

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 21, 2025 – 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 “Organizational Meeting” for the East Grand Forks, Minnesota City Council of January 7, 2025.
2. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of January 7, 2025.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of January 14, 2025.

SCHEDULED BID LETTINGS: NONE.

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

4. Consider adopting Resolution No. 25-01-10 approving the following Board and Commission appointments and reappointments as presented by the appropriate elected officials.
5. Consider approving the updates to the bylaws of the East Grand Forks Fire Relief Association.
6. Consider adopting Resolution No. 25-01-11 approving the designated council appointments to the boards and commissions for 2025-2026.

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.

7. Consider approving the Special Event Application for the Vintage Snowmobile Show to be held on Saturday, February 1st from 7:30am to 4pm and allow them to block off some parking spaces in the parking lot by restaurant row.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

8. Regular meeting minutes of the Water, Light, Power, and Building Commission for January 2, 2025.

COMMUNICATIONS: NONE

OLD BUSINESS:

9. Consider adopting Ordinance 44, 4th Series amending City Code Chapter 33 Entitled "Finance and Taxation" by adding sections 33.15 to 33.24 Sales And Use Tax Local Improvement Projects, and by adopting by reference City Code Chapter 1 and Section 10.99 which, among other things, contain penalty provisions (2nd Reading).

NEW BUSINESS:

10. Consider approving the summary for Ordinance 44 4th Series to be published in place of the complete ordinance.
11. Consider adopting Resolution No. 25-01-12 approving the formation and appointments to the Recreation Facility Improvement Project Steering Committee.
12. Consider approving the lease agreement between the City of East Grand Forks and the Metropolitan Planning Organization for the lease of office space in the East Grand Forks City Hall.

CLAIMS:

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

COUNCIL/STAFF REPORTS:

ADJOURN:

Upcoming Meetings

Work Session – Tuesday, January 28, 2025 – Training Room – 5:00 PM
Council Meeting – Tuesday, February 4, 2025 – Council Chambers – 5:00 PM
Work Session – Tuesday, February 11, 2025 – Training Room – 5:00 PM
Council Meeting – Tuesday, February 18, 2025 – 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 ORGANIZATIONAL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 7, 2025 – 5:00 PM**

CALL TO ORDER:

The Organizational Meeting of the East Grand Forks City Council for January 7, 2025 was called to order by the temporary chairperson, Mr. Galstad, 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 Mark Olstad, Council members Tami Schumacher, Ben Pokrzywinski, Tim Riopelle, Dale Helms, Donald Casmey, 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; Rod Hajicek, Police Lieutenant; Charlotte Helgeson, Library Director; Reid Huttunen, City Administrator; Keith Mykleseth, Water and Light General Manager; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.

PLEDGE OF ALLEGIANCE:

ADMINISTER OATH OF OFFICE FOR ELECTED OFFICIALS:

Mr. Galstad administered the oath of office for Mayor Mark Olstad and Council members Tami Schumacher, Tim Riopelle, Donald Casmey, and Brian Larson.

ELECTION OF COUNCIL PRESIDENT AND VICE-PRESIDENT BY WRITTEN BALLOT:

PRESIDENT OF CITY COUNCIL

Mr. Galstad announced the nominations for the Council President were open and stated how both positions would be voted on by a written ballot. Council member Riopelle nominated Council member Larson for President which was seconded by Council member Pokrzywinski. Mr. Galstad asked if there were any other nominations, there were none, and the nomination process was closed. He then asked for the Council to cast their ballots for President. Votes were cast and Mr. Galstad stated Council member Larson was unanimously voted in as Council President. Council President Larson took over running the meeting.

VICE-PRESIDENT OF CITY COUNCIL

Council President Larson announced the nominations for Council Vice-President were open. Council member Pokrzywinski nominated Council member Riopelle for Vice-President which was seconded by Council President Larson. There were no other nominations, so the nomination process was closed. The Council cast their ballots for the Vice-President position. Ms. Nelson stated there were six votes for Council member Riopelle and one ballot was left blank, so Council member Riopelle was voted in as Vice-President.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER PETERSON, TO ADJOURN THE JANUARY 7, 2025 ORGANIZATIONAL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:06 P.M.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Larson, and Peterson.

Voting Nay: None.

Megan Nelson, City Clerk

**UNAPPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 7, 2024 - FOLLOWING THE ORGANIZATIONAL
MEETING**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for Tuesday, January 7, 2025 was called to order by Council President Larson at 5:07 P.M.

CALL OF ROLL:

On a Call of Roll the following members of the East Grand Forks City Council were present: Mayor Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmey, 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; Rod Hajicek, Police Lieutenant; Charlotte Helgeson, Library Director; Reid Huttunen, City Administrator; Keith Mykleseth, Water and Light General Manager; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.

DETERMINATION OF QUORUM:

The Council President Determined a Quorum was present.

RECOGNITION OF MAYOR GANDER:

Mr. Huttunen presented Mayor Olstad a plaque recognizing his time from 2013 to 2024 as a council member, he read the plaque, and thanked him for his time on Council and as Council President.

Mr. Huttunen then presented Mayor Gander a plaque recognizing him for his time as mayor from 2017 to 2024, he read the plaque, and thanked him for the leadership and service to the community. Mayor Gander thanked the community for trusting him, he thanked his wife and family for their support, he thanked the council, Mr. Huttunen, and staff, and how he had the highest confidence that the new Mayor and Council would continue the good work moving forward.

DEDICATION OF THE LYNN STAUSS COUNCIL CHAMBERS:

Mayor Gander asked the members of the Stauss family to come forward. He explained the display was in the council chambers and included the USA shirt in the framed box. He read the inscription that dedicated the council chambers to Lynn Stauss, the former mayor of East Grand Forks, who made a great sacrifice and service to the country by serving in Vietnam, by working at an elementary school teacher, assisting in youth activities, and spent his life serving others. He stated how Lynn had prioritized his role as mayor during the 1997 flood and after by securing funds for the levy system, the revitalization of the city, and worked with the Minnesota Department of Natural Resources with the setup of the campground. He said how some leaders step away after dealing with a disaster but Lynn continued for years while working on recovery efforts which created a more vibrant city. This was followed by applause.

OPEN FORUM:

Council President Larson 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.

ANNUAL BUSINESS:

1. Consider adopting Resolution No. 25-01-01 setting the time and hour of regular City Council Meetings and Work Sessions.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 25-01-01 SETTING THE TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS AND WORK SESSIONS.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Larson, and Peterson.

Voting Nay: None.

2. Consider adopting Resolution No. 25-01-02 designating The Exponent as the official newspaper.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER PETERSON, TO ADOPT RESOLUTION NO. 25-01-02 DESIGNATING THE EXPONENT AS THE OFFICIAL NEWSPAPER.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Larson, and Peterson.

Voting Nay: None.

3. Consider adopting Resolution No. 25-01-03 designating the following financial depositories.
 - a. American Federal
 - b. Frandsen Bank & Trust
 - c. RBC Wealth Management
 - d. PMA – 4M Fund

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER PETERSON, TO ADOPT RESOLUTION NO. 25-01-03 DESIGNATING THE FOLLOWING FINANCIAL DEPOSITORIES.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Larson, and Peterson.

Voting Nay: None.

4. Consider adopting Resolution No. 25-01-04 authorizing Persons listed below (subject to any expressed restrictions) is authorized for ACH origination and for online banking:

Name and Title Signature

(A) Mark Olstad, Mayor

- (B) Reid Huttunen, City Administrator/Clerk-Treasurer
- (C) Megan Nelson, City Clerk
- (D) Terry Knudson, HR Generalist
- (E) Karla Anderson, Finance Director
- (F) Renee Kringlen, Accounting Technician

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 23-01-04 AUTHORIZING PERSONS LISTED BELOW (SUBJECT TO ANY EXPRESSED RESTRICTIONS) IS AUTHORIZED FOR ACH ORIGINATION AND FOR ONLINE BANKING.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Larson, and Peterson.
Voting Nay: None.

