

**AGENDA  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
WEDNESDAY, NOVEMBER 6, 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 October 15, 2024.

**SCHEDULED BID LETTINGS: NONE.**

**SCHEDULED PUBLIC HEARINGS: NONE**

**CONSENT AGENDA: NONE**

*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.*

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

2. Regular meeting minutes of the Water, Light, Power, and Building Commission for October 2, 2024.

**COMMUNICATIONS: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

3. Consider adopting Resolution No. 24-11-80 approving the naming of the outdoor rink the Jim Bradshaw Outdoor Rink and authorize additional sponsorship signage on the outside of the Blue Line Club.

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.

4. Consider adopting Resolution No. 24-11-81 authorizing staff to enter into an agreement with SRF Consulting for the amended scope of work, including the Fiscal Year 2025 RAISE grant application utilizing funds from the original contract.
5. Consider approving the Memorandum of Understanding between the City of East Grand Forks and the Law Enforcement Labor Services Local No. 152 continuing the recruitment incentives through December 31, 2025.
6. Consider approving the Memorandum of Understanding between the City of East Grand Forks and the Law Enforcement Labor Services Local No. 152 continuing the Officer Retention Program through December 31, 2025.

**CLAIMS:**

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

**COUNCIL/STAFF REPORTS:**

**ADJOURN:**

**Upcoming Meetings**

- 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
- Council Meeting – Tuesday, December 3, 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, OCTOBER 15, 2024 – 5:00 PM**

**CALL TO ORDER:**

*The Council Meeting of the East Grand Forks City Council for Tuesday, October 15, 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; Maggie Brockling, Economic Development Director; 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.*

**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 October 1, 2024.
2. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of October 8, 2024.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of October 8, 2024.

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

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

*Voting Nay: None.*

**SCHEDULED BID LETTINGS: NONE.**

**SCHEDULED PUBLIC HEARINGS:**

- 4. Public hearing regarding the proposed updates to the business subsidy policies.

**A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO OPEN THE PUBLIC HEARING.**

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

*Voting Nay: None.*

Mr. Gorte stated the policies had been in place for years and the only change was to the lending amount for primary businesses which increased the lending amount from \$150,000 up to \$300,000. He asked for questions and there were none.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO CLOSE THE PUBLIC HEARING.**

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

*Voting Nay: 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.*

- 5. Consider adopting Resolution No. 24-10-78 appointing Maggie Brockling to the Polk County Affordable Housing Advisory Board.
- 6. Consider adopting Resolution No. 24-10-79 approving the appointment to the Water and Light Commission to fill the current vacancy.

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE ITEMS FIVE (5) AND SIX (6).**

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

*Voting Nay: None.*

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

- 7. Regular meeting minutes of the Water, Light, Power, and Building Commission for September 18, 2024.

**COMMUNICATIONS: NONE**

**OLD BUSINESS:**

8. Consider adopting Ordinance 42, 4<sup>th</sup> Series amending City Code Chapter 152 by adding section 152.400 concerning Solar Energy Systems within city limits and by adopting reference city code Chapter 10 and Section 10.99 which among other things, contain penalty provisions (2<sup>nd</sup> Reading).

**A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT ORDINANCE 42, 4<sup>TH</sup> SERIES AMENDING CITY CODE CHAPTER 152 BY ADDING SECTION 152.400 CONCERNING SOLAR ENERGY SYSTEMS WITHIN CITY LIMITS AND BY ADOPTING REFERENCE CITY CODE CHAPTER 10 AND SECTION 10.99 WHICH AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS (2<sup>ND</sup> READING).**

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

*Voting Nay: None.*

**NEW BUSINESS:**

9. Consider adopting the updated Business Subsidy Policy, the Revolving Loan Guidelines, and Border Cities Tax Credit Policy.

