner stipulates that if the General Conditions that are made a part of this Contract are EJCDC® C-700, Standard General Conditions for the Construction Contract (2018), published by the Engineers Joint Contract Documents Committee, and if Owner is the party that has furnished said General Conditions, 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:

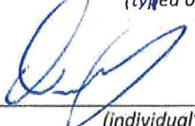
City of East Grand Forks  
(typed or printed name of organization)

By:   
(individual's signature)

Date: 2-2-23  
(date signed)

Name: Steve Emery  
(typed or printed)

Title: Mayer  
(typed or printed)

Attest:   
(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

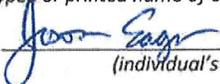
Phone: (218) 773-5626

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)

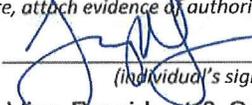
By:   
(individual's signature)

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:  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](http://www.trafficcontrolcorp.com)

The information contained in this communication is confidential, is intended only for the use of the recipient named above, and may be legally privileged. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please re-send this communication to sender and delete the original message or any copy of it from your computer system.

**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

**RESOLUTION NO. 24 – 09 - 67**

**RESOLUTION AUTHORIZING THE CLOSEOUT FOR 2022 CITY PROJECT NO 6 – HAWK SYSTEM**

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

WHEREAS, the 2022 City Project No. 6 was for the installation of a HAWK system at the intersection of Bygland Road SE and 13<sup>th</sup> Street SE;

WHEREAS, the project was scheduled to be substantially completed on or before August 11, 2023; and

WHEREAS, the project was not substantially completed until January 23, 2024 due to delays in materials; and

WHEREAS, the City was still holding on to \$14,762.69 in the project retainer; and

WHEREAS, due to the delay in the project the suggestion was made to consider liquidated damages;

WHEREAS, after review by the city engineer and city attorney the recommendation is to close out the project because the contractor was able to show the delay in material was due to the manufacturer and was out of their control; and

NOW THEREFORE, BE IT RESOLVED, the City Council authorizes city staff and Widseth to close out the project and issue the payment of the final retainer for the 2022 City Project No. 6 for the installation of the HAWK System.

*Voting Aye:*

*Voting Nay:*

The President declared the resolution passed.

Passed: September 17, 2024

Attest:

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

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

I hereby approve the foregoing resolution this 17<sup>th</sup> of September, 2024.

\_\_\_\_\_  
Mayor

# 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

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
<b>Material Total:</b>					<b>\$5,226.00</b>

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
<b>Labor Total:</b>					<b>\$5,320.09</b>

**Unassigned**

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

**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
<b>WALL UNIT</b>						
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			
<b>Sub Total</b>						<b>\$16,431.75</b>
<b>ZZ-LABOR</b>						
2		LABOR	DELIVERY AND INSTLL	1	\$1,400.00	\$1,400.00
<b>Sub Total</b>						<b>\$1,400.00</b>
<b>total not including tax:</b>						<b>\$17,831.75</b>