APPROVAL OF MINUTES:

5. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of December 17, 2024.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER PETERSON, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” FOR THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL OF DECEMBER 17, 2024.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Larson, and Peterson.
Voting Nay: None.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

6. Consider adopting Resolution No. 25-01-05 designating “C&H” Insurance” as the insurance agency to handle the city policy for 2025.
7. Consider adopting Resolution No. 25-01-06 approving the 2025 Administrative Services Agreement with Wex Benefits.
8. Consider adopting Resolution No. 25-01-07 enabling elected and/or appointed officials of the City of East Grand Forks to be covered by the Minnesota Workers Compensation Law.
9. Consider adopting Resolution No. 25-01-08 approving the following Boards & Commission appointments and reappointments as presented by the appropriate elected officials.

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

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Larson, and Peterson.

Voting Nay: None.

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

- 10. Regular meeting minutes of the Water, Light, Power, and Building Commission for December 4 and December 18, 2024.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

- 11. Consider approving Ordinance 44, 4th Series amending City Code Chapter 33 Entitled "Finance and Taxation" by adding sections 33.15 to 33.24 Sales And Use Tax Local Improvement Projects, and by adopting by reference City Code Chapter 1 and Section 10.99 which, among other things, contain penalty provisions (1st Reading).

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE ORDINANCE 44, 4TH SERIES AMENDING CITY CODE CHAPTER 33 ENTITLED "FINANCE AND TAXATION" BY ADDING SECTIONS 33.15 TO 33.24 SALES AND USE TAX LOCAL IMPROVEMENT PROJECTS, AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 1 AND SECTION 10.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS (1ST READING).

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Larson, and Peterson.

Voting Nay: None.

- 12. Consider adopting Resolution No. 25-01-09 approving the Forgivable Loan Agreement and Promissory Note and approve the hiring of Emily Barth as a Police Officer at a salary of \$29.60 per hour contingent upon all conditions being met.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 25-01-09 APPROVING THE FORGIVABLE LOAN AGREEMENT AND PROMISSORY NOTE AND APPROVE THE HIRING OF EMILY BARTH AS A POLICE OFFICER AT A SALARY OF \$29.60 PER HOUR CONTINGENT UPON ALL CONDITIONS BEING MET.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Larson, and Peterson.

Voting Nay: None.

13. Consider approving the updated Sick Time Policy to comply with the Earned Sick and Safe Time law.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER PETERSON, TO APPROVE THE UPDATED SICK TIME POLICY TO COMPLY WITH THE EARNED SICK AND SAFE TIME LAW.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Larson, and Peterson.

Voting Nay: None.

CLAIMS:

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

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

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Larson, and Peterson.

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Olstad said thanks again for the plaque for his time as a council member, he looked forward to representing the City as Mayor, and continuing with the work they have done over the last decade. He also thanked his family for being at the meeting.

Council Member Schumacher said she was excited, a little nervous, and would be making motions going forward. She added she was excited to represent the city and Ward 1.

Council Member Pokrzywinski welcomed the new council members and the new mayor.

Council Vice-President Riopelle congratulated Mayor Olstad on his new position as mayor and also congratulated Council members Schumacher and Casmey on being elected and to Council President Larson on his re-election. He commented to Mayor Gander that they expect him to do good things for the city while he was in St. Paul and he would eventually be getting a list.

Council Member Helms welcomed all the newly elected officials, how he was looking forward to working with everyone, and thanked Mayor Gander for everything he had done for the city during his time as mayor. He added that hopefully Mayor Olstad will be able to continue and carry things on.

Council Member Casmey said he had served on the Council before, he was excited to be back on the Council, and was looking forward to working with the new mayor and council.

Council President Larson welcomed the new council members, he was looking forward to working with everyone, he thanked Mayor Gander for his service to the City, and wished Mayor Olstad the best of luck in his new position. He thanked Mayor Gander again and how they were looking forward to wonderful things coming from St. Paul.

Council Member Peterson congratulated everyone and she was looking forward to another great year.

Mr. Huttunen wished everyone a Happy New Year, it was good to be back, he was ready to hit the ground running, he congratulated those that were re-elected and welcomed the newly elected officials. He added he was looking forward to working with and getting to know them better.

Mr. Galstad congratulated everyone and told Council members Schumacher and Casmey if they needed anything to give him a call. He thanked Mayor Gander for everything that he did, and it had been a pleasure working with him.

Mr. Emery welcomed Council members Schumacher and Casmey, he looked forward to working with them, he congratulated Council members Riopelle and Larson along with Mayor Olstad, and thanked Mayor Gander for his leadership and support over the years.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADJOURN THE JANUARY 7, 2025 REGULAR COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:23 P.M.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Larson, and Peterson.

Voting Nay: None.

Megan Nelson, City Clerk

**UNAPPROVED MINUTES
OF THE WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 14, 2024 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for Tuesday, January 14, 2025 was called to order by Council President Larson 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 Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmey, and Karen Peterson.

Staff Present: Jeff Boushee, Fire Chief; Maggie Brockling, Economic Development Director; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Charlotte Helgeson, Library Director; Reid Huttunen, City Administrator; Jeremy King, Parks and Recreation Superintendent; Keith Mykleseth, Water and Light General Manager; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

1. Consider Metropolitan Planning Organization Lease Agreement – Nancy Ellis

Ms. Ellis explained how she was trying to maximize the use of space within city hall by leasing out office space and the additional revenue helped with building costs. She stated the Community Development and Economic Development office was a large office with open space, the Metropolitan Planning Organization (MPO) was looking for additional office space, so in 2024 a remodeling project was started expanding the office space for the MPO, and create different office space for the Economic Development Director. She added with this change there would need to be an update to the lease agreement to account for the additional office space and the removal of the storage space that was no longer needed because of the additional space.

Ms. Ellis told the Council the rent was based on a price per square foot, the price for 2025 was listed for \$13.50, the yearly amount for 2025 would be \$13,216, the lease agreement was being proposed for two years, it would increase by a dollar per square foot for 2026, and the proposed increases would help cover the remodel costs and utilities. She added if agreement was approved by the Council it would also need to be approved by the MPO Board. She informed the Council they usually used the federal rate for rent, but that information was not available so she checked in the area, and most office spaces were being rented from \$13.00 up to \$15.00 per square foot so the rent was similar to others. She said they would be reviewing the lease agreement for the probation office space for 2026. Council member Helms asked if the wall was installed. Ms. Ellis said it had been, and they were waiting for the door. There were no other questions

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

2. Consider Approving Update to the East Grand Forks Fire Relief Association Bylaws – Andrew Robertson

Mr. Robertson told the Council they were asking to amend the bylaws and change the benefit amount from \$4500 up to \$4900. There were no questions.

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

3. Discussion on Coalition of Greater MN Cities Legislative Day at State Capitol & City Priorities – Reid Huttunen

Mr. Huttunen told the Council the date for the Legislative Day was going to be February 12th this year, he asked who would like to attend, and staff would be working on setting meetings with legislators. He reviewed the priorities that the City had last year and reminded the Council there was no bonding bill approved last year and this year was supposed to be a budget year but there could be a possibility of a bonding bill being considered. He stated how they could continue to focus on improvements to the industrial park, local government aid and formula fixes, and continued need for a south end bridge.

Mayor Olstad said legislative day was important to attend and get in front of the legislators with priorities with backing from the residents. He added how that day moved fast with all the meetings, this year would be different because of the construction on the office building that was taking place, and most of these meetings were with people that served on the committees that dealt with the priorities. He commented on how it could be hard to get away from work but if they could, to let staff know so accommodations could be made.

Council member Helms asked to keep the improvements to the Industrial Park on the priority list. Council President Larson said he agreed and asked to have a flyer put together with information about the Industrial Park. Mayor Olstad stated they also needed to keep local government aid on the list. Mr. Mykleseth said he would be going to the State Capitol at the end of January to make a bonding request for improvements for one of the water towers and could ask if bonding would be moving forward. Council President Larson asked Mayor Olstad to give an overview of local government aid. Mayor Olstad stated that not every city received local government aid, the formula used to be based on housing from the 1940s and 1970s, due to the city not having a large inventory of that housing because of the flood, the city was losing money every year, a fix has been done so the city did stop losing money, but there were still discussions on a formula fix. There were no further questions.