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO ADOPT THE UPDATED BUSINESS SUBSIDY POLICY, THE REVOLVING LOAN GUIDELINES, AND BORDER CITIES TAX CREDIT POLICY.**

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

*Voting Nay: None.*

10. Consider approving the change order totaling \$46,866.45 from Equity Builders for the City Hall roof project.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER PETERSON, TO APPROVE THE CHANGE ORDER TOTALING \$46,866.45 FROM EQUITY BUILDERS FOR THE CITY HALL ROOF PROJECT.**

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

*Voting Nay: Helms.*

11. Consider adopting the updated Transit Procurement Policy contingent upon review and approval from the Minnesota Department of Transportation.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT THE UPDATED TRANSIT PROCUREMENT POLICY CONTINGENT UPON REVIEW AND APPROVAL FROM THE MINNESOTA DEPARTMENT OF TRANSPORTATION.**

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

*Voting Nay: None.*

**CLAIMS:**

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

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

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

*Voting Nay: None.*

**COUNCIL/STAFF REPORTS:**

Mayor Gander thanked Jeremy King and staff for putting together the Civic Center 50<sup>th</sup> Celebration and he also thanked the Downtown Horns for performing at the event. He stated it was a good chance to see the Park and Recreation facility planning, he reminded residents there was going to be a question about the proposed local sales tax on the ballot, and the Park and Recreation website had information on it about the proposed projects. He added that anyone with questions could also call the Park and Recreation Department at 218-773-8000.

Council Member Riopelle congratulated Council member Vetter on becoming a grandpa.

Mr. Emery told the Council the milling work was completed in the LaFave Park area, they were working on the leveling course, and the asphalt would be added within a day or two. He added the major items of the project should be completed by the end of the week and the project should be wrapped up by the following week.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE OCTOBER 15, 2024 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:09 P.M.**

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

*Voting Nay: None.*

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Megan Nelson, City Clerk

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held on October 2, 2024, at 8:00 am in the City Council Chambers.

Present: Grinde, Quirk, Riopelle

Absent: None

Also present: Ron Galstad, Keith Mykleseth, Brian Johnson, Todd Grabanski, Todd Forster, Brianna Feil, Jordan Midgarden, Corey Thompson, Paul Gorte, Maggie Brockling

It was moved by Commissioner Quirk supported by Commissioner Riopelle to approve the minutes of the previous regular meeting held on September 18, 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 \$220,959.39.

Voting Aye: Grinde, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Quirk supported by Commissioner Riopelle to approve Change Order No. 1 to the existing North-Holt Electric, Inc. Construction Contract for the 2024 Miscellaneous Electrical Distribution Construction Projects.

Voting Aye: Grinde, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Quirk supported by Commissioner Riopelle to approve the Water Treatment Plant Chemical Bid Specifications and advertise for bids October 15 – 22, 2024 with a bid opening to take place on November 19, 2024 at 10am.

Voting Aye: Grinde, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Quirk supported by Commissioner Riopelle to approve the Downtown Development Association to use the power near the fountain in East Grand Forks for the Holly Dazzle event on November 24, 2024.

Voting Aye: Grinde, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Quirk supported by Commissioner Riopelle to adjourn at 8:26 am to the next regular meeting on October 16, 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: 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.

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**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.



HOCKEY

X2



X4

**RESOLUTION NO. 24 – 11 - 80**

**NAMING OF OUTDOOR RINK**

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

WHEREAS, the City and the Blue Line Club partnered on the construction of an outdoor hockey rink that is located next to the Blue Line Club Arena;

WHEREAS, the Blue Line Club requested sponsorships to help with the costs of the project; and

WHEREAS, Mr. Jim Bradshaw who is the owner of the Strata Corporation gave a generous sponsorship towards the project; and

WHEREAS, the request is being made name the new outdoor rink the Jim Bradshaw Outdoor Rink in his honor; and

THEREFORE BE IT RESOLVED, that the City Council of the City of East Grand Forks approves the naming of the new outdoor rink as the Jim Bradshaw Outdoor Rink and authorizes the Blue Line Club to place sponsorship signage on the outside of the Blue Line Arena.