notes

**WEST FARGO**

840 11th Avenue NE, West Fargo, ND 58078

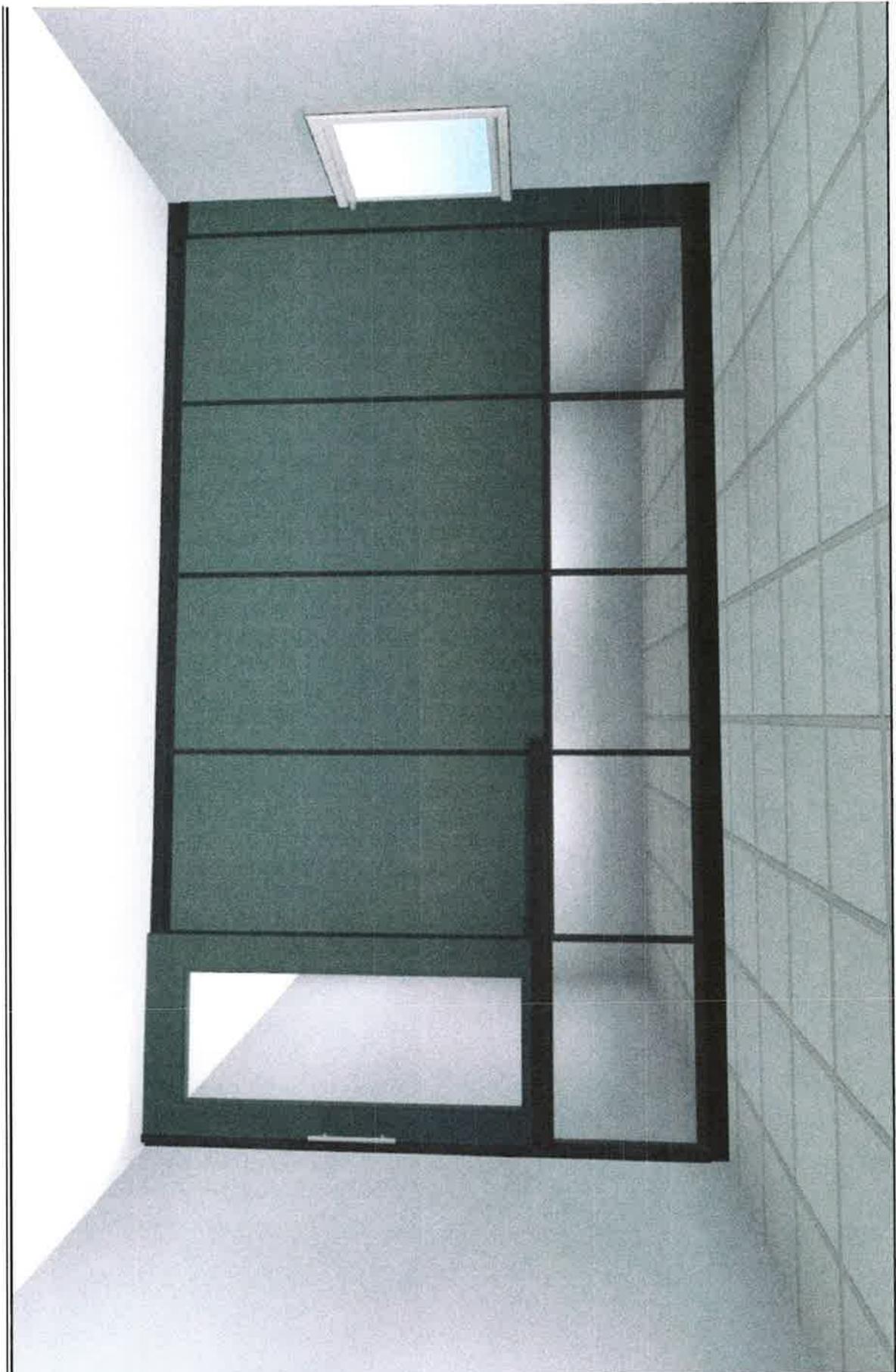
**MINNEAPOLIS**

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
				<b>total not including tax:</b>	<b>\$1,515.50</b>

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





# Business Essentials

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
<b>LOFTWALL</b>						
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
<b>Sub Total</b>						<b>\$3,492.81</b>
<b>MERGEWORKS</b>						
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
<b>Sub Total</b>						<b>\$2,527.88</b>
<b>VERSARE</b>						

WEST FARGO

840 11th Avenue NE, West Fargo, ND 58078

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#	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
<b>Sub Total</b>						<b>\$2,695.71</b>
<b>ZZ-LABOR</b>						
8		LABOR	DELIVERY AND INSTALL	1	\$165.00	\$165.00
<b>Sub Total</b>						<b>\$165.00</b>
<b>total not including tax:</b>						<b>\$8,881.40</b>

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

840 11th Avenue NE, West Fargo, ND 58078

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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\_Framewall.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.



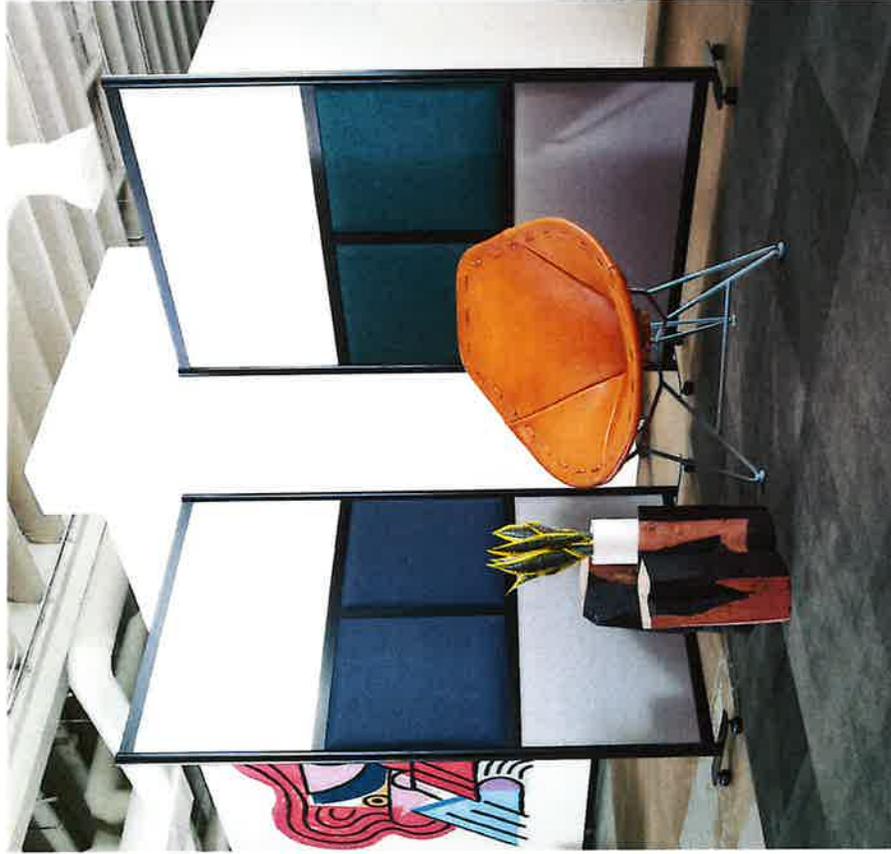
### Dee Skjold | Account Executive

Business Essentials  
610 S 19th St Suite 4  
Grand Forks, ND 58201  
✉ dskjold@orderbe.com  
🌐 orderbe.com  
☎ 701.775.5503  
📱 701.317.5935