4. Discussion of Possible Visioning Session – Reid Huttunen

Mr. Huttunen stated he would like to propose holding the visioning session following the council meeting on February 4th. He said they would review the top goals and set priorities for 2025 which would help with legislative day and added how they have accomplished things, or items were still ongoing from 2024 so it would be good to refocus. He asked if that would work, what format they would like to use, and what topics should be covered. Mayor Olstad said that day would be better than a Saturday and this would allow them to be ready for the upcoming meetings at the State as well as for the intergovernmental retreat. Mr. Huttunen said the date was finally set for the intergovernmental retreat which was February 20th and was going to be held at the Spud Jr. He added more information would be sent out soon about it. Council member Helms said he should be able to attend that meeting this year. There were no further questions.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADJOURN THE JANUARY 14, 2025 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:19 P.M.

Voting Aye: Pokrzywinski, Riopelle, Helms, Casmey, Larson, Peterson, and Schumacher.

Voting Nay: None.

Megan Nelson, City Clerk

RESOLUTION NO. 25 – 01 - 10

A RESOLUTION DESIGNATING THE MAYOR’S APPOINTMENT TO THE EAST GRAND FORKS BOARD AND COMMISSIONS FOR 2025

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

WHEREAS, the Mayor appoints citizens to fill vacancies on various Boards and Commissions of the City of East Grand Forks each year; and

WHEREAS, These Boards and Commissions are important to the operation of the City due to the value of citizen input on recommendations that are forwarded to the City Council on many important issues.

THEREFORE BE IT RESOLVED, that the City Council of the City of East Grand Forks ratifies the following appointments of Mayor Steven Gander to the respective Board and/or Commission for the designated term:

CHARTER COMMISSION – Commissioners shall be appointed by the Mayor, by approval of the majority of the City Council for 4 year terms. Vacancies shall be filled in the same manner.

<u>Members</u>	<u>Expires</u>
John Robertson (Reappointment)	12/31/28
Sharon Budge (Reappointment)	12/31/28

LIBRARY BOARD – Members appointed by the Mayor, subject to approval by a majority of the City Council. Members are allowed on the board for a maximum of three 3-year terms.

<u>Members</u>	<u>Expires</u>
Justin Trainer (Replaced Renee Cardarelle)	12/31/27

PLANNING COMMISSION – Members shall be appointed by the Mayor, with the approval of a majority of the City Council, for four year terms. Vacancies will be filled in the same manner. Ordinance #181, Section 2.

<u>Members</u>	<u>Expires</u>
Cody Rasmussen (Replaced Gary Christianson)	12/31/26

SENIOR CITIZEN BOARD – Board (which includes one City Council member) appointed by the Mayor, subject to approval by a majority of the City Council, for 3 year terms. See Ordinance #80 – 3rd Series.

<u>Members</u>	<u>Expires</u>
Ted Obregon (Reappointment)	12/31/27

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: January 21, 2025

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 21st day of January, 2025.

Mayor

Request for Council Action

Date: 1/10/25

To: East Grand Forks City Council Mayor Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council Members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmey, and Karen Peterson.

Cc: File

From: EGF Fire Relief Association

RE: Request for Approval of Updated Bylaws

The East Grand Forks Relief Association made some updates to the bylaws that were approved in 2023. Updates to the bylaws requires approval from the Council as stated in Minnesota Statute 424A.02 subd 10.

The Fire Relief Association recently made the following changes:

Page 20 – 12.01 (D) was changed from 5% down to 2%

Page 32 – Addendum B – a benefit level was added that includes \$4,900 per year of service with 2% deferred interest

On page 33 – Addendum C – shows the proposed revision on the revision log.

Mr. Andrew Robertson will be at the work session to discuss this item and answer any questions.



Bylaws of the East Grand Forks Fire Department Relief Association

The Bylaws of The East Grand Forks Fire Department Relief Association are hereby amended in their entirety and restated effective as of January 21, 2025.

The East Grand Forks Fire Department Relief Association

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***The East Grand Forks Fire
Department Relief Association***

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***The East Grand Forks Fire
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ARTICLE I – Name

As provided by the Articles of Incorporation, the name of this organization shall be the East Grand Forks Fire Department Relief Association.

ARTICLE II – Purpose

As provided in the Articles of Incorporation, the purpose of the East Grand Forks Fire Department Relief Association is to provide retirement relief and other benefits to the members and their dependents. For purposes of Minn. Stat. § 424A, the East Grand Forks Fire Department Relief Association is a governmental entity that receives and manages public funds to provide retirement and ancillary benefits for individuals providing the governmental services of firefighting and, if applicable, emergency response. The East Grand Forks Fire Department Relief Association may also raise funds from private sources to furnish fire and emergency equipment for the East Grand Forks Fire Department, and for other purposes deemed necessary and appropriate by the East Grand Forks Fire Department Relief Association to the extent permitted by law. Benefits paid to members and their dependents shall be funded exclusively through governmental sources and, to the extent provided by state law, through donations.

ARTICLE III – Definitions

Section 3.1 Type

The Association is a defined-benefit lump-sum Association subject to Minn. Stat. §§ 424A.015, 424A.02, and 424A.091 to 424A.094. All benefits provided by this Association derive from and are governed by Federal and State laws and these Bylaws.

Section 3.2 Association

The term “Association” means the East Grand Forks Fire Department Relief Association.

Section 3.3 Fire Department

The term “Fire Department” means the East Grand Forks Fire Department.

Section 3.4 Firefighter

The term “Firefighter” refers to the paid-on-call firefighter of the East Grand Forks Fire Department.

Section 3.5 Trustees

The term “Trustee” refers to the elected, appointed, or ex-officos that make up the Board of Trustees regardless whether they have a title or not.

The East Grand Forks Fire Department Relief Association

Section 3.6 Municipality(ies)

The term “Municipality(ies)” refers to the city of the City of East Grand Forks, Grand Forks Township, Rhinehart Township, Sullivan Township, Bygland Township, Huntsville Township, Nesbit Township and Keystone Township.

Section 3.7 Active Member

The term “Active Member” means a member of the Fire Department who is meeting or exceeding all requirements of the Fire Department and is considered a member in good standing as defined by the Fire Department.

Section 3.8 Deferred Member

The term “Deferred Member” means a member who has retired as a Firefighter of the Fire Department; and:

- (1) Who has served as an active Firefighter of the Fire Department for a period of twenty (20) or more years, although such service need not be continuous; or
- (2) Who has served as an active Firefighter of the Fire Department for a period of at least ten (10) years but not more than twenty (20) years, although such service need not be continuous and therefore be eligible for early vested benefits as provided in Article XII of these Bylaws; and
- (3) Who has not taken a distribution

Section 3.9 Retired Member

The term “Retired Member” means a member Who has retired as a Firefighter of the Fire Department; and:

- (1) Who has served as an active Firefighter of the Fire Department for a period of twenty (20) or more years, although such service need not be continuous; or
- (2) Who has served as an active Firefighter of the Fire Department for a period of at least ten (10) years but not more than twenty (20) years, although such service need not be continuous and therefore be eligible for early vested benefits as provided in Article XII of these Bylaws; and
- (3) Who has taken a distribution.

Section 3.10 Inactive Member

The term “Inactive Member” means a member of the Association that is currently not allowed to accrue time in the Association and not allowed to participate in Fire Department activities.

Section 3.11 Year of Active Time Service Credit

The term “Year of Active Time Service Credit” for purposes of computing benefits or service pensions payable, a year of active time service shall be defined as a period of twelve (12) full months of active time service in the Fire Department.

The East Grand Forks Fire Department Relief Association

Section 3.12 Active Time Service Credit

The term “Active Time Service Credit” is based on Minn. Stat. § 424A.003, ensuring the Fire Chief will certify annually by January 31 the active time service credit for the previous calendar year of each Firefighter rendering active time service credit with the Fire Department to the membership and the Association.

The active time service credit certification must be expressed as the number of completed months of the previous year during which an active Firefighter rendered at least the minimum level of duties as specified and required by the Fire Department under the rules, regulations, and policies applicable to the Fire Department. No more than one year of active time service credit may be certified for a calendar year.