*Voting Aye:*

*Voting Nay:*

The President declared the resolution passed.

Passed: November 6, 2024

Attest:

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

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

I hereby approve the foregoing resolution this 6<sup>th</sup> day of November, 2024.

\_\_\_\_\_  
Mayor

**RESOLUTION NO. 24 – 11 – 81**

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

WHEREAS, the City of East Grand Forks, City of Grand Forks, Grand Forks County, and Polk County are currently cooperatively participating in a Red River Bridge Crossing study; and

WHEREAS, the City of East Grand Forks has the role of the lead agency in this study, and has contracted with SRF Consulting Group for the completion of the study; and

WHEREAS, the City of East Grand Forks total contract with SRF Consulting for the study is in the amount of \$179,574.33, of which approximately \$53,671.19 remains upsent; and

WHEREAS, the US Department of Transportation has released the FY2025 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program, which can be used for planning, preparation, analysis, and design of new bridge crossings; and

WHEREAS, the RAISE grant has an application deadline of January 30, 2025; and

WHEREAS, SRF Consulting Group has the professional expertise and on-going knowledge of the existing bridge study to prepare a competitive grant application on behalf of the City of East Grand Forks and the partner agencies; and

WHEREAS, SRF Consulting Group and its sub-contractor WSP have proposed contract Amendment No. 2 for grant writing services in the amount of \$35,753.41 and an additional not to exceed amount of \$8,610.84 for additional study and data collection, as authorized by the City Administrator; and

NOW THEREFORE, BE IT RESOLVED, the City Council of East Grand Forks authorizes City staff to enter into an agreement with SRF Consulting for the amended scope of work, including the FY2025 RAISE grant application using the remaining funds from the City’s original contract.

*Voting Aye:*

*Voting Nay:*

The President declared the resolution passed.

Passed: November 6, 2024

Attest:

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

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

I hereby approve the foregoing resolution this 6<sup>th</sup> of November, 2024.

\_\_\_\_\_  
Mayor



AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT

The Parties:

SRF Consulting Group, Inc. ("SRF")
City of East Grand Forks ("Client")

Project: EGF / GF Red River Crossing Project

Effective Date of the Original Agreement: March 22, 2023

Nature of Amendment:

- Additional Services to be performed by SRF
Modifications of compensation to SRF
Modification to time(s) for rendering Services

Description of Modifications:

- This Agreement is being amended to re-purpose task hours and compensation to complete an update and resubmission of a 2025 RAISE Grant Planning Application work incorporated by this Amendment.
SRF will provide the Services as specified in the scope of professional services outlined in Attachment A2, B2, and C2.
The Maximum Total Compensation payable to SRF by the Client for all services performed under this Agreement shall not exceed the amount of \$179,574.33. No additional budget is included in this amendment.

Table with 3 columns: Description, Amount, and Effective Date/Notes. Rows include Original Contract Amount, Amendment No. 1, Amended Contract Amount, Total Amount Billed to Date, Remaining Contract amount, Amendment No. 2, and Amendment No. 2.

- This Agreement includes the following attached documents which are incorporated by reference and made part of this Agreement.

- Attachment A2: SRF's Amendment Proposal
Attachment B2: SRF's Work Tasks and Fee Schedule
Attachment C2: SRF's Subconsultant (WSP) Scope of Work

- The Original Agreement and any previous amendments are incorporated into this Agreement by reference. Except as amended herein, the terms and conditions of the Original Agreement and any previous amendment remain in full force and effect.
Each Party agrees that the electronic signature of the Party included in this Agreement are intended to authenticate this writing and to have the same force and effect as wet ink signatures.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed in their behalf.

SRF Consulting Group, Inc.