# FRAMEWALL

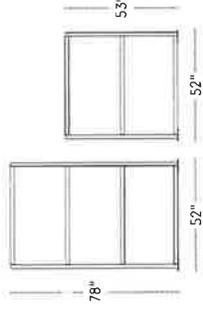
Divide and conquer



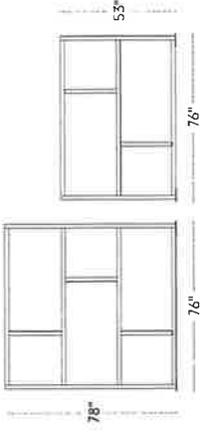
Framewall is the new modern room divider screen system designed with aesthetics and privacy in mind for a wide range of spaces

## FRAMEWALL DIMENSIONS

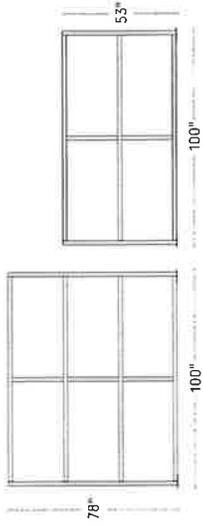
### 52" WIDE



### 76" WIDE



### 100" WIDE



LOFTWALL

214.259.3162

www.loftwall.com

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

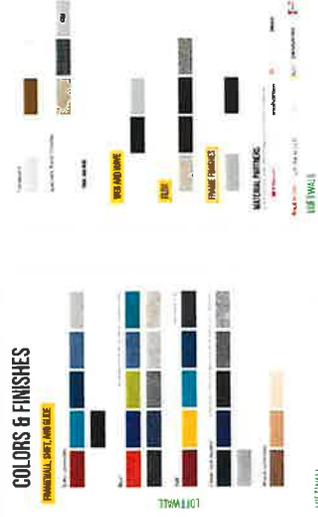
- Frame made from up to 75% recycled content
- Frame and panels can be recycled
- Panel options meet indoor air quality standards
- VOC free anodized frame finish



## 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.





# Business Essentials

**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
	<i>S(L1STD)</i>	<i>Grd L1 Standard Laminates</i>			
	<i>.LK11</i>	<i>Kingswood Walnut</i>			
	<i>LK11</i>	<i>Kingswood Walnut</i>			
3	H105811	10500 Series Corner Unit 24x36x36x24x 29-1/2H	2	\$507.52	\$1,015.04
	<i>S(L1STD)</i>	<i>Grd L1 Standard Laminates</i>			
	<i>.LK11</i>	<i>Kingswood Walnut</i>			
	<i>LK11</i>	<i>Kingswood Walnut</i>			
4	H105R2436	36Wx24D Rectangle Worksurface	1	\$137.28	\$137.28
	<i>S(L1STD)</i>	<i>Grd L1 Standard Laminates</i>			
	<i>.LK11</i>	<i>Kingswood Walnut</i>			
	<i>K1</i>	<i>Kingswood Walnut</i>			
5	HWR2442PN	Systems Rectangular Wksfc Edgeband 24D x 42W N	1	\$262.60	\$262.60
	<i>S(L1STD)</i>	<i>Grd L1 Standard Laminates</i>			
	<i>.LK11</i>	<i>Kingswood Walnut</i>			
	<i>.K1</i>	<i>Kingswood Walnut</i>			
6	H10561	10500 Series Return Shell 29-1/2H x 48W x 24D	1	\$343.72	\$343.72
	<i>S(L1STD)</i>	<i>Grd L1 Standard Laminates</i>			

**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
		.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
	\$(L1STD) .LK17	Grd L1 Standard Laminates Kingswood Walnut			
<b>Total not including tax:</b>					<b>\$6,008.28</b>

**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 to the products and services noted. This sale is subject to Business Essentials Terms and Conditions.

