

**AGENDA
OF THE WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, OCTOBER 22, 2024 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. Request to Name New Outdoor Rink & Add Sponsorship Signage – Jeremy King**
- 2. Consider Improvements to the Green Site – Jason Stordahl**
- 3. Request to Prepare Plans & Specifications for 17th Ave SE Sidewalk Extension – Steve Emery & Reid Huttunen**
- 4. 2025 Raise Application for South End Bridge Planning Study – Reid Huttunen**
- 5. 2025 Budget Update & Request for 2025 Law Enforcement Retention/Recruitment Bonuses – Reid Huttunen**

ADJOURN:

Upcoming Meetings

Council Meeting – Wednesday, November 6, 2024 – Council Chambers – 5:00 PM

Work Session – Tuesday, November 12, 2024 – Training Room – 5:00 PM

Council Meeting – Tuesday, November 19, 2024 – Council Chambers – 5:00 PM

Work Session – Tuesday, November 26, 2024 – Training Room – 5:00 PM

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

Request for Council Action

Date: October 22, 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

RE: Request from the Blue Line Club to name the New Outdoor Rink and add sponsorship signage to the exterior of the Blue Line Arena to show appreciation for sponsors.

Background:

The Blue Line Club is requesting the City Council's approval to name the new outdoor rink "The Jim Bradshaw Outdoor Rink" in honor of Mr. Bradshaw's generous sponsorship toward the facility's construction. Naming the rink after Mr. Bradshaw would be a meaningful way to recognize his contribution. While the City does not currently have a formal policy for naming facilities, it has been past practice to honor major donors or key organizers by naming projects or facilities after them.

Additionally, the Blue Line Club is seeking approval to place sponsorship signage on the exterior of the Blue Line Arena. These signs will acknowledge and thank the sponsors who contributed to the rink project. Their support has been vital, and we believe this recognition will strengthen community involvement and partnership.

The design, installation and signage will come at no cost to the city. The Blue Line Club would plan to have the signage installed before the winter season and will contract Custom Stripes for their production and installation.

Budget Impact:

None.

Recommendation:

Approve the name "Jim Bradshaw Outdoor Rink" and the ability to hang sponsorship signage on the exterior of the Blue Line Arena.

Enclosure:

Design proposal.



Request for Council Action

Date: 10/17/2024

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

Cc: File

From: Jason Stordahl-Public Works Director

RE: Green Site Improvement

Background: As more residents utilize the Green Site we are running out of space for leaves and branches, and there is much traffic congestion for those entering and leaving the dumping area. On top of this the leaf/branch drop off area is not paved, and it is very hard to maintain a decent driving/dumping surface during wet times of the year.

To mitigate the issues with the Green Site we would like to expand and pave the leaf/branch dumping area. We are asking that Council considers approving WSN Engineering to prepare plans and specifications for the necessary Green Site Improvements. All funds for the improvements would come from our Refuse Enterprise Fund.

Recommendations: Approve WSN Engineering to prepare plans and specifications for Green Site Improvements.

**ENGINEERS ESTIMATE
CONCRETE PAVING - BRUSH AREA OF YARDWASTE SITE
EAST GRAND FORKS, MN**



ITEM NO.	ITEM DESCRIPTION	PROJECT QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Mobilization	1	LS	\$ 20,000.00	\$ 20,000.00
2	Common Excavation	575	CU YD	\$ 8.00	\$ 4,600.00
3	Remove Chain Link Fencing	226	LIN FT	\$ 8.00	\$ 1,808.00
4	Geogrid Fabric	2077	SQ YD	\$ 5.00	\$ 10,385.00
5	9" Aggregate Base (CV)	520	CU YD	\$ 60.00	\$ 31,200.00
6	Reinforced Concrete Pavement 7.0"	2047	SQ YD	\$ 120.00	\$ 245,640.00
7	Catch Basin with Casting Assembly	1	LS	\$ 7,500.00	\$ 7,500.00
8	12" RCP STORM SEWER	25	LF	\$ 150.00	\$ 3,750.00
8	Concrete Jersey Barriers	276	LIN FT	\$ 200.00	\$ 55,200.00
9	Common Topsoil Borrow	60	CU YD	\$ 25.00	\$ 1,500.00
10	Turf Establishment	615	SQ YD	\$ 6.00	\$ 3,690.00
Subtotal Construction					\$385,273.00
Engineering (P/S & Const Admin / Inpsection)					\$38,527.30
Contingencies (10%)					\$38,527.30
Total Project Cost					\$423,800.30

Concrete Pavement (163'x113')

10' Jersey Barrier (32" High) - \$1100.00 Each Material Only (6000 LB Each)

Request for Council Action

Date: October 22, 2024

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

Cc: File

From: Steve Emery, City Engineer
Reid Huttunen, City Administrator

RE: Request to prepare Plans & Specification for 17th Ave SE Sidewalk Extension

Background:

The City has received a couple of requests from residents to consider adding a sidewalk connection at the end of the cul-de-sac at 17th Ave SE, connecting the existing 17th Ave SE sidewalk to the sidewalk along Bygland Rd SE. This sidewalk extension will provide a safer pedestrian connection between the neighborhood, Southpoint Elementary School, and Central Middle School.

Widseth has completed a desktop estimate of the sidewalk extension at an estimated price of \$39,781.50. It is possible the City will need to work with the private property owner to take an easement for the proposed sidewalk location.

Budget Impact:

In FY2025, the City will be expecting to receive an additional \$40,218.00 in Transportation Advancement Funds from MNDOT. This is a new funding source which MNDOT began dispersing in 2024, and this project is an eligible use of these funds.

Recommendation:

Authorize Widseth to prepare Plans & Specifications for the 17th Ave SE Sidewalk extension.