City of East Grand Forks

Signed: [Signature]

Signed:

Title: Vice President

Title:

Date: 10/22/2024

Date:



SRF No. 18465.00

October 22, 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

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- 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

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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

Subconsultants:  18485

<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

Subconsultants: 0  18485

<u>TASK NO.</u>	<u>TASK DESCRIPTION</u>	<u>PROF. VIII-VI</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	<b>Project Management/Agency Coordination</b> <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
	<b>SUBTOTAL - TASK 1</b>	<b>2</b>	<b>12</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>\$3,756.00</b>

<b>SRF Consulting Group, Inc.</b> Client: Cities of East Grand Forks and Grand Forks Project: FY 2025 RAISE Planning Grant Resubmittal  Subconsultants: 0	<b>Work Tasks and Person-Hour Estimates</b>	 18485
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<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>	TOTALS	EST. FEE
2.0	<b>Grant Workshops</b> <u>Assumptions:</u> 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. 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.									
	<u>Deliverables:</u> Library of Ideas list, Meeting agendas, and meeting summaries									
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
	<b>SUBTOTAL - TASK 2</b>	<b>2</b>	<b>20</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>\$6,502.00</b>
3.0	<b>Application Preparation/Graphics/Website</b> <u>Assumptions:</u> Assumes 1 draft and 1 final application PDFs. Supporting information for SF 424 forms									
	<u>Deliverables:</u> 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									



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

- 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

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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	<p><b>Project Management/Agency Coordination</b></p> <p><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.</p> <p><u>Deliverables:</u> none</p>									
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
<b>SUBTOTAL - TASK 1</b>		<b>2</b>	<b>12</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>\$3,756.00</b>
2.0	<p><b>Grant Workshops</b></p> <p><u>Assumptions:</u></p>									

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<p><b>SRF Consulting Group, Inc.</b>                  Client: Cities of East Grand Forks and Grand Forks                  Project: FY 2025 RAISE Planning Grant Resubmittal</p>	<p><b>Work Tasks and Person-Hour Estimates</b></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
	<b>SUBTOTAL - TASK 2</b>	<b>2</b>	<b>20</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>\$6,502.00</b>

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

<b>SRF Consulting Group, Inc.</b>	<b>Work Tasks and Person-Hour Estimates</b>	
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
<b>SUBTOTAL - TASK 3</b>		<b>0</b>	<b>4</b>	<b>12</b>	<b>24</b>	<b>0</b>	<b>10</b>	<b>2</b>	<b>52</b>	<b>\$7,806.00</b>
<b>TOTAL ESTIMATED PERSON-HOURS</b>		<b>4</b>	<b>36</b>	<b>26</b>	<b>24</b>	<b>0</b>	<b>10</b>	<b>2</b>	<b>102</b>	
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)										<b>\$18,064.00</b>
SUBCONSULTANTS:										<b>\$17,689.41</b>
<b>TOTAL ESTIMATED FEE (SRF and Subconsultants combined)</b>										<b>\$35,753.41</b>

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.

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**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

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### **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.

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## 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](mailto:Kenneth.Holte@wsp.com).

Sincerely,

Kenneth A. Holte  
Vice President, Transportation & Infrastructure

# Request for Council Action

Date: November 6, 2024

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

Cc: File

From: Reid Huttunen, City Administrator

RE: Request to renew Memorandum of Understanding (MOU) with LELS for Police Officer Recruitment and Retention bonuses.

## Background:

In September 2022, City Council approved MOU's with Law Enforcement Labor Services (LELS) for 1) Recruitment of new officers and 2) Retention of existing officers. These MOU's were renewed for 2024, and are currently set to expire on December 31, 2024. We are requesting City Council action on renewing the LELS Recruitment and Retention bonuses for Police Officers through December 31, 2025.