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#	product number	description	qty	price	extended
<b>approved by:</b> _____ <b>date:</b> _____					
name					
_____ <b>po:</b> _____					
title					

**WEST FARGO**

840 11th Avenue NE, West Fargo, ND 58078

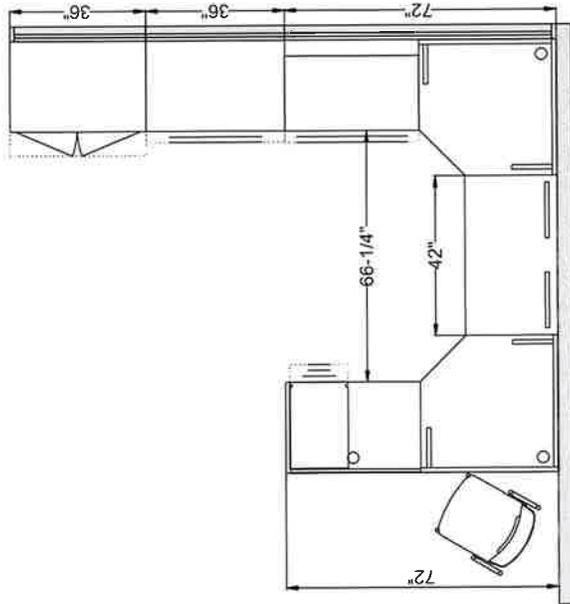
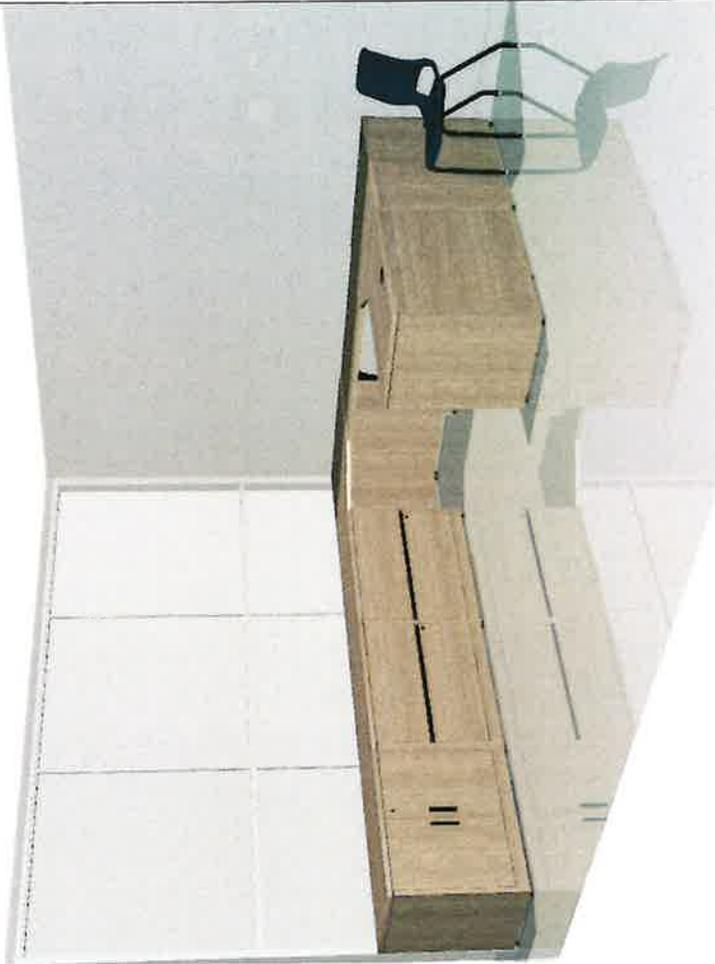
**MINNEAPOLIS**