Enclosures:

17th Ave SE Sidewalk Extension Engineers estimate
Location picture depicting approximate location of the sidewalk

**ENGINEERS ESTIMATE
17th AVE SE SIDEWALK EXTENSION
EAST GRAND FORKS, MN**



9/24/2024

ITEM NO.	ITEM DESCRIPTION	PROJECT QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Mobilization	1	LS	\$ 2,500.00	\$ 2,500.00
2	Traffic Control	1	LS	\$ 1,500.00	\$ 1,500.00
3	Remove Curb & Gutter	15	LF	\$ 45.00	\$ 675.00
4	Topsoil Stripping	35	CY	\$ 25.00	\$ 875.00
5	Common Borrow (CV)	135	CY	\$ 25.00	\$ 3,375.00
6	20" CMP Arch Pipe Culvert	70	LF	\$ 75.00	\$ 5,250.00
7	20" CMP Aprons	2	EA	\$ 500.00	\$ 1,000.00
8	Aggregate Base (CV)	3	CY	\$ 150.00	\$ 450.00
9	Concrete Curb & Gutter	15	LF	\$ 100.00	\$ 1,500.00
8	4" Concrete Sidewalk (75'x5')	375	SF	\$ 18.00	\$ 6,750.00
9	6" Concete Sidewalk (10'x5')	50	SF	\$ 30.00	\$ 1,500.00
10	Topsoil Borrow (LV)	50	CY	\$ 75.00	\$ 3,750.00
11	Turf Establishment	425	SY	\$ 16.00	\$ 6,800.00
12	Bio-Rolls	40	LF	\$ 6.00	\$ 240.00
Subtotal Construction					\$36,165.00
Construction Contingencies (10%)					\$3,616.50
Total Project Cost					\$39,781.50



Request for Council Action

Date: October 22, 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: FY2025 RAISE Application for So. End Bridge Planning Study

Background:

In June 2024, the City of East Grand Forks was notified by the USDOT that it was not selected for a FY2024 RAISE Grant, which would have funded \$7.5 Million for continued Study and Pre-Design of a new East Grand Forks/Grand Forks Red River Bridge Crossing.

In September 2024, we had an opportunity to participate in a USDOT Application Debrief and were provided with a summary of how our application scored.

In total USDOT received 1048 applications requesting \$13 Billion in project funding. A total of 144 applications were funded nationwide (planning and capital projects) worth \$1.8 Billion.

RAISE Grant applications are scored on eight (8) project merit criteria. In order for a project to become eligible for funding, an application must be scored as “Highly Recommended.” Highly Recommended projects are those that score “High” in at least six (6) of eight (8) project criteria. In our FY2024 Application, we scored High in 5 of 8 criteria (listed below). Once an application scores as highly recommended, it does not guarantee funding, but the application does become considered a “project of merit” and the scoring is locked in for any future application periods and is automatically passed into the next round of application review (financial & project readiness review).

Project Criteria - SCORE

1. Safety - HIGH
2. Environmental Sustainability - MEDIUM
3. Quality of Life - HIGH
4. Improves Mobility and Community Connectivity - HIGH
5. Economic Competitiveness and Opportunity - MEDIUM
6. State of Good Repair - HIGH
7. Partnership & Collaboration - HIGH
8. Innovation - MEDIUM

The RAISE Grant will soon be opening the FY2025 round of application. The Notice of Funding Opportunity is expected to be released in late October/early November and the application period will be open for 90 days from the date of release.

We have continued discussion and meetings with our partners in this bridge effort, City of Grand Forks, Grand Forks County and Polk County. At a staff level, we feel we should continue our urgency in building on our FY2024 application and re-apply for the FY2025 opportunity.

We have requested a proposal for grant writing services from SRF Consulting including a scope of work that will review all aspects of our previous application and look for areas of improvement. Extra time and attention will be focused on the three Project Merit Criteria which were scored medium: those being Environmental Sustainability, Economic Competitiveness & Opportunity, and Innovation.

As of Friday, October 18th I have not received the written contract amendment proposal from SRF. It is expected that I'll have it before the City Council Work Session on 10/22/2024. We'll be prepared to present the formal contract proposal and budget considerations to the City Council at the Work Session.

Budget Impact:

The proposed grant writing work for the 2025 RAISE grant is \$35,753.41 and there are approximately \$53,671.19 in remaining/unbilled time from the original contract with SRF. We are proposing this scope of work be shared equally amongst the four partner agencies, using the funds remaining from the original contract.

- Original Contract Amount: \$151,170.33
- Amendment No. 1: \$28,404.00 - 2024 RAISE Grant Planning Application
- Total Amended Contract Amount: \$179,574.33
- Total Amount Billed to Date: \$125,714.63
- Remaining Contract amount: \$53,671.19

- Amendment No. 2: \$35,753.41 - 2025 RAISE Grant Planning Estimate
(SRF & Subconsultants combined)

Recommendation & Next Steps:

Approve the contract amendment as proposed for SRF Consulting to support grant writing for the FY2025 USDOT RAISE Grant

Enclosures:

SRF Consulting Contract Amendment #2



SRF No. 18465.00

October 18, 2024

Reid Huttunen
City Administrator
City of East Grand Forks
600 Demers Ave
East Grand Forks, MN 56721

Subject: Proposal for Preparation of a FY 2025 RAISE Planning Grant Application (Resubmittal)

Dear Reid:

Based on your request, and feedback received from the US DOT debrief held September 4, 2024, regarding the East Grand Forks-Grand Forks Regional Bridge Crossing(s) FY 2024 RAISE grant application, SRF Consulting Group, Inc. (SRF), along with subconsultant WSP is pleased to submit this proposal to provide professional services for preparation of a FY 2025 RAISE Planning Grant application resubmittal. Our Team's scope of services is described below.

Scope of Services

We propose to carry out the work ("Scope of Services"), set forth below.

Task 1 Project Management/Agency Coordination

This task assumes management of daily work activities, monitoring budget, providing monthly billings, coordinating internal meetings between SRF and WSP and maintaining communications with city staff during the entire duration of the process. This task also includes QA/QC for all product deliverables produced by the consultant team, including graphics and narrative application.