Memorandum of Understanding attached/included in the City Council agenda:

- 1) Recruitment (\$5000) & relocation bonus (up to \$2500 in eligible expenses if moving into East Grand Forks from greater than 50 miles away)
- 2) Retention bonus  
Paid in two installments to existing officers for years of service with the EGFPD of June 30, 2025 (to be paid on the first paycheck in July 2025) and December 31, 2025 (to be paid on the first paycheck in January 2026)

### Payment amount per years of service

- a. \$1,500: Licensed offices with 1-4 years completed with City of EGF
- b. \$2,000: Licensed officers with 5-9 years completed with City of EGF
- c. \$2,500: Licensed officers with 10 or more years completed with the City of EGF

## Budget Impact:

\$15,000 for Recruitment and Relocation bonus is included in the 2025 Preliminary Budget

\$41,500 for the July 2025 Retention Bonus will need to be added to the 2025 budget.

- *The 2<sup>nd</sup> installment of this MOU in the amount of \$42,500 (using current employed officers) will be included in the 2026 budget.*

## Recommendation:

Seeking action from City Council on the continuation of the two MOUs for 2025 calendar year.

## Enclosures:

2025 LELS Recruitment & Relocation Bonus MOU

2025 LELS Retention Bonus MOU

**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 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 continue to provide recruitment bonuses 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, 2025.

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**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Business Agent**

**Dated:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

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

\_\_\_\_\_  
**Union Steward**

**Dated:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**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 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 2025.

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, 2025, will receive the first bonus payment on the first paycheck of July, 2025 and officers currently employed and in good standing with the City of East Grand Forks through December 31, 2025 will receive the second bonus payment on the first paycheck of January, 2026.

The Union agrees that if an employee fails to meet standards and is denied a stepped wage increase, they will also be denied the 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 6/30/2025	First Paycheck in July 2025 Payment	Service years completed as of 12/31/2025	First paycheck in January 2026 Payment
HAIJROD01	10/22/1989	35	\$ 2,500.00	36	\$ 2,500.00
GAHLGRE01	4/16/1999	26	\$ 2,500.00	27	\$ 2,500.00
OLSOCHR01	3/16/2000	25	\$ 2,500.00	25	\$ 2,500.00
SCHRAEI01	1/15/2005	20	\$ 2,500.00	20	\$ 2,500.00
HARTANT01	6/28/2010	15	\$ 2,500.00	15	\$ 2,500.00
QUANJAR01	2/3/2014	11	\$ 2,500.00	11	\$ 2,500.00
GUNDNIC01	9/8/2014	10	\$ 2,500.00	11	\$ 2,500.00
ANDENIC01	3/2/2015	10	\$ 2,500.00	10	\$ 2,500.00
HAJITYL01	8/31/2015	9	\$ 2,000.00	10	\$ 2,500.00
DOUGRYA01	8/22/2016	8	\$ 2,000.00	9	\$ 2,000.00
GRABJOH01	9/13/2017	7	\$ 2,000.00	8	\$ 2,000.00
HODNCOL01	9/24/2018	6	\$ 2,000.00	7	\$ 2,000.00
KORYNIC01	1/9/2019	6	\$ 2,000.00	6	\$ 2,000.00
KNAAPAR01	8/12/2019	5	\$ 2,000.00	6	\$ 2,000.00
ROUEJUS01	4/21/2020	5	\$ 2,000.00	5	\$ 2,000.00
SCHIJAK01	9/15/2020	4	\$ 1,500.00	5	\$ 2,000.00
KALLLAN01	1/20/2021	3	\$ 1,500.00	3	\$ 1,500.00
HESSALE01	5/22/2023	2	\$ 1,500.00	3	\$ 1,500.00
RICHVAN01	7/17/2023	1	\$ 1,500.00	2	\$ 1,500.00
KRAUMIC01	10/30/2023	1	\$ 1,500.00	2	\$ 1,500.00

**SIGNATURE PAGE TO FOLLOW**

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**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Business Agent**

**Dated:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

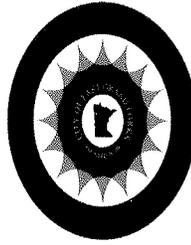
\_\_\_\_\_  
**City Administrator/Clerk-Treasurer**