44 Northern Stacks Dr #120, Fridley, MN 55421

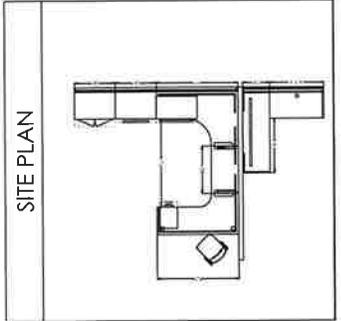
**GRAND FORKS**

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





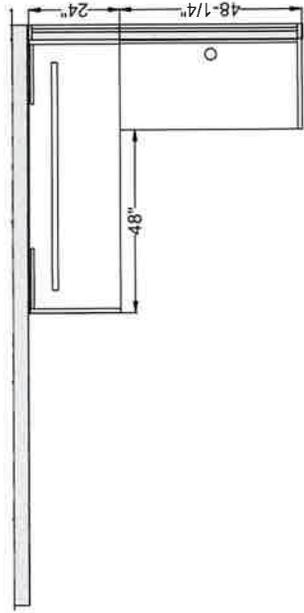
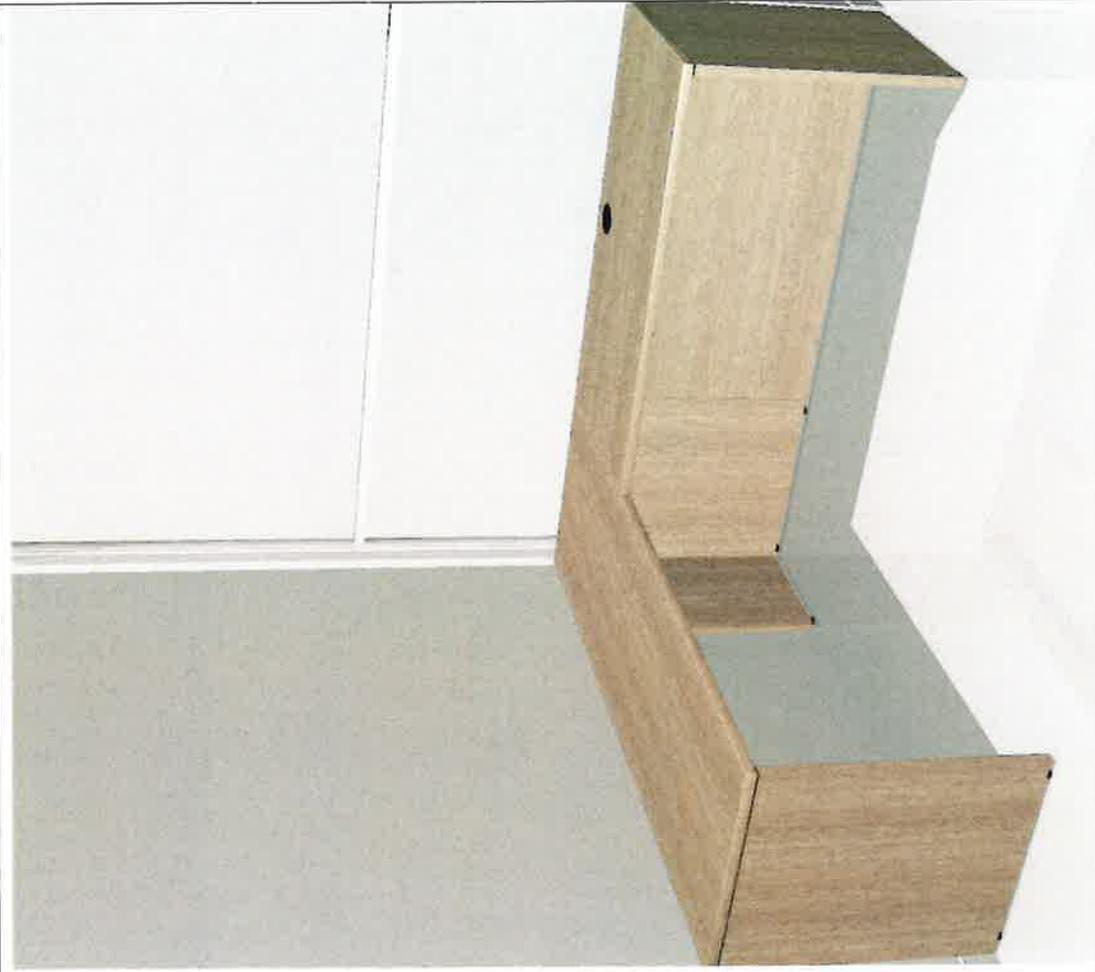
REVISIONS
1. 00/00/00
FINAL SIGN OFF: CUSTOMER SIGNATURE



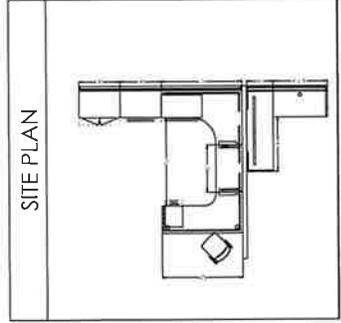
DESIGN: CLAUDIA MENDOZA  
 SALES: DEE SKJOLD  
 BI #: 02101  
 DATE: 5/20/2024  
 SCALE: 1/4" = 1'

**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.



REVISIONS
1. 00/00/00
FINAL SIGN OFF: CUSTOMER SIGNATURE



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

**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.

# 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 50<sup>th</sup> 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 11<sup>th</sup>
- **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: 09/11/2024

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, Karen Peterson and Ben Pokrzywinski

Cc: File

From: Michael S. Hedlund – Chief of Police

RE: Resolution to accept the 2025 TZD Enforcement Grant

---

**Background:** The East Grand Forks Police Department, in conjunction with the Crookston Police Department and the Polk County Sheriff's Office have applied for and received a traffic safety grant through the Minnesota Office of Traffic Safety's TZD (Toward Zero Deaths) program. The grant funding totals \$15,600.00 of which \$14,100.00 is for overtime expenses for enforcement and there is no match (other than the use of each agency's squad cars during the enforcement). This grant also provides funding for traffic safety training for our officers (\$1,500.00). One of the requirements of the grant is that the City Council of the lead agency (East Grand Forks Police Department) approve a resolution authorizing the acceptance of the grant and approving Chief of Police Michael Hedlund as the grant administrator.

**Recommendations:** Approve the resolution to accept the grant and authorize Chief Michael Hedlund to serve as the grant administrator.