Task 2 – Grant Workshops

This task includes conducting a series of five project meetings with Cities of East Grand Forks/Grand Forks staff and other stakeholders with pertinent information/useful data critical to application requirements. Each meeting will focus on revising the application's eight Merit Criteria sections which include: Safety, Environmental Sustainability, Quality of Life, Mobility and Community Connectivity, Economic Competitiveness and Opportunity, State of Good Repair, Partnership and Collaboration, and Innovation. Prior to each meeting, SRF and WSP staff will develop an agenda and be prepared to discuss a "library of ideas" developed by the consultant team to address specific debrief comments or assist in providing a stronger and updated application. Meetings will be organized as follows:

- 1) Kickoff Meeting, Safety and Mobility and Connectivity – 90 minutes
- 2) Environmental Sustainability – 60 minutes

www.srfconsulting.com

3701 Wayzata Boulevard, Suite 100 | Minneapolis, MN 55416-3791 | 763.475.0010

Equal Employment Opportunity/Affirmative Action Employer

- 3) Quality of Life and Economic Development and Opportunity – 90 minutes
- 4) State of Good Repair and Partnership and Collaboration – 90 minutes
- 5) Innovation – 60 minutes

Task 3 – Application Preparation/Graphics/Website

Prepare draft application two weeks prior to the deadline as detailed in the NOFO (date not yet known), for review and comment by city staff (revise within two working days and assume only one draft revision). All resolutions, letters of support, etc. will be gathered and assembled into the final application. The updates will reflect changes across all eight merit criteria and based on input from Task 2 – Grant Workshops.

Prepare the final application for submittal to USDOT at least three days before the due date in the NOFO. Documentation, supporting application assertions, etc., will be provided by the city. The application will follow the guidance provided by USDOT. It is understood that City of East Grand Forks is registered with Grants.gov and will submit the application by the deadline as described in the NOFO (date not yet known).

Assumptions

The consultant team will utilize the data sources provided in the FY 2024 RAISE submission unless newer data is provided by the city or otherwise available. The city will provide any applicable requested data and information within two weeks of the request and any remaining project data and information will be provided no later than six weeks prior to the application deadline. SRF to arrange for/schedule workshops and provide agenda and meetings records, as needed.

Each meeting will be attended by one SRF staff with the exception of meeting #1 which will be attended by two SRF staff. Each meeting will also require 60-90 minutes of preparation for two staff to review each section from the FY 2024 RAISE application, develop the “library of ideas” and bring specific suggestions to the table.

SRF will prepare a data needs request for the city to identify any additional data/documents that can be used in the FY 2025 RAISE application.

Schedule

SRF will complete all work so that City of East Grand Forks can submit the FY 2025 RAISE Planning Grant application at least three days before the NOFO deadline (date not yet known).

Basis of Payment/Budget

We propose to be reimbursed for our services on an hourly basis for the actual time expended. No additional project expenses are anticipated.

Based on our understanding of the project and our scope of services, we estimate the cost of our services between SRF and WSP to be \$35,753.41. There is an additional as authorized task amount of \$8,610.64 (50 hours) should additional un-scoped analysis be needed.

Changes in the Scope of Services

It is understood that if the scope or extent of work changes, the cost will be adjusted accordingly. Before any out-of-scope work is initiated, however, we will submit a budget request for the new work and will not begin work until we receive authorization from you.

Standard Terms and Conditions

The original contract Standard Terms and Conditions (Attachment A), and Work Task and Person Hour Estimate (Attachment B) constitute the agreement between the City of East Grand Forks and SRF. This agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

Acceptance/Notice to Proceed

We sincerely appreciate your consideration of this proposal and look forward to working with you on this project. Please feel free to contact us if you have any questions or need additional information.

Sincerely,

SRF CONSULTING GROUP, INC.


Paul M. Chellevoid, AICP
Project Manager


Renae Kuehl, PE, PTOE
Project Director

Attachment B – FY 2025 RAISE Grant Work Task and Person Hour Estimate

Approved: City of East Grand Forks

(signature)
Name _____
Title _____
Date _____

This cost proposal is valid for a period of 90 days. SRF reserves the right to adjust its cost estimate after 90 days from the date of this proposal.

ATTACHMENT A

STANDARD TERMS AND CONDITIONS

The Standard Terms and Conditions together with the attached Proposal for Professional Services constitute the entire Agreement between the CLIENT and SRF Consulting Group, Inc. ("SRF") and supersede all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

1. STANDARD OF CARE

- a. The standard of care for all professional services performed or furnished by SRF under this Agreement will be the care and skill ordinarily used by members of SRF's profession practicing under similar circumstances at the same time and in the same locality. SRF makes no warranties, expressed or implied, under the Agreement or otherwise, in connection with SRF's service.
- b. The CLIENT shall be responsible for, and SRF may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by CLIENT to SRF pursuant to this Agreement. SRF may use such requirements, reports, data, and information in performing or furnishing services under this Agreement.

2. INDEPENDENT CONTRACTOR

All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the CLIENT and SRF and not for the benefit of any other party. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or SRF. SRF's services under this Agreement are being performed solely for the CLIENT's benefit, and no other entity shall have any claims against SRF because of this Agreement or the performance or nonperformance of services hereunder.

3. PAYMENT TO SRF

Invoices will be prepared in accordance with SRF's standard invoicing practices and will be submitted to the CLIENT by SRF monthly, unless otherwise agreed. Invoices are due and payable within thirty-five (35) days of receipt. If the CLIENT fails to make any payment due SRF for services and expenses within forty-five (45) days after receipt of SRF's invoice thereafter, the amounts due SRF will be increased at the rate of 1-1/2% per month (or the maximum rate of interest permitted by law, if less). In addition, SRF may, after giving seven days written notice to the CLIENT, suspend services under this Agreement until SRF has been paid in full of amounts due for services, expenses, and other related charges.

4. OPINION OF PROBABLE CONSTRUCTION COST

Any opinions of costs prepared by SRF represent its judgment as a design professional and are furnished for the general guidance of the CLIENT. Since SRF has no control over the cost of labor, materials, market condition, or competitive bidding, SRF does not guarantee the accuracy of such cost opinions as compared to contractor or supplier bids or actual cost to the CLIENT.

5. INSURANCE

SRF will maintain insurance coverage for Workers' Compensation, General Liability, Automobile Liability and Professional Liability and will provide certificates of insurance to the CLIENT upon request.