\_\_\_\_\_  
**Union Steward**

**Dated:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

# Accounts Payable Computer Check Register



## City of East Grand Forks

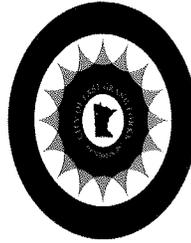
P. O. Box 373  
East Grand Forks, MN 56721  
(218) 773-2483

User: rkringlen  
Printed: 10/16/2024 - 8:06AM  
Batch: 03016.10.2024  
Bank Account: CGEN

Check	Vendor No	Vendor Name	Date	Invoice No	amount
43316	EBC001	Equity Builders & Constructic	10/16/2024		
				Stmt 0924 #4	46,866.45
				Check 43316 Total:	46,866.45
				Report Total:	46,866.45

Accounts Payable  
Check Register Totals Only

User: rkringlen  
Printed: 11/1/2024 - 8:00 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
43324	11/06/2024	ACM001	Acme Electric Companies	2,566.63	0
43325	11/06/2024	ADV007	Advanced Auto Parts	71.86	0
43326	11/06/2024	ADV001	Advanced Business Methods Inc	1,803.59	0
43327	11/06/2024	ALL011	Allstream	153.34	0
43328	11/06/2024	ATV001	Auto Value Grand Forks	566.96	0
43329	11/06/2024	BAK001	Baker & Taylor Co	217.28	0
43330	11/06/2024	BEC001	Becker Arena Products Inc	3,176.06	0
43331	11/06/2024	BIG001	Big Jim's East Side Tire	1,442.35	0
43332	11/06/2024	BOR001	Border States Electric Supply	639.39	0
43333	11/06/2024	ACC002	Adam Cariveau	6,530.00	0
43334	11/06/2024	GUM001	Central Programs Inc	980.30	0
43335	11/06/2024	CEN006	Century Link	333.34	0
43336	11/06/2024	CEN010	Century Link	53.72	0
43337	11/06/2024	DCH001	Dave Christianson	2,400.00	0
43338	11/06/2024	CIN001	Cintas Corporation No. 2	297.67	0
43339	11/06/2024	EGF010	City of East Grand Forks	17,400.00	0
43340	11/06/2024	GFC002	City of Grand Forks	87,677.00	0
43341	11/06/2024	COL004	Coldspring Memorial	415.00	0
43342	11/06/2024	COL002	Cole Papers Inc	456.80	0
43343	11/06/2024	COP002	Copy Cat Printing	60.00	0
43344	11/06/2024	CRO008	Crookston Police Department	4,825.22	0
43345	11/06/2024	DOC001	Docu Shred Inc	54.07	0
43346	11/06/2024	ELE004	Electro Watchman, Inc	816.86	0
43347	11/06/2024	FAS001	Fastenal Company	33.55	0
43348	11/06/2024	FOR001	Forks Freightliner	1,006.13	0
43349	11/06/2024	FRE003	Michael Frederick	75.00	0
43350	11/06/2024	GAL002	Galls LLC	89.94	0
43351	11/06/2024	GER001	Gerrells Sport Center	1,512.00	0
43352	11/06/2024	GGF001	GGF Convention & Visitors Bureau	6,390.12	0
43353	11/06/2024	GFW001	Grand Forks Welding & Machine	1,804.22	0
43354	11/06/2024	HAW001	Hawkins Chemical	2,293.93	0
43355	11/06/2024	HEN006	Jennifer Hendrickson	100.00	0
43356	11/06/2024	HEN004	Ronnie Hendrickson	115.00	0
43357	11/06/2024	HIG002	Higher Ground	2,868.00	0
43358	11/06/2024	HJE004	Joe Hjelman	47.00	0
43359	11/06/2024	HOM001	Home of Economy	53.53	0
43360	11/06/2024	ING003	Ingram Library Services	1,862.97	0