Section 3.13 Break in Service

The term “Break in Service” means the period of time between a termination or resignation and a return to active service, as determined by the rules and regulations of the Fire Department and the Association. In the event of any ambiguity, the Board will follow the rules and regulations, as interpreted by the Fire Chief of the Fire Department. Any member returning from a break in service must remain in active service equal in time to the break in service up to a maximum of two (2) years in order to qualify for any benefit increases having occurred during the break time. As indicated in Minn. Stat. § 424A.001 subd 9a.

Section 3.14 Leave of Absence

The term “Leave of Absence” means a separation of active service as determined by the rules and regulations of the Fire Department. When the leave of absence has been granted and the Firefighter does not return to active service, the date the Firefighter started the leave of absence shall be used as his/her date of retirement, if he/she is eligible for retirement. Members shall not be given credit for leave of absence. Any member returning from a leave of absence must remain in active service equal in time to the leave of absence up to a maximum of two (2) years in order to qualify for any benefit increases having occurred during the leave period.

Section 3.15 Surviving Spouse

The term “Surviving Spouse” means any person who was the dependent spouse of a deceased former member at the time of the death.

Section 3.16 Surviving Child or Children

The term “Surviving Child or Children” shall mean any natural or adopted child or children of the deceased member.

The East Grand Forks Fire Department Relief Association

Section 3.17 Beneficiary

The term “Beneficiary” pursuant to Minn. Stat. § 424A.02 subd 9, means the individual(s) that is/are entitled to receive a benefit following the death of an active, medically retired, deferred or early vested member means the following person, in the following succession:

- The surviving spouse, if no surviving spouse,
- The surviving child/children, if no surviving child/children,
- Any ancillary survivor’s benefit shall be paid to the beneficiary identified in writing, on forms supplied by the Secretary, and if no beneficiary is identified,
- To the estate or trust, as a funeral benefit

Section 3.18 Qualified Domestic Relations Order (QDRO)

The term “Qualified Domestic Relations Order” means any judgement, decree or order (including approval of a property settlement agreement) that complies with the provisions of Minn. Stat. §§ 518.58 or 518.581.

Section 3.19 Fiscal Year

The term “Fiscal Year” means the Association’s fiscal year begins on January 1 of each calendar year and ends on December 31 of the same calendar year. Minn. Stat. § 424A.001, subd. 11.

Section 3.20 Books and Records

The Association will keep, at a minimum, correct and complete copies of its Articles of Incorporation and Bylaws, accounting records, records documenting Special Fund transactions, records necessary to determine benefits payable and paid to individual members and their beneficiaries, and minutes of each of its meetings that record the votes of actions taken. Unless a Records Retention Schedule is adopted and the Minnesota Historical Society has been notified or authority to destroy records is received from the Records Disposition Panel, the Association records may not be destroyed. Minn. Stat. §§ 138.17; 317A.461.

Section 3.21 Medical Benefit

A Medical Benefit is based on information provided from the Fire Department that an individual is unable to perform Fire Department activities due to an injury or illness that has occurred while performing the duties of the Fire Department. This injury or illness is deemed to be permanent in nature. The Fire Chief will inform the Association of this situation and the Association will calculate the benefit for the Associations’ member based on Active Time Service Credit and current benefit level.

The East Grand Forks Fire Department Relief Association

Section 3.22 Retirement Benefit

The term “Retirement Benefit” refers to the lump sum money paid to each member of the Association based on the active service credit.

Section 3.23 Retirement Plan

The term “Retirement Plan” refers to the administration of the Special Fund and the distribution of the retirement benefit.

Section 3.24 Fiduciary Responsibility

The term “Fiduciary Responsibility” means the standard of care enumerated in Minn. Stat. § 11A.09. In addition, the trustees must act in accordance with Minn. Stat. § 356A. No trustee of the Association shall cause the association to engage in a transaction if the fiduciary knows or should know that a transaction constitutes one of the following direct or indirect transactions:

- (1) Sale, exchange, or leasing of any real property between the Association and any member of the Association or their immediate family members;
- (2) Lending of money or other extension of credit between the Association and any member of the Association or their immediate family members;
- (3) Furnishing of goods, services, or facilities between the Association and a Board member or their family; or
- (4) Transfer to a Board member or their family, or use by or for the benefit of a Board member, of any assets of the Association. Transfer of assets does not mean the payment of Association benefits or administrative expenses permitted by law.

Section 3.25 Bylaw Limitations

In the event that one of a new or newly modified state statute is enacted and is in conflict with a Bylaw listed in this document, the state statute will take precedence over that section of these Bylaws.

ARTICLE IV – Membership

Section 4.1 Member Start Date

All Firefighters of the Fire Department are eligible to apply for membership in this Association. The Firefighter’s start date with the Fire Department will be considered the start date to the Association. Providing an application for membership is completed on the form provided by the Association for the purpose of becoming eligible for benefits in the Association. If the application is not received by the Fire Department/Association within 30 days of the Fire Department hire date, then the date it is received will be used as the Association hire date.

The East Grand Forks Fire Department Relief Association

Section 4.2 Membership Application

All applications shall be made in writing on an application included in the employment pack of material. Each application shall be referred to the Board of Trustees for approval. Upon approval of the member's application, such member shall accrue active time service credit for all time served while in probationary status.

Section 4.3 Membership Dues

Each member of the Association is responsible for an annual due of \$10, payable on or before the date of the annual meeting of Association each year.

Section 4.4 Returning from a Break in Service

Any member returning to Active Service from a Break in Service must return to active service in the Fire Department for a period of time equal to the Break in Service, up to two (2) years, to qualify for any benefit increases established during the Break per the Association Bylaws. When the member does not meet those requirements, they shall be paid at the established benefit rate for the last year they met the requirements of the Fire Department.

Section 4.5 Returning from a Leave of Absence

Any member that is granted a personal leave of absence must return to active service in the Fire Department for a period of time equal to leave of absence, up to two (2) years, to qualify for any benefit increases established during the leave per the Association Bylaws. When the member does not meet those requirements, they shall be paid at the established benefit rate for the last year they met the requirements of the Fire Department.

Section 4.6 Resignation or Termination from Fire Department

Resignation or termination from the Fire Department shall cause termination of the member from the Association. If the member has attained some level of vesting that information will be retained by the Association, until the member has reached an age (50) when the member can apply for the benefit due them.

Section 4.7 Termination of Membership

Any member may be terminated from the Association for cause by two thirds vote of all members present at a special meeting of the membership. Cause for termination includes, but is not limited to, failure to account for money belonging to the Association, or feigning illness or injury for the purpose of defrauding the Association. A member may not be terminated except by a fair and reasonable process.

The East Grand Forks Fire Department Relief Association

Section 4.8 Uniformed Services

A Firefighter who is absent from firefighting duties due to participating in the uniformed services may obtain service credit for the period of the uniformed service, not to exceed five years, unless a longer period is required by Federal law, if the Firefighter returns within the time frame required by Federal law to firefighting service with coverage by this same Association or its successor upon discharge from service in the uniformed service.

Active Time Service Credit will not be given if the Firefighter separates from uniformed service with a dishonorable or bad conduct discharge or under other than honorable conditions. This is in accordance with Minn. Stat. § 424A.021.

ARTICLE V – Board of Trustees

Section 5.1 Powers of Board of Trustees

The Board of Trustees (Board) is the governing board and has exclusive control of the investment of the Association's plan assets in conformance with Federal and state law including, but not limited to, Minnesota statutes and these Bylaws. The members of the Board will act as Trustees, with a fiduciary responsibility to the active, deferred, and retired members of the Association, who are its beneficiaries; the taxpayers of the municipality(ies), who help to finance the plan; and the State of Minnesota, which established the plan. Minn. Stat. § 356A.04, subd. 1).

The Board will invest and reinvest the Association's plan assets, determine benefits, determine eligibility for membership or benefits, determine the amount or duration of benefits, determine the funding requirements or amounts of contributions, oversee the expenditure of plan assets, and select financial institutions and investment products. Minn. Stat. § 356A.02, subd. 2.

The Board will submit a written report of the financial condition of the Association to the members at the annual meeting.

The Board will develop and periodically revise a program for continuing education. The Trustees will participate in continuing education to keep themselves abreast of their fiduciary responsibilities. Minn. Stat. § 356A.13, subd. 2.