6. INDEMNIFICATION AND ALLOCATION OF RISK

To the fullest extent permitted by law, SRF agrees to indemnify and hold harmless the CLIENT, their officers, directors and employees against all damages, liabilities or costs (including reasonable attorneys' fees and defense costs) to the extent caused by SRF's negligent acts under this Agreement and that of its subconsultants or anyone for whom SRF is legally liable.

7. TERMINATION OF AGREEMENT

Either party may at any time, upon seven days prior written notice to the other party, terminate this Agreement. Upon such termination, the CLIENT shall pay to SRF all amounts owing to SRF under this Agreement, for all work performed up to the effective date of termination.

8. OWNERSHIP AND REUSE OF DOCUMENTS

All documents prepared or furnished by SRF pursuant to this Agreement are instruments of service, and SRF shall retain an ownership and property interest therein. Reuse of any such documents by the CLIENT shall be at CLIENT's sole risk; and the CLIENT agrees to indemnify, and hold SRF harmless from all claims, damages, and expenses including attorney's fees arising out of such reuse of documents by the CLIENT or by others acting through the CLIENT.

9. FORCE MAJEURE

SRF shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this Agreement resulting from any cause beyond SRF's reasonable control.

10. ASSIGNMENT

Neither party shall assign its rights, interests or obligations under this Agreement without the express written consent of the other party.

11. BINDING EFFECT

This Agreement shall bind, and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors, and assigns.

12. SEVERABILITY AND WAIVER OF PROVISIONS

Any provisions or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the CLIENT and SRF, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

13. SURVIVAL

All provisions of this Agreement regarding Ownership of Documents and Reuse of Documents, Electronic Media provisions, Indemnification and Allocation of Risk, and Dispute Resolution shall remain in effect.

14. DISPUTE RESOLUTION

CLIENT and SRF agree to use their best efforts to resolve amicably any dispute. In the event that a dispute cannot be resolved, upon the joint concurrence of the parties to the selection of a mediator, the dispute will be submitted to mediation.

15. CONTROLLING LAW

The laws of the state of Minnesota govern this Agreement. Legal proceedings, if any, shall be brought in a court of competent jurisdiction in the county where the Project is located.

16. SITE SAFETY

SRF shall not at any time supervise, direct, control or have authority over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety and security precautions and programs in connection with the work performed by any Contractor for the Project, nor for any failure of any Contractor to comply with laws and regulations applicable to such Contractor's work, since these are solely the Contractor's rights and responsibilities. SRF shall not be responsible for the acts or omissions of any Contractor or Owner, or any of their agents or employees, or of any other persons (except SRF's own employees and consultants), furnishing or performing any work for the Project, except as specifically outlined in SRF's scope of services.

17. GOVERNMENT DATA PRACTICES AND INTELLECTUAL PROPERTY RIGHTS

SRF shall comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to: (1) all data provided by the Client pursuant to this Agreement; and (2) all data, created, collected, received, stored, used, maintained, or disseminated by SRF pursuant to this Agreement. SRF is subject to all the provisions of the Minnesota Government Data Practices Act, including but not limited to the civil remedies of Minnesota Statutes Section 13.08, as if it were a government entity. In the event SRF receives a request to release data, SRF will immediately notify the Client. The Client will give SRF instructions concerning the release of the data to the requesting party before the data is released.

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: Cities of East Grand Forks and Grand Forks

Project: FY 2025 RAISE Planning Grant Resubmittal



18485

Subconsultants:

<u>TASK NO.</u>	<u>SUMMARY OF TASKS</u>	<u>Project Overview:</u>
1.0	Project Management/Agency Coordination	Preparation of a FY 2025 RAISE Grant Application Resubmittal. The application will focus on improving scores in Environmental Sustainability, Economic Competitiveness, and Innovation sections as those were the areas identified as receiving "Medium" scores in the FY 24 RAISE application.
2.0	Grant Workshops	
3.0	Application Preparation/Graphics/Website	

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: Cities of East Grand Forks and Grand Forks

Project: FY 2025 RAISE Planning Grant Resubmittal



18485

Subconsultants: 0

<u>TASK NO.</u>	<u>TASK DESCRIPTION</u>	<u>PROF. VIII-VII</u>	<u>PROF. VI</u>	<u>PROF. V</u>	<u>PROF. III</u>	<u>PROF. II</u>	<u>TECH.</u>	<u>SUPPORT</u>	<u>TOTALS</u>	<u>EST. FEE</u>
1.0	Project Management/Agency Coordination <u>Assumptions:</u> QA/QC of all deliverables through the life-cycle of the grant. Up to eight half-hour meetings with two SRF attendees, including prep time. <u>Deliverables:</u> none									
1.1	This task assumes management of daily work activities, monitoring budget, provide monthly billings, coordinating meetings with WSP and maintaining communications with city staff during the entire duration of the process. This task also includes QA/QC for all product deliverables produced by the consultant team, including graphics and narrative application.	2	12	4	-	-	-	-	18	\$3,756.00
SUBTOTAL - TASK 1		2	12	4	0	0	0	0	18	\$3,756.00
2.0	Grant Workshops <u>Assumptions:</u>									

DRAFT

<p>SRF Consulting Group, Inc. Client: Cities of East Grand Forks and Grand Forks Project: FY 2025 RAISE Planning Grant Resubmittal</p>	<p>Work Tasks and Person-Hour Estimates</p>	 18485
<p>Subconsultants: 0</p>		