43361	11/06/2024	JAN002	Jessie Janecke	835.00	0
43362	11/06/2024	JOH026	Johnson Controls	1,731.60	0
43363	11/06/2024	LAM004	Monique Lamoreux-Morando	312.00	0
43364	11/06/2024	LEA007	Leads Online	2,666.00	0
43365	11/06/2024	HAR081	Local Ace	162.48	0
43366	11/06/2024	HAR086	Local Ace	41.94	0
43367	11/06/2024	HAR087	Local Ace	239.49	0
43368	11/06/2024	HAR090	Local Ace	38.13	0
43369	11/06/2024	LUM001	Lumber Mart	225.23	0
43370	11/06/2024	LUN001	Lunseth Plumbing & Heating	90.00	0
43371	11/06/2024	M&W001	M&W Services	195.00	0
43372	11/06/2024	MARCD1	Marco Technologies LLC	97.62	0
43373	11/06/2024	BIG002	Albert Meagher	1,400.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
43374	11/06/2024	MEN001	Menards	126.93	0
43375	11/06/2024	MPO001	Metropolitan Planning Organization	6,755.90	0
43376	11/06/2024	MID001	MidAmerica Books	664.64	0
43377	11/06/2024	MID003	Midcontinent Communications	2,806.17	0
43378	11/06/2024	MND020	Minnesota DEED - BCD Repayments	788.44	0
43379	11/06/2024	MND003	MN Dept of Labor & Industry	100.00	0
43380	11/06/2024	MTI001	MTI Distributing Company	723.28	0
43381	11/06/2024	DUA001	Nathan William Dykes	807.02	0
43382	11/06/2024	NEL101	Nelson Auto	441.85	0
43383	11/06/2024	NOR024	Northland Yard Service	85.00	0
43384	11/06/2024	NMF001	Northwest Minnesota Foundation	2,500.00	0
43385	11/06/2024	OFF002	ODP Business Solutions, LLC	118.96	0
43386	11/06/2024	OPP001	Opp Construction LLC	2,960.00	0
43387	11/06/2024	EXP002	Page 1 Publications, Inc.	1,145.03	0
43388	11/06/2024	FAR008	Parkland USA Corporation	854.78	0
43389	11/06/2024	HOU002	Damon & Bridget Pearson	500.00	0
43390	11/06/2024	POL008	Polk County Sheriff's Office	1,313.33	0
43391	11/06/2024	REF001	Ref Sports	4,500.00	0
43392	11/06/2024	ZAV001	RJ Zavoral & Sons, Inc	684,212.35	0
43393	11/06/2024	ROO003	Roof Spec Inc.	2,400.00	0
43394	11/06/2024	SIR001	Sirchic Acquisition Company LLC	119.77	0
43395	11/06/2024	MIK001	SJA Thunder Corp	600.00	0
43396	11/06/2024	STU001	Stuart's Towing	100.00	0
43397	11/06/2024	TOT001	Telocin Group, Inc	900.00	0
43398	11/06/2024	TEN003	Tennant Sales & Service Co	2,393.97	0
43399	11/06/2024	TRG001	Thief River Glass	1,081.00	0
43400	11/06/2024	THU002	Thur-O-Clean	8,872.16	0
43401	11/06/2024	VAL002	Valley Truck Parts and Services Inc.	267.50	0
43402	11/06/2024	VES001	Vestis Services LLC	246.30	0
43403	11/06/2024	VIL001	Vilandre Heating & A/C	282.11	0
43404	11/06/2024	WAT001	Water and Light Department	25,183.16	0
43405	11/06/2024	BUL001	Kent Wavra	50.00	0
43406	11/06/2024	WEB006	Cason & Sara Weber	280.00	0
43407	11/06/2024	WID001	Widseth Smith Nolting & Associates	4,987.50	0
43408	11/06/2024	XCE001	Xcel Energy	1,110.58	0
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				<hr/>	