Trustees are entitled to one vote and each has equal rights. Voting by proxy is not permitted. All votes, unless specified prior to the vote, will be conducted by a voice vote. If a majority cannot be determined by voice vote, the Officer in charge of the vote will ask for a vote by roll call or by ballot. Minn. Stat. § 317A.201; 356A.02, subd. 2.

The East Grand Forks Fire Department Relief Association

Section 5.2 Board of Trustees

The Board consists of nine (9) members (Trustees): six (6) Trustees elected by the membership of the Association and three ex-officio Trustees drawn from City of East Grand Forks per Minn. Stat. § 424A.04 subd 1. Of the three (3) ex-officio's, one must be an elected official, the other can be an elected or appointed municipal official (i.e.: City Administrator), and both must be designated annually by the municipal governing board. The third ex-officio must be the Fire Chief.

Section 5.3 Officers of the Board

The officers of the Association shall be President, Vice President, Secretary, and Treasurer and will be elected by the membership. An ex-officio trustee is not eligible to hold one of these offices per Minn. Stat. § 424A.04.

Section 5.4 Vacancy

In the case of death, resignation, or termination from the Fire Department or Board of any officer or trustee of the Association, the Board of Trustees will determine a candidate from the membership and appoint that person as a Trustee. That appointed individual will complete the unexpired term of office.

In the event that the vacancy is an officer an election for the officer position will take place at the next meeting where the newly appointed member is in attendance.

Section 5.5 Removal from Office of an Officer/Trustee

A general trustee or officer may be removed from the Board for cause. Cause for removal will include, but will not be limited to, the breach of the duties as set forth in these Bylaws. One or more of the Trustees or officers may be removed at a Special Membership meeting which has been called for that purpose, and will be removed by 2/3 vote of the members present, provided a quorum is present. The general trustee or officer will be furnished with a statement of the particular charges at least 10 days before the meeting being held. At the meeting, the general trustee or officer will be given an opportunity to be fully heard as to each charge. If a general trustee or officer is removed, a replacement will be elected at the same meeting, and such replacement will serve out the unexpired term of the removed general trustee or officer.

Section 5.6 Board of Trustees Compensation

The Board of Trustees will be compensated based on the stipend policy. This policy will be approved by the membership at the annual meeting. The Officers' salaries will be compensated from the Special Fund and the Trustees from the General Fund.

The East Grand Forks Fire Department Relief Association

Section 5.7 Indemnification

No member of the Board will assume any personal liability for any action taken by the Association, or Board of Trustees, or Executive Board as a voting body, whether or not then in office, and shall be indemnified by the Association against reasonable costs and expenses, including attorney fees, incurred by him/her in connection with any action, suit, or proceedings to which he/she may be a party by reason of his/her having been a trustee of the Association, except in relation to matters at which he/she shall finally be adjudged in such action, suit, or proceeding to have been derelict or negligent in the performance of his/her duties as a Board member. The foregoing right of indemnification shall not be exclusive of other rights to which he/she shall be entitled as a matter of law.

ARTICLE VI – Meeting Procedures

Section 6.1 Annual Meetings

An Annual Meeting of the membership of the Association will be held on the 1st Monday in December of each year. The meeting location will be Station 1 in the City of East Grand Forks.

In the event of a change, a notice of the Annual meeting of the Association will be delivered to each member entitled to vote at the meeting at least five days before the date of the meeting and not more than 60 days before the date of the meeting. Notice will contain the new date, time, and place of the meeting.

Section 6.2 Membership Meetings

Membership meetings will occur each month on the first Monday. The meeting location will be Station 1 in the City of East Grand Forks.

Special meetings of the membership may be called at any time upon the written order of two officers and one trustee of the Board of Trustees, or five (5) members of the Association. The order shall be filed with the Secretary and it shall be his/her duty to give due notice of the special meeting specifying the object of said meeting, no business shall be transacted at any special meeting except the business for which the meeting was called.

Notice of each special meeting of the Association's members will be delivered to each member entitled to vote at the meeting at least three days before the date of the meeting and not more than 10 days before the date of the meeting. Notice will contain the date, time, and place of the meeting.

The East Grand Forks Fire Department Relief Association

Section 6.3 Board Meetings

The Board of Trustees shall meet as required during the year to manage the business operations of the Association. These meetings shall be open to any member.

The regular meetings of the Board of Trustees shall be held quarterly on the first Monday of the quarter at 5:30 p.m.

Special Board Meetings may be called by the President or by any of the members of the Board by written request, filed with the Secretary, who shall give notice to all the members of the time and place of the meeting, at least five (5) days prior to the meeting.

Section 6.4 Meeting Procedure

The order of business at all meetings (Annual, Board, and Special) called by the Association shall be conducted according to Robert's Rules of Order and follow this structure:

1. Call to order
2. Roll call (verify quorum)
3. Reading of the previous meeting
4. Reading of the reports and minutes of the board of trustees' meeting
5. Reports of the officers
6. Propositions for membership
7. Reports of the Special Committees
8. Unfinished Business
9. Election of officers (annual Meeting)
10. New Business
11. Adjournment

Section 6.5 Quorum for Meetings

A majority of the Board of Trustees then in office or 51% of the active members of the Association shall constitute a quorum for the transaction of business at their respective meetings. Any meeting that does not have a quorum will cause the meeting to be adjourned.

Attendance for all Board of Trustee meetings will include those individual(s) attending via an electronic conferencing tool, as long as the individual has given notification to one of the Board of Trustees Officers at least three (3) days prior to the meeting pending Board approval. Those individual(s) attending electronically will be afforded all of the same privileges as trustees attending in person.

The East Grand Forks Fire Department Relief Association

Section 6.6 Open Meeting Requirements

All meetings will be open to any member of the Association and to the public as described in Minn. Stat. § 13D.01. Notice requirements of the Minnesota Open Meeting Law will be followed for all Board meetings. A schedule of the Association's regular Board meetings will be kept on file at the Board's primary office and posted in a public location. Any of the Association meetings may be closed if certain types of data are discussed as described in Minn. Stat. § 13D.05 subd 2.

ARTICLE VII – Election

Section 7.1 Officer/Trustee Term of Office

The Officer/Trustees shall be elected to three-year staggered terms. There will be two trustees elected each year at the December Annual meeting of the Association.

Section 7.2 Voting on Officers/Trustees

Each position on the Board of Trustees shall be voted on separately by the members in attendance at the Annual meeting. No nominations of slates of candidates or cumulative voting shall be allowed. A simple majority is needed to elect. Voting by proxy or absentee will not be allowed. All votes, unless specified prior to the vote, shall be conducted by a voice vote. If the determination of the voice vote is not obvious than a paper ballot with take place. If an individual is running unopposed the chairperson of the meeting can call for by election by acclamation (white ballot).

The positions of President, Vice President, Treasurer and Secretary will be elected by the Board of Trustees and will have a term in office of one (1) year. This election will be held at first board meeting after the annual meeting.

Section 7.3 Elections

Elections will be held each year with two trustees being elected each year for a three (3) year term in office.

Section 7.4 Member Voting Eligibility

Only members that currently have a status of "Active" in the Fire Department and that are members of the Association shall have the right to vote at Association meetings.

ARTICLE VIII – Duties of the Officers

Section 8.1 Duties of the President

See "Position Description for the President" for a list of duties.

The East Grand Forks Fire Department Relief Association

Section 8.2 Duties of the Vice-President

See “Position Description for the Vice President” for a list of duties.

Section 8.3 Duties of the Treasurer

See “Position Description for the Treasurer” for a list of duties.

Section 8.4 Duties of the Secretary

See “Position Description for the Secretary” for a list of duties.

Section 8.5 Duties of the Board of Trustees

See “Position Description for the Trustee” for a list of duties.

Section 8.6 Duties of the Ex-Officio – City Appointed

See “Position Description for the Ex-Officio – City Appointed” for a list of duties.

Section 8.7 Duties of the Ex-Officio – Fire Chief

See “Position Description for the Ex-Officio – Fire Chief” for a list of duties.

ARTICLE IX – Funds Management

Section 9.1 Funds

All money received by the Association shall be kept in one of two separate funds. Disbursements from the funds shall be in accordance with Minnesota Statutes and the Bylaws of the Association. The Special Fund and a General Fund will be established and maintained by the Association.