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. III	PROF. II	TECH.	SUPPORT	TOTALS	EST. FEE
	<p>This task includes conducting a series of five project meetings with Cities of East Grand Forks/Grand Forks staff and other stakeholders with pertinent information/useful data critical to application requirements. The consultant team will utilize the data sources provided in the FY 2024 RAISE submission unless newer data is provided by the city or otherwise available. The city will provide any applicable requested data and information within two weeks of the request and any remaining project data and information will be provided no later than six weeks prior to the application deadline. SRF to arrange for/schedule workshops and provide agenda and meetings records, as needed.</p> <p>Each meeting will be attended by one SRF staff with the exception of meeting #1 which will be attended by two SRF staff. Each meeting will also require 60-90 minutes of preparation for two staff to review each section from the FY 2024 RAISE application, develop the "library of ideas" and bring specific suggestions to the table.</p> <p>SRF will prepare a data needs request for the city to identify any additional data/documents that can be used in the FY 2025 RAISE application.</p> <p><u>Deliverables:</u> Library of Ideas list, Meeting agendas, and meeting summaries</p>									
2.1	Kickoff Meeting, Safety and Mobility and Connectivity	2	4	2	-	-	-	-	8	\$1,758.00
2.2	Environmental Sustainability	-	4	2	-	-	-	-	6	\$1,186.00
2.3	Quality of Life and Economic Development and Opportunity	-	4	2	-	-	-	-	6	\$1,186.00
2.4	State of Good Repair and Partnership and Collaboration	-	4	2	-	-	-	-	6	\$1,186.00
2.5	Innovation	-	4	2	-	-	-	-	6	\$1,186.00
	SUBTOTAL - TASK 2	2	20	10	0	0	0	0	32	\$6,502.00

DRAFT

3.0 Application Preparation/Graphics/Website
Assumptions:
 Assumes 1 draft and 1 final application PDFs.
 Supporting information for SF 424 forms

Deliverables:
 Draft application: Two weeks prior to due date per NOFO
 Final application at least three days before FY 25 RAISE deadline as published in NOFO
 Supporting attachments
 Supporting information for SF 424 forms

SRF Consulting Group, Inc.	Work Tasks and Person-Hour Estimates	
Client: Cities of East Grand Forks and Grand Forks		18485
Project: FY 2025 RAISE Planning Grant Resubmittal		
Subconsultants: 0		

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. III	PROF. II	TECH.	SUPPORT	TOTALS	EST. FEE
3.1	Prepare draft application for review and comment by EGF/GF staff two weeks prior to submission deadline (revise within two working days and assume only one draft revision). All resolutions, letters of support, etc. will be gathered and assembled into the final application.	-	2	12	16	-	-	-	30	\$4,778.00
3.2	Prepare the final application for submittal to USDOT three days before due date. Documentation, supporting application assertions, etc. will be provided by EGF/GF for relevant information. The application will follow the guidance provided by USDOT. It is understood that EGF/GF is registered with Grants.gov and will submit the application to this website by the submission deadline.	-	2	-	6	-	-	-	8	\$1,204.00
3.3	Prepare graphics/tables, final document formatting, and links for website	-	-	-	2	-	10	2	14	\$1,824.00
SUBTOTAL - TASK 3		0	4	12	24	0	10	2	52	\$7,806.00
TOTAL ESTIMATED PERSON-HOURS		4	36	26	24	0	10	2	102	
AVERAGE HOURLY BILLING RATE		\$286.00	\$203.00	\$187.00	\$133.00	\$132.00	\$132.00	\$119.00		
ESTIMATED LABOR AND OVERHEAD		\$1,144.00	\$7,308.00	\$4,862.00	\$3,192.00	\$0.00	\$1,320.00	\$238.00		\$18,064.00
SRF ESTIMATED DIRECT NON-SALARY EXPENSES										\$0.00
SUBTOTAL: (SRF Labor and Expenses)										\$18,064.00
SUBCONSULTANTS:										\$17,689.41
TOTAL ESTIMATED FEE (SRF and Subconsultants combined)										\$35,753.41

DRAFT



October 18, 2024

Reid Huttunen
City Administrator
East Grand Forks

RE: Proposal for Updating RAISE Application for FY 2025 Submittal

WSP USA Inc. (WSP) appreciates the opportunity to submit the following proposal to update the City of East Grand Forks' (City) FY 2024 RAISE grant application for submittal to the FY 2025 RAISE grant program.

SCOPE OF WORK

The purpose of this scope of work is to help the City with preparation of a federal discretionary grant application, with the goal of providing federal funding to the communities in East Grand Forks-Grand Forks Area.

OVERALL ASSUMPTIONS/EXCLUSIONS

- This scope of work includes completing the grant application and supporting tasks.
- The City's government relations will oversee the solicitation and timely collection of letters of support from key stakeholders (legislators, local agency elected officials, railroads, among others)
- The City will be responsible for maintaining and managing grants correspondence including grants.gov, DUNs and SAM credentials, this includes submittal of final grant application package by the submittal due date as directed in the NOFO.
- The City will maintain a secure web presence for auxiliary materials such as reports, and letters of support.

TASK 1: TASK ORDER MANAGEMENT & ADMINISTRATION

WSP will provide task order management services, including coordination with SRF and City staff via conference calls and virtual meetings to develop an approach for the next submission. This task will also include an initial Kick-off meeting to discuss/review the previous submission and debriefing comments, along with the development of a "library of ideas" to be discussed at the workshops for each section of the new application. The WSP Project Manager will provide management of scope, schedule, and budget and to be responsive to the City. Specific aspects of this task will include:

- Managing the project scope and budget;
- Project accounting, reporting and invoicing;
- Overseeing production and submission of deliverables;
- Kickoff Meeting: A 60-minute kickoff meeting with PMT/local agency representatives via conference call and/or virtual meeting will be held to

- Development of “library of ideas” to be discussed at workshops. SRF and WSP grant staff will prepare a list of potential items / topics that could improve each section of the application. This list will be wide-sweeping and utilize “outside the box” approaches to making betterments to the current application.

ASSUMPTIONS/EXCLUSIONS

- The project is estimated to be four months, assuming NTP via council approval in early November, NOFO released in late November, and 90 days for application preparation to meet submittal deadline.
- All submittals will be in electronic format (MS Word, MS Excel and/or PDF) and transmitted electronically.
- The City will manage outreach and solicitation of letters of support. All project meetings will be virtual through MS Teams.
- SRF to arrange for / schedule meetings and provide agenda and meetings records, as needed.