**Enclosures:** Enforcement Budget Sheet



# 2025 Enforcement Budget

## East Grand Forks Police Department

### Traffic Enforcement

Impaired Driving Enforcement	\$	-
Seat Belt Enforcement	\$	2,400.00
Speed Enforcement	\$	6,600.00
Distracted Enforcement	\$	4,200.00
Move Over Enforcement	\$	900.00
Pedestrian		
<b>Subtotal</b>	<b>\$</b>	<b>14,100.00</b>

### Enforcement Support

Dispatch & Admin Impaired:	\$	-
Dispatch & Admin Other:	\$	-
<b>Subtotal</b>	<b>\$</b>	<b>-</b>

### Optional Activities

Special Projects Enforcement or Education	<b>Impaired</b>		
Traffic Safety Equipment (50% match required)	\$	-	
Training	<b>Other</b>		
	\$	1,500.00	<b>\$ 1,500.00</b>

<b>Total Grant Award</b>	<b>\$</b>	<b>15,600.00</b>
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**RESOLUTION NO. 24 – 09 - 68**

**CITY OF EAST GRAND FORKS RESOLUTION  
AUTHORIZING EXECUTION OF AGREEMENT**

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

BE IT RESOLVED that the East Grand Forks Police Department is authorized to enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects during the period of October 1, 2024 through September 30, 2025.

East Grand Forks Chief of Police Michael Hedlund (or his designee) is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the East Grand Forks Police Department and to be the fiscal agent and administrator of the grant.

*Voting Aye:*

*Voting Nay:*

*Absent:*

The President declared the resolution passed.

Passed: September 17, 2024

Attest:

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

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

I hereby approve the foregoing resolution this 17<sup>th</sup> day of September, 2024.

\_\_\_\_\_  
Mayor

# Request for Council Action

Date: September 17, 2024

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

Cc: File

From: Karla Anderson & Reid Huttunen

RE: 2025 Preliminary Budget

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Attached is the 9.17.2024 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
- 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.
- At the 10% Levy: Expenses are over Revenues by \$26,582 Fund Balance 54% of Expenditures
- At the 5% Levy: Expenses are over Revenues by \$373,086 Fund Balance 51% of Expenditures
- At the 3% Levy: Expenses are over Revenues by \$511,688 Fund Balance 50% of Expenditures

## Recommendation:

- Set the Preliminary Levy at 10%

## RESOLUTION NO. 24 – 09 - 69

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

BE IT RESOLVED, By the City Council of the City of East Grand Forks, Minnesota, that the proposed property tax levy collectible in year 2025 upon the taxable property within the said City, in accordance with truth-in-taxation and levy limit regulations, be set as follows:

General Operations	\$ 7,484,059
General, Unallotment Special Levy	0
Certificates of Indebtedness	0
Improvement Bonds 2017A	65,440
PERA-Employer Share Increase	73,590
<b>TOTAL LEVY</b>	<b>\$7,623,089</b>

BE IT FURTHER RESOLVED that the City Administrator/Clerk-Treasurer will certify said proposed tax levy to the County Auditor of Polk County.

BE IT FURTHER RESOLVED, That the meeting to discuss, allow citizen input, and possibly adopt the final budget will be held at **6:00 p.m. on Tuesday, December 3, 2024**, with a final hearing, if necessary, on **Tuesday, December 17, 2024**, at the same time.

*Voting Aye:*

*Voting Nay:*

*Absent:*

The President declared the resolution passed.

Passed: September 17<sup>th</sup>, 2024

Attest:

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

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

I hereby approve the foregoing resolution this 17<sup>th</sup> day of September, 2024.

\_\_\_\_\_  
Mayor

**CITY OF EAST GRAND FORKS, MINNESOTA  
GENERAL FUND  
REVENUE AND EXPENDITURE SUMMARY  
September 17, 2024**

	Actual 2022	Actual 2023	Budget 2024	Budget 2025	CHANGE OVER 2024 BUDGET	
					AMOUNT	%
<b>REVENUES/SOURCES</b>						
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	2,268,211	\$ 99,389	4.6%
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%
	<b>11,120,077</b>	<b>11,042,077</b>	<b>12,257,331</b>	<b>12,839,260</b>	<b>581,929</b>	<b>4.7%</b>

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%
	<b>1,446,560</b>	<b>1,010,339</b>	<b>1,220,097</b>	<b>1,366,064</b>	<b>145,967</b>	<b>12.0%</b>
30	\$ 12,566,636	\$ 12,052,416	\$ 13,477,428	\$ 14,205,324	\$ 727,895	5.4%

Revenues/Sources Over (Under)

Expenditures and chg Fund Balance \$ 0 \$ 1,019,333 \$ 24,532 \$ (26,582)

Budgeted Fund Balance Reserve 457,456

Payroll increase 508,711

# 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:

**\$14,205,324**

Estimated End of Year Fund Balance:

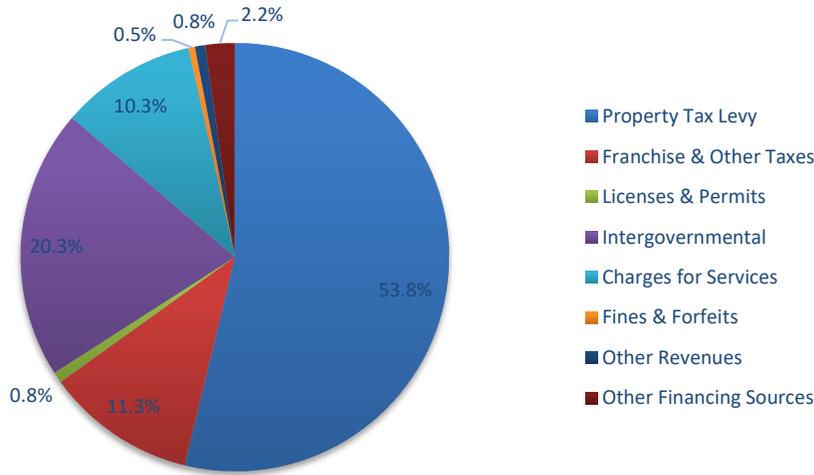
**\$7,642,354**

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

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

2023 Fund Balance increase \$743,627 included

# 2025 TOTAL REVENUE

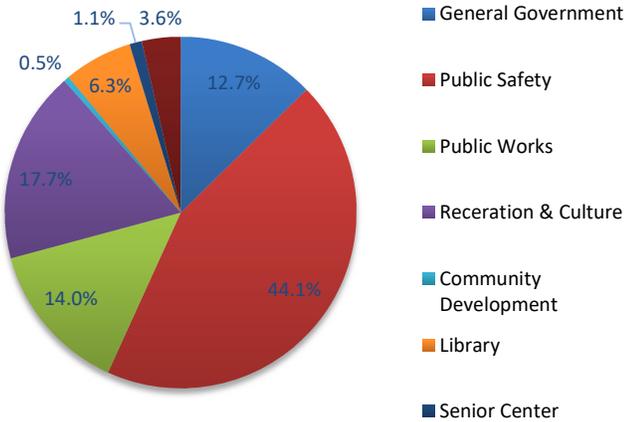


## REVENUES

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
<b>TOTAL REVENUES</b>	<b>\$14,178,741</b>

# 2025 TOTAL EXPENSES

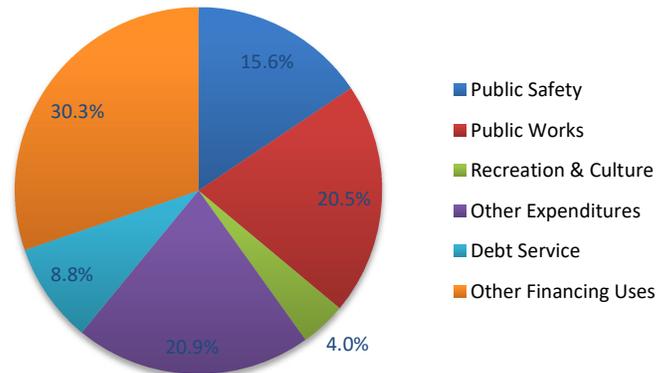
## Current Expenditures



## Current Expenditures

General Government	\$1,630,170
Public Safety	\$5,662,545
Public Works	\$1,799,145
Recreation & Culture	\$2,268,211
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** **\$14,205,324**

**RESOLUTION NO. 24 – 09 - 70**

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 43148 for a total of \$42.00.

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 \$42.00 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 17, 2024

Attest:

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

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

I hereby approve the foregoing resolution this 17<sup>th</sup> 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 3<sup>rd</sup> Ward Council Member of the City of East Grand Forks.
2. The City of East Grand Forks check number 43148 for a total of \$42.00.
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 17, 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: 9/12/2024 - 4:40 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
43089	09/17/2024	ACM001	Acme Electric Companies	554.59	0
43090	09/17/2024	ADV001	Advanced Business Methods Inc	211.32	0
43091	09/17/2024	ATV001	Auto Value Grand Forks	280.19	0
43092	09/17/2024	BAT001	Batteries + Bulbs	152.95	0
43093	09/17/2024	BEC001	Becker Arena Products Inc	456.60	0
43094	09/17/2024	EXT001	Boushee Enterprises, LLC	1,224.50	0
43095	09/17/2024	GFF001	Timothy Brooks	201.92	0
43096	09/17/2024	C&R001	C&R Cleaners & Laundry	157.86	0
43097	09/17/2024	CIN001	Cintas Corporation No. 2	148.22	0
43098	09/17/2024	COL002	Cole Papers Inc	508.29	0
43099	09/17/2024	COM003	Complete Pest Control Inc	200.00	0
43100	09/17/2024	COP002	Copy Cat Printing	236.00	0
43101	09/17/2024	CUS002	Custom Stripes Inc	615.00	0
43102	09/17/2024	DAK006	Dakota TV & Appliance	3,726.55	0
43103	09/17/2024	DOM001	Domson BG Service	2,279.42	0
43104	09/17/2024	ENV002	Environmental Equipment & Services	3,112.70	0
43105	09/17/2024	FOR001	Forks Freightliner	19.49	0
43106	09/17/2024	FOR005	Forum Communications Company	499.50	0
43107	09/17/2024	GAL003	Galstad Jensen & McCann PA	29,983.69	0
43108	09/17/2024	GER001	Gerrells Sport Center	699.92	0
43109	09/17/2024	GLO003	Global Safety Network, Inc.	45.48	0
43110	09/17/2024	GFW001	Grand Forks Welding & Machine	377.99	0
43111	09/17/2024	GRE002	Greg's Lawn Care	1,389.21	0
43112	09/17/2024	TCL001	Gregory Hufnagle	7,388.75	0
43113	09/17/2024	HUG001	Hugo's	43.47	0
43114	09/17/2024	INT013	Interstate Billing Service	339.47	0
43115	09/17/2024	JOH026	Johnson Controls	2,744.21	0
43116	09/17/2024	JET002	Johnson Jet-Line	16,777.50	0
43117	09/17/2024	KEI001	Keith's Security World	53.16	0
43118	09/17/2024	HAR081	Local Ace	86.83	0
43119	09/17/2024	HAR086	Local Ace	97.03	0
43120	09/17/2024	HAR087	Local Ace	49.99	0
43121	09/17/2024	HAR089	Local Ace	68.54	0
43122	09/17/2024	LUN001	Luneth Plumbing & Heating	411.23	0
43123	09/17/2024	M&W001	M&W Services	600.00	0
43124	09/17/2024	MAC002	MacQueen Equipment	4,954.81	0
43125	09/17/2024	MAR004	Marco	97.62	0
43126	09/17/2024	MAR008	Marshall & Polk Rural Water System	9.93	0
43127	09/17/2024	MPW001	Minnesota Pump Works	168.01	0
43128	09/17/2024	MOT002	Motorola Solutions Inc	30,160.10	0
43129	09/17/2024	MSC001	MSC Industrial Supply Co	78.79	0
43130	09/17/2024	MTI001	MTI Distributing Company	665.02	0
43131	09/17/2024	NEL101	Nelson Auto	1,344.78	0
43132	09/17/2024	NOR004	Northern Plumbing Supply	67.75	0
43133	09/17/2024	NOR005	Northern Safety Technology, Inc	1,450.69	0
43134	09/17/2024	NOR024	Northland Yard Service	400.00	0
43135	09/17/2024	ORE001	O'Reilly Automotive, Inc.	813.24	0
43136	09/17/2024	OPP001	Opp Construction LLC	59,910.00	0
43137	09/17/2024	EXP002	Page 1 Publications, Inc.	724.21	0
43138	09/17/2024	PDQ001	PDQ Sanitary Services	340.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
43139	09/17/2024	HOU002	Damon & Bridget Pearson	200.00	0
43140	09/17/2024	PET001	Peterson Veterinary Clinic P.C.	1,626.00	0
43141	09/17/2024	PKM001	PKM Electric Cooperative, Inc	1,365.80	0
43142	09/17/2024	POM001	Pomp's Tire Service, Inc	2,089.16	0
43143	09/17/2024	POW003	Powerplan OIB	1,331.19	0
43144	09/17/2024	PRE001	Premium Waters Inc	64.79	0
43145	09/17/2024	QUI001	Quill Corporation	716.36	0
43146	09/17/2024	RAI001	Railroad Mgmt Co III LLC	2,274.68	0
43147	09/17/2024	RIG001	Right Choice Electric Inc	317.16	0
43148	09/17/2024	BOR002	Timothy Riopelle	42.00	0
43149	09/17/2024	RIV007	River City Auto Inspection and Repair	400.00	0
43150	09/17/2024	SAN005	Sanford Health OccMed	30.00	0
43151	09/17/2024	SIM001	Simonson Station Stores	36.20	0
43152	09/17/2024	MIK001	SJA Thunder Corp	600.00	0
43153	09/17/2024	STU001	Stuart's Towing	100.00	0
43154	09/17/2024	TMO001	T-Mobile	229.40	0
43155	09/17/2024	TEC001	Tecta America Corp	1,873.68	0
43156	09/17/2024	TOT001	Telocin Group, Inc	675.00	0
43157	09/17/2024	TER002	Terry's Tree Service	1,000.00	0
43158	09/17/2024	PRA005	The Practice Place, PLLC	120.00	0
43159	09/17/2024	USB005	US Bank Corporate Payment Systems	86,728.21	0
43160	09/17/2024	VAL002	Valley Truck Parts and Services Inc.	1,242.68	0
43161	09/17/2024	VER001	Verizon Wireless	1,716.52	0
43162	09/17/2024	VER004	Verizon Wireless	75.00	0
43163	09/17/2024	VES001	Vestis Services LLC	96.95	0
43164	09/17/2024	WAT001	Water and Light Department	32,838.72	0
43165	09/17/2024	XCE001	Xcel Energy	10.43	0
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				Check Total:	
				314,726.45	
				<hr/>	

Accounts Payable  
Check Register Totals Only

User: mnelson  
Printed: 9/16/2024 - 10:07 AM



**City of East Grand Forks**

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

Check	Date	Vendor No	Vendor Name	Amount	Voucher
43167	09/17/2024	USB005	US Bank Corporate Payment Systems	524.21	0
				<u>524.21</u>	
Check Total:				<u>524.21</u>	