Section 9.2 Fund Management

The Board of Trustees shall maintain all Association funds in an approved savings institution or investment firm. All money belonging to the Association shall be deposited to the credit of the Association in such banks, trust companies, or other depositories as the Board of Trustees may designate. The Board of Trustees shall make deposits in conformance with state statute and the investment policy.

The East Grand Forks Fire Department Relief Association

Section 9.3 Investment Policy

The Board will approve an investment policy annually, and will investigate and prepare for the safe and profitable investment of Association funds in conformance with state statutes and the Association's investment policy. The Board may hire investment professionals to act for or on its behalf. The Special Fund assets will be invested only in securities that are authorized by Minn. Stat. §§ 424A.05 subd 4; 424A.095; 356A.06, subd. 6; and 356A.06, subd. 7 (if the Association qualifies to use the expanded list). The Board of Trustees will maintain a copy of the investment policy of the Association on file. The Board of Trustees will file a copy of the Association's investment policy, and all changes to the policy, with the Office of the State Auditor.

Section 9.4 Bonding of Officers

All Officers of the Association with check signing ability, shall be bonded at 10% of net assets of the fund or up to \$500,000 per Minn. Stat. § 424A.014 subd 4.

Section 9.5 Standard of Fiduciary Conduct

Trustees owe a fiduciary duty to the members of the Association, who are plan beneficiaries; to the taxpayers of the municipality(ies), who help finance the plan; and to the State of Minnesota, which established the plan. The Trustees will act in good faith and exercise that degree of judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, considering the probable safety of plan capital as well as the probable investment return to be derived from the assets.

ARTICLE X – Special Fund

Section 10.1 Special Fund

All public funds, such as fire state aid, supplemental state aid, municipal contributions, and supplemental benefit reimbursements, received by the Association will be deposited in the Special Fund. Disbursements from the Special Fund will not be made for any purpose except as authorized by Minn. Stat. § 424A.05 subd 3.

The Treasurer is the custodian of the assets of the Special Fund and the recipient on behalf of the Special Fund of all revenues payable to it. The Treasurer will maintain adequate records documenting all transactions involving the financial activities of the Special Fund.

***The East Grand Forks Fire
Department Relief Association***
ARTICLE XI – General Fund

Section 11.1 General Fund

The funds received by the Association from events and other miscellaneous sources shall be kept in the General Fund of the Association on the books of the Treasurer and may be disbursed, with approval of the General Membership and/or the general disbursement policy, for any purpose reasonably related to the welfare of the Association or its members.

The Treasurer is the custodian of the assets of the General Fund and the recipient on behalf of the General Fund of all revenues payable to it. The Treasurer will maintain adequate records documenting any transactions involving the financial activities of the General Fund.

ARTICLE XII – Benefits

Section 12.1 Benefits

Any active member of the Association who meets the following qualifications shall be entitled to retirement benefits by the Association.

(a) Benefit

The Association manages a defined benefit plan that exclusively pays a lump sum pension benefit. Upon such qualifications being met, the Association shall pay a lump sum benefit according to the calculations of the 1971 Volunteer Firefighter's Relief Association Guidelines Act, as amended (Minn. Stat. § 424A.096). Any deferred member who has reached fifty (50) years of age, and who has at least twenty (20) years of active service credit in the Association, and who has made application of distribution therefore, the following shall be paid: An amount equal to the total active time service credit will be determined by using the formula in Addendum A multiplied by the base benefit amount contained in Addendum B, which is incorporated by reference herein.

(b) Early Vested Benefit

If an active member shall have served for more than ten (10) years, but less than twenty (20) years in the Fire Department, they may retire from the Fire Department and be placed on the deferred status (early vested) pension roll. When a member reaches the age of fifty (50) years and provided that at the time they have active service credit in the Association of at least ten (10) years, they shall, upon application therefore, in accordance with the formula in Addendum A multiplied by the base benefit amount contained in Addendum B with vesting applied, be eligible for benefit payout.

The East Grand Forks Fire Department Relief Association

(c) Medical Benefit

If an active member becomes unable to perform the duties of the Fire Department and the Fire Department certifies the medical information, then the member is eligible to receive a medical benefit. The benefit will be based on Active Service Credit that the member has accrued multiplied by the current benefit level listed in Addendum B.

(d) Deferred Interest

Deferred interest will be paid to all members of this association that obtain deferred status.

Interest will be paid at a rate of 2% per full year of deferred status. If full months, over and above full years, of deferred exist they will be pay at a monthly interest rate. The monthly rate is calculated by taking the 2% full year rate and dividing it by 12 and multiplying that by the full months. That will be the interest rate used for partial years of deferral.

Section 12.2 Supplemental Benefit

A supplemental benefit will be paid out of the Special Fund to individuals who receive a lump-sum distribution of a service pension. The amount of the supplemental benefit to be paid is ten (10) percent of the regular pre-tax lump-sum distribution, excluding any interest that may have been credited during the period of deferral or \$1,000 whichever amount is smaller, in accordance with Minn. Stat. § 424A.10.

Section 12.3 Survivor Benefits

Upon the death of a member of the Association and following the submission and approval of an Application for Distribution, a survivor benefit will be paid out of the Special Fund to the member's surviving spouse; if there is no surviving spouse, to the member's surviving children; if there is no surviving spouse and there are no surviving children, to the member's designated beneficiary. If no beneficiary has been designated and if the deceased member was active or deferred, the survivor benefit will be paid as a death benefit to the estate/trust of the deceased member.

If there are no surviving children, the member's surviving spouse may waive, in writing, wholly or partially, the spouse's entitlement to a survivor benefit, so that the survivor benefit may be paid directly to the member's designated beneficiary.

A trust created under Chapter 501B may be a designated beneficiary if the survivor benefit will be distributed as a one-time lump-sum payment. If a trust was created and is payable to the surviving children and there is no surviving spouse, the survivor benefit will be paid to the trust.

The East Grand Forks Fire Department Relief Association

For active members, a survivor benefit is equal to the benefit level for each year that the member served as an active Firefighter in the Fire Department, at a vesting rate of 100%, will be paid upon death. If the member has less than 5 years of active service and has not separated from active service a benefit equal to five (5) years of active service will be paid. The current benefit level found in Addendum B is used in this calculation. Distribution of the benefit will follow Section 3.16.

Section 12.4 Survivor Benefits – Deferred Member

A survivor benefit equal to a deceased deferred member's deferred service pension will be paid on behalf of the deceased deferred member. The survivor benefit amount may not exceed the total earned service pension of the deceased deferred member. Distribution of the benefit will follow Section 3.16.

Section 12.5 Supplemental Survivor Benefit

A supplemental survivor benefit will be paid out of the Special Fund when a lump sum survivor benefit is paid to the surviving spouse or, if none, to the surviving child or children of a deceased active or deferred member. The amount of the supplemental survivor benefit to be paid is 20 percent of the survivor benefit or \$2,000 whichever amount is smaller, in accordance with Minn. Stat. § 424A.10.

Section 12.6 Requesting Benefits

Once a member has met the eligibility requirements they are entitled to apply for benefits from the Association. Each member who intends to take distribution of a service pension, including a deferred service pension, from the Association must file a Notice of Intent to Take Distribution. Such Notice of Intent to Take Distribution will be in writing and will be filed with the Secretary. Upon receipt of the Notice of Intent to Take Distribution, the Secretary will provide to the applicant an Application for Distribution and any forms or notices required by Federal or State law. No Notice of Intent to Take Distribution is required for ancillary benefits.

All Applications for Distribution will be submitted to the Board for approval at a Board meeting by the Secretary. Applications for Distribution will state the age of the member, the period of service, the date of separation from active service with the Fire Department, and any other information the Board may require. No service pension, including any deferred service pension, or ancillary benefit will be paid until the Application for Distribution has been approved by a majority vote of the Board.

From the time the Association receives an approved benefit request form from the individual requesting benefit payment, until the payment is made, may not exceed 120 days.