DELIVERABLES

The following deliverables will be prepared and provided for this task:

1. Kick-Off meeting attendance
2. Monthly coordination and invoicing
3. “Library of Ideas” for workshop discussions

TASK 2: GRANT WORKSHOPS

This task includes conducting a series meetings / discussion with PMT and/or local agency representatives to discuss opportunities to enhance each section of the grant application. The conversation will review the “library of ideas” created by the consultant team, identify ways to address specific debrief comments, and strive to define how the updated application component will be enhanced moving forward. For the eight application segments, the meetings will be organized as follows:

- A. Safety + Mobility and Community Connectivity: 90 minutes combined meeting
- B. Environmental Sustainability: 60-minute specific meeting
- C. Quality of Life + Economic Development & Opportunity: 90-minute combined meeting
- D. State of Good Repair + Partnership and collaboration: 90-minute combined meeting
- E. Innovation: 60-minute specific meeting

The City will provide any available reports or analysis to address unique evaluation criteria such as safety, sustainability, climate resilience, economic advancements, and equity.

ASSUMPTIONS/EXCLUSIONS

- The goal will be to conduct these workshops prior to the NOFO being released
- WSP will utilize the data sources provided in the FY 2024 RAISE submission, unless newer data is provided by the city

- The City will provide any additionally requested data and information within two weeks of the request and any remaining project data and information will be provided no later than six weeks prior to the application deadline.
- Data and information could include studies, reports, drawings, plans, forecasts, development/construction schedules, cost estimates, performance statistics, operation and maintenance costs and schedules, completed by the City or other stakeholders.
- The City will provide high resolution photos and graphics for the design of the application.
- SRF to arrange for / schedule workshops and provide agenda and meetings records, as needed.

DELIVERABLES

The following deliverables will be prepared and provided for this task:

1. Lead discussion for each workshop to evaluate “library of Ideas” and craft an approach to update each section of the application.

TASK 3: UPDATE GRANT APPLICATION

The RAISE grant application is expected to include a Project Narrative that provides the context for the Project, drawing on existing material and graphics whenever possible. WSP will also produce up to three new or enhanced graphics/maps as requested and incorporate them into the application to help tell a compelling story that speaks to application reviewers.

A. DRAFT AND FINAL DRAFT APPLICATIONS AND SUPPORTING DOCUMENTS

WSP will prepare a draft and final draft application for review in an easily editable and easily shared format following the prescribed grant requirements (font size, margins, and outline). The application will include a Project Narrative that will highlight how the Project will address key grant criteria such as effecting the movement of goods, leveraging federal funding, and identifying net benefits to the American economy as described in the grant call for projects or notice of funding opportunity (NOFO).

The application Narrative and other submission documents will follow the guidance and requirements of the RAISE NOFO.

The draft application will undergo review by the City. WSP will participate in meetings and conference calls to address and clarify comments and revisions provided by the City, and review tasks and materials needed to complete the application. A detailed schedule, including the review timeline, will be discussed and agreed upon in the kickoff meeting, prior to initiating the work.

B. FINAL APPLICATION

The final draft project application will undergo review by the WSP grant team, followed by the City. The final draft documents will be revised by WSP to address comments and recommendations by the reviewing team. WSP will update the project application to bring the application to a final status. WSP will also provide final formatting for the application. City will be responsible for submitting the final application through grants.gov by the deadline.

ASSUMPTIONS/EXCLUSIONS

- The City will provide its response to the Project Readiness criteria, as applicable, for the grant applications. This includes the following:
 - Environmental Risk – The project’s environmental approvals and likelihood of the necessary approval affecting project obligation.
 - Technical Capacity - The applicant’s capacity to successfully deliver the project in compliance with applicable Federal requirements including previous experience with Federal grant awards.
 - Financial Capacity – The availability of matching funds and whether the applicant has a complete funding package.
- The City will be responsible for all requirements to register with Grants.gov and upload the grant application to Grants.gov by each application’s deadline.
- SRF will host and maintain a secure location to access supporting materials including reports, and letters of support referenced in the grants.
- The City will review the draft document deliverables and provide a consolidated summary of review comments or track changes in each Word document to WSP.
- The City’s comments on draft materials will be delivered within 2 weeks of WSP’s submittal.
- WSP will provide MS Word documents with tracked changes for SRF usage in creating PDFs and final documents for posting. SRF will create graphics, layouts, covers, website updates and create the final materials for submission.

DELIVERABLES

The following deliverables will be prepared and provided for each application:

1. A draft grant application for the City’s review and comment in MS Word format.
2. A final draft grant application for the City’s review and comment in MS Word format.
3. A final grant application incorporating the City’s comments in Word and PDF formats, including appendices.
4. Detailed application schedule with review timelines.

TASK 4: AS-AUTHORIZED ACTIVITIES

This task is a placeholder to accommodate additional efforts to enhance the application sections based upon the workshop’s discussions. Should the Workshops identify items which would improve the section write-ups, this task will be used to conduct those efforts. Potential areas of additional effort may include, but not limited to:

- data collection efforts
- review of relevant documents
- summaries of potential project features and conditions provided by the City, as well as our own research.
- Letters of support template
- PEL Scope of Work approval thru FHWA
- Traffic analysis
- Environmental analysis

ASSUMPTIONS/EXCLUSIONS

- As Authorized activities are identified, a budget and deliverable will be identified for each task.

City of East Grand Forks

October 18, 2024

- City will supply data, documentation, and information needed as part of the compliance matrices, to address potential grant criteria in the timeline provided for each opportunity's compliance matrix.
- City will provide forecasts and data supplied by the City and its partners

DELIVERABLES

The following deliverables will be prepared and provided for this task:

1. For each Authorized activity, a task order budget with defined deliverable.

PROPOSED SCHEDULE

WSP anticipates that the services outlined above can begin immediately upon receipt of a task order with authorization to proceed. WSP will have the final grant application completed and delivered to SRF electronically one-week prior to the application's deadline as stated in the NOFO. WSP's ability to adhere to this schedule is predicated upon the availability of the City to participate in coordination efforts and in meetings, provide the requested data in a timely manner, and meet the review periods as noted herein.

COMPENSATION

The City shall compensate WSP for the performance of the professional services described herein on an hourly rate basis for the actual time expended. No additional project expenses are anticipated. Based on our understanding of the project scope of work detailed above, we estimate the cost of our services to be \$17,689.41 for tasks 1 thru 3 with a potential for an additional \$8,610.84 for task 4 (TBD). The overall cost would be \$26,300.25.

Since this is an amendment to the original scope of work, we are also reallocated the renaming dollars from our original scope of work to be applied to this resubmittal effort; therefore, the overall increase to the WSP budget would be \$15,989.12 for tasks 1 thru 4.

If you have any questions regarding the scope or budget please feel free to contact Ken Holte, Kenneth.Holte@wsp.com.

Sincerely,

Kenneth A. Holte
Vice President, Transportation & Infrastructure

Request for Council Action

Date: October 22, 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: 2025 Budget Update and request for 2025 Law Enforcement Retention/Recruitment Bonuses

Background:

The Preliminary Budget for 2025 has been set at a 7% General Levy increase. Total Property Tax Levy being at \$7,415,188.

At the proposed budget, Expenditures over Revenues is at \$234,484.00

A few items for consideration when looking at our 2025 Budget Outlook.

Health Insurance: This remains the biggest unanswered question in our 2025 Budget.

- BCBS Group Health Insurance:
 - o 2024 Annual Premium: \$1,472,505.00
 - o BCBS 2025 Renewal Estimate: \$1,722,832.00
 - o Increase from 2024: \$250,327.00
- Individual Coverage HRA (ICHRA):
 - o As of 10/18/2024, the City has not received the 2025 Proposed Rates and Insurance Plans that will be available in the Individual Marketplace. We are being told that we'll receive these the week of 10/21/2024.
 - o As soon as we receive the rates, we'll share them with employees for their review.
 - o Using the anticipated 2025 ICHRA rates, we expect the total annual premium to be a reduction from City's 2024 Group Premium.

Law Enforcement Recruitment & Retention bonuses:

- The City & Law Enforcement Labor Services (LELS) have MOU's in place for 2024 to offer bonuses for Recruitment & Relocation of new officers, as well as a retention bonus for our current Police Department staff.
- The Recruitment & Relocation bonuses are included in the 2025 budget at approximately \$15,000 for the year.
- LELS has requested that the retention bonus be renewed and continued in 2025. This is not included in the 2025 preliminary budget. Should the City Council decide to renew the MOU for 2025, we'll need to increase the budget by \$41,500.

Next Steps:

- Seeking discussion and direction on the 2025 Budget.
- Does the City Council support continuing the LELS Recruitment and Retention bonuses in 2025
- We expect to receive final Health Insurance premium rates the week of 10/21/2024 and will plan continued Budget Discussion.

Enclosures:

2025 Budget Brief Summary at a 7% levy increase
2024 LELS Recruitment & Retention Bonus MOU's

**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	%
REVENUES/SOURCES						
1 Property Tax Levy*	\$ 5,646,759	\$ 6,562,480	\$ 6,930,081	\$7,415,188	\$ 485,107	7.0%
2 Franchise & Other Taxes	1,702,729	1,667,902	1,567,683	1,608,397	\$ 40,714	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	\$ 13,970,839	\$ 642,943	4.8%
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	\$ 13,970,839	\$ 468,879	3.5%

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%
	11,120,077	11,042,077	12,257,331	12,839,260	581,929	4.7%

Capital Outlay & Other Uses:

21 General Government	-	-	-	-	-	-
22 Police	71,491	95,823	116,500	212,789	\$ 96,289	82.7%
23 Fire	45,721	-	-	-	\$ -	-
24 Public Works	15,295	-	-	-	\$ -	-
25 Street Reconstruction	243,218	256,062	275,000	280,000	\$ 5,000	1.8%
26 Recreation & Culture	20,478	-	60,000	55,000	\$ (5,000)	-8.3%
27 Other Expenditures	130,107	90,636	235,000	285,000	\$ 50,000	21.3%
28 Debt Service	91,516	-	90,000	120,000	\$ 30,000	33.3%
29 Other Financing Uses	828,734	567,818	443,597	413,275	\$ (30,322)	-6.8%
	1,446,560	1,010,339	1,220,097	1,366,064	145,967	12.0%
30	\$ 12,566,636	\$ 12,052,416	\$ 13,477,428	\$ 14,205,324	\$ 727,895	5.4%

Revenues/Sources Over (Under)					
Expenditures and chg Fund Balance	\$ 0	\$ 1,019,333	\$ 24,532	\$ (234,484)	
Budgeted Fund Balance Reserve	457,456				
Payroll increase				508,711	

**MEMORANDUM OF UNDERSTANDING BETWEEN THE
CITY OF EAST GRAND FORKS
AND
LAW ENFORCEMENT LABOR SERVICES
POLICE DEPARTMENT LOCAL NO. 152**

The following is a memorandum of understanding between the City of East Grand Forks (City) and one of its exclusive bargaining units, Law Enforcement Labor Services, Inc. representing Local 152 employees of the East Grand Forks Police Department (Union).

Agreement

RECRUITMENT INCENTIVES

WHEREAS, The City and the Union are parties to a collective bargaining agreement in effect December 31, 2020 through December 31, 2023, and;

WHEREAS, The City and the Union are in on-going negotiations for an updated collective bargaining agreement which is proposed to be in effect from January 1, 2024 through December 31, 2025, and;

WHEREAS, The Union and the City mutually agree that recruitment of law enforcement officers in Minnesota and the United States has been difficult in recent years with low application rates and reduction of new students in law enforcement programs, and;

WHEREAS, The Union and the City mutually agree that as other cities, counties, and state agencies are offering recruitment and retention bonuses varying in amount and frequency, and;

WHEREAS, The Union and the City mutually agree that relocation can be expensive and may add to the reluctance of some applicants, and;

NOW, THEREFORE, the parties agree as follows:

The City agrees to provide recruitment bonuses to be advertised immediately which consist of: \$2500 bonus to be paid on the first check after successful completion of background and beginning the department's field training and evaluation program (FTEP); an additional \$2,500 upon successful completion of FTEP. The relocation bonus of up to \$2,500 will be paid to new officers to move into the city limits of the City of East Grand Forks from greater than 50 miles away, upon receipt of acceptable moving expense receipts.