The East Grand Forks Fire Department Relief Association

Section 12.7 Approval of Request for Benefits

It shall be the duty of the Board of Trustees to approve applications for service pensions and/or supplemental benefits, if the applicant meets all of the eligibility requirements set forth in these Bylaws. It shall also be the duty of the Board of Trustees not to approve the application if any of the eligibility requirements are not met. If an application is not approved, the Board shall return the application to the applicant within 30 days, noting thereon, in detail, which requirements the applicant does not meet. Thereafter, the applicant shall be furnished with the opportunity to be heard by the full Board, pursuant to the Procedure for Review as provided by Article XV of these Bylaws. If the application is approved, the service pension shall be paid in the manner requested by the applicant pursuant to Article XIV of these Bylaws.

Section 12.8 Limitation

Following the receipt of a lump sum survivor's benefit neither a member's spouse nor estate is entitled to any other or further financial relief or benefits from the Association.

Section 12.9 Unclaimed Benefits

In the event that the Association is unable with reasonable effort to locate a member or a survivor of a member entitled to payment or distribution under these bylaws or by State law, the benefit distributable to such member or survivor of such member will be forfeited and will be credited to the Special Fund. Efforts to locate a member or survivor must be documented. Forfeiture will occur no earlier than thirty-six (36) months after the Board concludes the Association was unable to locate such member or survivor despite reasonable efforts to locate them.

ARTICLE XIII – Limits on Benefits

Section 13.1 Qualified Domestic Relations Order (QDRO)

An approved domestic relations order shall be accepted by the Board of Trustees if in compliance with state and Federal law. No benefits shall be paid under a domestic relations order which requires the plan to provide any type or form of benefit, or any option, not otherwise provided under the plan or under state law.

(a) QDRO Distribution to Alternate Payee

The Alternate Payee of a vested Firefighter will be paid based upon the directions of a Qualified Domestic Relations Order (QDRO). The QDRO must be approved and signed by the court before any action will take place. The Board of Trustees has 120 days to make this payment from the time the QDRO is received by the Board of Trustees. The 120 days will start at the first board meeting after receipt of the QDRO. Any penalties that are the results of early withdrawal or cash payment will be applied to the alternate payee. Record of this payment will be maintained by the Relief Association and the Firefighter's benefit will be discounted by this payment at the time the Firefighter is paid his/her benefit.

The East Grand Forks Fire Department Relief Association

Section 13.2 Garnishment, Judgment or Legal Process

No service pension or ancillary benefits paid or payable from the Special Fund of the Association to any person receiving or entitled to receive a service pension or ancillary benefits shall be subject to garnishment, judgment, execution, or other legal process, except as provided in Minn. Stat. §§ 518.58 or 518.581.

Section 13.3 Assignments

No person entitled to a service pension or ancillary benefits from the Special Fund of the Association may assign any service pension or ancillary benefit payments, nor shall the Association have the authority to recognize any assignment or pay over any sum which has been assigned.

Section 13.4 Benefit Amount Limitation

No provision, which places limits on benefits, as contained within Section 415 of the Internal Revenue Code shall be exceeded. Plan participants cannot receive an annual benefit greater than the amount specified in Section 415 of the code as may subsequently be amended.

ARTICLE XIV – Timing and Modes of Distribution

Section 14.1 Timing and Modes of Distribution

Because of the varying circumstances in each member's retirement planning, optional benefit payment methods are offered. Selection should occur after consultation with a tax consultant, insurance and/or estate planner, or an attorney. Alternate payment methods on the application form shall include.

- 1) A direct transfer on an institution-to-institution basis of the retiring member's lump sum payment to the member's individual retirement account (IRA).
- 2) A Retiring member may select one of the following cash distributions (subject to current income tax withholding requirements).
 - a. One lump sum distribution; or
 - b. Receive 3 payments spread across a 395-day period. Period time will start at the time the distribution is approved.

Section 14.2 Rollover Distribution

Upon written request from the retiring member who has given proper notice of retirement, the Secretary or Treasurer shall bring the request to the next Board meeting for review. Upon Board approval the Treasurer shall directly transfer the service pension amount into an Individual Retirement Account under Section 408(a) of the Internal Revenue Code, as amended.

The East Grand Forks Fire Department Relief Association

ARTICLE XV – Procedure for Review

Section 15.1 Application for Benefit Denied

In the event that the Board of Trustees denies an application for service or ancillary pension, the member shall be entitled to the right of appeal for the determination.

Section 15.2 Appeal for non-Service Credit related Denial

In the event that the Board of Trustees denies an application for benefits for a non-Service credit related issue, the Board of Trustees must notify the applicant within 30 days of the denial. The applicant can then appear before the Board of Trustees at the next regularly scheduled business meeting to have his appeal heard.

Section 15.3 Members Appeal Process and Timing for Active Service Credit

The Fire Chief shall notify each Firefighter rendering active service credit with the Fire Department of the amount of active time service credit rendered by the Firefighter for the previous calendar year. The active time service credit notification and a description of the process and deadlines for the Firefighter to challenge the Fire Chief's determination of active time service credit must be provided to the Firefighter 21 days prior to its certification to the Association and municipality(ies). This process is based on Minn. Stat. § 424.003 (c). Firefighters who wish to appeal their service credit must provide a written statement explaining the appeal to the Fire Chief by the date listed in the letter. The appeal will be reviewed by the Fire Chief who will make a final determination of the service credit within 5 business days.

ARTICLE XVI – Dissolution of the Association Retirement Plan

Section 16.1 Dissolution of the Association Retirement Plan

This article only applies to the dissolution of a retirement plan established and administered by the Association. It does not apply to a change in the plan, consolidation or a plan administered by the Public Employees Retirement Association. This Article conforms to Minn. Stat. 424B.22.

Section 16.2 Effective Date of the Dissolution

The effective date of the dissolution of the plan will be the dissolution date of the Association, if the Association is not being dissolved then the date will be the end of the calendar year that employment or services of the Firefighters has been terminated.

The East Grand Forks Fire Department Relief Association

Section 16.3 Vesting of Firefighters

All currently active Firefighters will, and deferred members may, be become fully vested

(100%) in the retirement fund. Their years/month of service will be calculated as of the effective dissolution date.

Section 16.4 Benefit Increase

The board of trustees may approve an amendment to the Bylaws of the association to increase the lump-sum up to a maximum of 125 percent of the maximum benefit allowed, as long as the Associations assets support the increase, without municipal contribution, as determined in Section 16.5 and taking into account Section 16.3. This increase will apply to all active and deferred Firefighters.

Section 16.5 Determination of Assets and Liabilities

- a) The board of trustees shall determine the following as of the date of termination of the retirement plan:
 - 1) The fair market value of the assets of the Special Fund;
 - 2) The present value of each member's accrued benefit, taking into account full vesting under Section 16.3 and any increased lump-sum benefit level approved under Section 16.4;
 - 3) The present value of any benefit remaining to be paid to each member in pay status, if any; and
 - 4) Administrative expenses incurred or reasonably anticipated to be incurred through the date on which all retirement benefits have been distributed or transferred or, if later, the effective date of the dissolution of the Association.

- b) The Board of Trustees shall compile a schedule that includes the following information:
 - 1) The name of each member in pay status to whom a benefit or pension is or will be owed;
 - 2) The name of each other benefit recipient to whom a benefit or pension is or will be owed; and
 - 3) For each individual described in clauses (1) and (2), the amount of the benefit or pension to which the individual is entitled under the Bylaws of the Association, taking into account the changes required or permitted by this section, the corresponding number of years of service on which the benefit or pension is based, and the earliest date on which the benefit or pension would have been payable under the Bylaws of the Association.

- c) If the Association is dissolving, in addition to the determination under paragraph (a) for the retirement plan, the Board of Trustees shall determine, as of the effective date of the dissolution of the Association, the legal obligations of the General Fund of the Association.

The East Grand Forks Fire Department Relief Association

Section 16.6 Protection of Investments

To minimize the risk of investment losses between the termination date and the date benefits will begin to be distributed, the Board of Trustees shall invest the assets in the special fund in low-risk investments, to the extent consistent with its fiduciary duty under Minn. Stat. 356A.