The parties agree the Memorandum of Understanding terminates on December 31, 2024.

***RECRUITMENT INCENTIVES
2024 calendar year***

IN WITNESS WHEREOF, the parties hereto agree to execute this Memorandum of Agreement on the dates indicated by their respective signatures.

City of East Grand Forks

Steven Boudon
Mayor

Dated: 1-9-2024

Reid Hutto
City Administrator/Clerk-Treasurer

Dated: 1/8/2024

LELS Local 152

Doug Henning
Business Agent

Dated: 01/08/2024

Sgt A. Schrage Digitally signed by Sgt A. Schrage
Date: 2024.01.08 12:58:44 -06'00'
Union Steward

Dated: 1/8/24

RECRUITMENT INCENTIVES
2024 calendar year

**MEMORANDUM OF UNDERSTANDING BETWEEN THE
CITY OF EAST GRAND FORKS
AND
LAW ENFORCEMENT LABOR SERVICES
POLICE DEPARTMENT LOCAL NO. 152**

The following is a memorandum of understanding between the City of East Grand Forks (City) and one of its exclusive bargaining units, Law Enforcement Labor Services, Inc. representing Local 152 employees of the East Grand Forks Police Department (Union).

Agreement

OFFICER RETENTION PROGRAM

WHEREAS, The City and the Union are parties to a collective bargaining agreement in effect December 31, 2020 through December 31, 2023, and;

WHEREAS, The City and the Union are in on-going negotiations for an updated collective bargaining agreement which is proposed to be in effect from January 1, 2024 through December 31, 2025, and;

WHEREAS, The Union and the City mutually agree that recruitment of law enforcement officers in Minnesota and the United States has been difficult in recent years with low application rates and reduction of new students in law enforcement programs, and;

WHEREAS, The Union and the City mutually agree that as other cities, counties, and state agencies are offering recruitment and retention bonuses varying in amount and frequency, and;

WHEREAS, The Union and the City mutually agree that retaining experienced, trained officers is even more important than recruiting new officers who have to be trained, and;

WHEREAS, according to the MN Public Employee Retirement Association (PERA), bonuses are not considered salary for PERA contribution purposes, and;

NOW, THEREFORE, the parties agree as follows:

The Union agrees this MOU is a one-year agreement applicable only to the officers years of service with the East Grand Forks Police Department and further agrees this MOU will sunset at the end of calendar year 2024.

The City agrees to pay a retention bonus to existing officers in two payments, as follows based on years of service completed with the East Grand Forks Police Department:

- Licensed officers with 1-4 years completed with The City: \$1,500
- Licensed officers with 5-9 years completed with The City: \$2,000
- Licensed officers with 10 or more years completed with The City: \$2,500

Officers currently employed and in good standing with the City of East Grand Forks through June 30, 2024, will receive the first bonus payment on the first paycheck of July, 2024 and officers currently employed and in good standing with the City of East Grand Forks through

December 31, 2024 will receive the second bonus payment on the first paycheck of January, 2025.

The Union agrees that if an employee fails to meet standards and is denied a stepped wage increase, they will also be denied a retention bonus.

Years of service are calculated based on the completed years of service with the East Grand Forks Police Department (EGFPD) only. Licensed officers who come to EGFPD with years of service in other departments will have the years of service calculated only by the years of service with the EGFPD.

Specific bonus payments based on EGFPD years of service are as follows:

Employee No	Hire Date	Service years completed as of 6/30/2024	First Paycheck in July Payment	Service years completed as of 12/31/2024	First paycheck in January 2025 Payment
HAIJROD01	10/22/1989	35	\$ 2,500.00	35	\$ 2,500.00
GAHLGRE01	4/16/1999	25	\$ 2,500.00	26	\$ 2,500.00
OLSOCHR01	3/16/2000	24	\$ 2,500.00	25	\$ 2,500.00
SCHRAEI01	1/15/2005	19	\$ 2,500.00	20	\$ 2,500.00
HARTANT01	6/28/2010	14	\$ 2,500.00	15	\$ 2,500.00
QUANJAR01	2/3/2014	10	\$ 2,500.00	10	\$ 2,500.00
GUNDNIC01	9/8/2014	9	\$ 2,000.00	10	\$ 2,500.00
ANDENIC01	3/2/2015	9	\$ 2,000.00	9	\$ 2,000.00
HAJITYL01	8/31/2015	8	\$ 2,000.00	9	\$ 2,000.00
DOUGRYA01	8/22/2016	7	\$ 2,000.00	8	\$ 2,000.00
GRABJOH01	9/13/2017	6	\$ 2,000.00	7	\$ 2,000.00
HODNCOL01	9/24/2018	5	\$ 2,000.00	6	\$ 2,000.00
KORYNIC01	1/9/2019	5	\$ 2,000.00	5	\$ 2,000.00
KNAAPAR01	8/12/2019	4	\$ 1,500.00	5	\$ 2,000.00
ROUEJUS01	4/21/2020	4	\$ 1,500.00	4	\$ 1,500.00
SCHIJAK01	9/15/2020	3	\$ 1,500.00	4	\$ 1,500.00
KALLLAN01	1/20/2021	3	\$ 1,500.00	3	\$ 1,500.00
FLORJAS01	9/21/2021	3	\$ 1,500.00	3	\$ 1,500.00
HESSALE01	5/22/2023	1	\$ 1,500.00	2	\$ 1,500.00
RICHVAN01	7/17/2023			1	\$ 1,500.00
KRAUMIC01	10/30/2023			1	\$ 1,500.00

IN WITNESS WHEREOF, the parties hereto agree to execute this Memorandum of Agreement on the dates indicated by their respective signatures.

City of East Grand Forks

LELS Local 152

Steve Bunden
Mayor

Doug Henning
Business Agent

Dated: 1-9-2024

Dated: 01/08/2024

Reid Heath
City Administrator/Clerk-Treasurer

Sgt A. Schrage Digitally signed by Sgt A. Schrage
Date: 2024.01.08 13:00:05 -06'00'
Union Steward

Dated: 1/8/2024

Dated: 1/8/24