Section 16.7 Allocation of Surplus Funds

- a) If after completing the determination of assets, liabilities, and administrative expenses, there is a surplus, the Board of Trustees shall transfer to the affiliated municipality(ies) the lesser of (1) the amount of the surplus, or (2) the sum of all required contributions, without investment earnings or interest thereon, made by the municipality(ies) to the Association during the year in which the termination of the retirement plan occurs or during the preceding nine years.
- b) If the affiliated municipality(ies) did not make any required contributions to the Association during the current or preceding nine years or if, after the transfer described in paragraph (a), there is surplus remaining, the Association and the municipality(ies) will mutually agree on an allocation between them of the remaining surplus.
- c) If, within 180 days of the date of termination of the retirement plan, the municipality(ies) and Association have not reached an agreement on the allocation of the surplus under paragraph (b), then 50 percent of the surplus shall be retained by the Association and 50 percent of the surplus shall be transferred to the affiliated municipality(ies).
- d) Any surplus retained by the Association under paragraph (c) shall be allocated among all members eligible to share in the surplus in the same proportion that the present value of the accrued benefit for each eligible member bears to the total present value of the accrued benefits of all members eligible to share in the surplus, and each eligible member's benefit, as determined under Section 16.5 paragraph (a), clause (2), shall be increased by the member's share of the surplus. The Board of Trustees shall determine eligibility to share in the surplus, which may include any of the following, in addition to Firefighters active as of the date on which members became 100 percent vested:
 - 1) Inactive Firefighters;
 - 2) Former Firefighters with a deferred benefit under the retirement plan

If the Board of Trustees decides to include the individuals described in clause 2 in the allocation of the surplus, the Board of Trustees shall modify the method for allocating the surplus to take into account such individuals.

- e) Any amount of surplus transferred to the affiliated municipality(ies) under this subdivision may only be used for the purposes described in Minn. Stat. 424A.08, paragraph (a) or (b).

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Section 16.8 Immediate Distribution of Retirement Benefits

The Board of Trustees shall liquidate the assets of the Special Fund and pay retirement benefits and administrative expenses under the retirement plan within 210 days after the effective date of the termination of the retirement plan.

Without regard to whether the member has attained age 50, each member and other benefit recipient shall be permitted to elect an immediate distribution or a direct rollover of the member's benefit to an eligible retirement plan as permitted under Minn. Stat. 356.635, subd 3 to 7, if the benefit is an eligible rollover distribution as defined in Minn. Stat. 356.635, subd 4 and 5.

The Board of Trustees shall complete the distribution of all assets of the Special Fund by making any remaining distributions or transfers as required under Minn. Stat. 424B.22 subd 9 on behalf of members or other benefit recipients who cannot be located or are unresponsive and paying any remaining administrative expenses related to the termination of the plan.

Section 16.9 Missing Members

- a) If the Board of Trustees cannot locate a member or other benefit recipient or receives no response to an offer to distribute a retirement benefit, the Board of Trustees shall make a diligent effort to obtain a current address or other contact information as follows:
 - 1) Send a notice to the address on file for the member or other benefit recipient using certified mail;
 - 2) Check with the Minnesota State Fire Department Association, the municipality(ies), and any other employer of the member;
 - 3) Check with the member's designated beneficiary on file with the Association; and
 - 4) Use one or more of the internet search tools that are free of charge.
- b) If the Board of Trustees is unable to locate the member or other benefit recipient after taking the actions described in paragraph (a), the Board of Trustees shall transfer the retirement benefit to an individual retirement account or consider the retirement benefit abandoned and deposit funds in the amount of the retirement benefit with the commissioner of commerce under Minn. Stat. 345. The Board of Trustees may deposit a retirement benefit with the commissioner of commerce under Minn. Stat. 345.

Section 16.10 Supplemental Benefits

Within 60 days after the distribution of benefits under section 16.8, the municipality(ies) or independent nonprofit firefighting corporation with which the fire department is affiliated shall pay supplemental benefits under Minn. Stat. 424A.10 to each member and survivor who satisfies the requirements of Minn. Stat. 424A.10, subd 2, if the member is at least age 50. The Commissioner of Revenue shall reimburse the municipality(ies) or independent nonprofit firefighting corporation for all supplemental benefits paid as provided in Minn. Stat. 424A.10,

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subd 3.

Section 16.11 Notice of Retirement Plan Termination

The Board of Trustees shall notify the Commissioner of Revenue and the State Auditor that the retirement plan is being terminated no later than 30 days before the effective date of the termination of the retirement plan and provide any information the Commissioner or State Auditor may require.

Section 16.12 Finalization of the Association

The Association is dissolved effective on the date that the Board of Trustees completes the following actions:

- 1) Prepares and files with the State Auditor final audited financial statements, pursuant to Minn. Stat. 424A.014, subd 1, or, if applicable, the certified financial statement, pursuant to Minn. Stat. 424A.014, 2;
- 2) Liquidates the General Fund and settles all legal obligations of the General Fund as determined under subdivision 5;
- 3) Transfers the records of the Association to the chief administrative officer of the affiliated municipality(ies); and
- 4) Notifies the Commissioner of Revenue, the State Auditor, and the Secretary of State of the dissolution no later than 30 days before the effective date of the dissolution.

ARTICLE XVII – Amendments

Section 17.1 Amendment(s) Generation

The Bylaws of the Association may be amended by the Board of Trustees, if two Trustees submit a signed proposal to the Board at least ten (10) days but not more than thirty (30) days prior to a regularly scheduled Board meeting. The Bylaws of the Association may be amended by the membership of the Association if five (5) members submit a signed proposal to the Board at least ten (10) days but not more than thirty (30) days prior to a regularly scheduled Board meeting.

The Board of Trustees will then review the proposed amendment(s) and provide a recommendation on the amendment(s) to the membership. The recommendation will be distributed with the proposed amendment(s) to the membership.

Section 17.2 Amendment(s) Ratification - Membership

The Bylaws of the Association may be amended at any Annual or Special meeting by a 2/3 majority vote of the active members of the Association present, provided that a quorum is present; provided the proposed amendment(s) and recommendation was made available for membership review by one or more of the following methods: posting, reading at a meeting, or mailed/emailed to the membership. The availability for membership review must be at least

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10 days prior to the voting and not longer than 30 days.

Section 17.3 Amendment(s) Ratification – Municipality(ies)

Once these Bylaws have been amended by the Association, approval of the municipality(ies) is required per Minn. Stat. 424A.02 subd 10 followed by submitting a copy to the State Auditor for final approval.

If the proposed amendment(s) and recommendation change the amount of benefits or pensions, approval of the municipality(ies) must be obtained based on Minn. Stat. 424A.092 subd 6.

***The East Grand Forks Fire
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ARTICLE XVIII – Signatures

Bylaws Approved by the East Grand Forks Fire Department Relief Association

**Membership on _____
Date of Approval**

President of the East Grand Forks Fire Department Relief Association Date

Treasurer of the East Grand Forks Fire Department Relief Association Date

Secretary of the East Grand Forks Fire Department Relief Association Date

Fire Chief of the East Grand Forks Fire Department Date

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Addendum A – Benefit Calculation formula

Table A – Completed years of active time service credit with no forfeitable portion of annual or prorated service:

Vested Years	Formula
10 years	$(60\% * (\text{benefit}) * (10 \text{ years}) + (((60\% * (\text{benefit}) * (\# \text{ of Months})) / (12)))$
11 years	$(64\% * (\text{benefit}) * (11 \text{ years}) + (((64\% * (\text{benefit}) * (\# \text{ of Months})) / (12)))$
12 years	$(68\% * (\text{benefit}) * (12 \text{ years}) + (((68\% * (\text{benefit}) * (\# \text{ of Months})) / (12)))$
13 years	$(72\% * (\text{benefit}) * (13 \text{ years}) + (((72\% * (\text{benefit}) * (\# \text{ of Months})) / (12)))$
14 years	$(76\% * (\text{benefit}) * (14 \text{ years}) + (((76\% * (\text{benefit}) * (\# \text{ of Months})) / (12)))$
15 years	$(80\% * (\text{benefit}) * (15 \text{ years}) + (((80\% * (\text{benefit}) * (\# \text{ of Months})) / (12)))$
16 years	$(84\% * (\text{benefit}) * (16 \text{ years}) + (((84\% * (\text{benefit}) * (\# \text{ of Months})) / (12)))$
17 years	$(88\% * (\text{benefit}) * (17 \text{ years}) + (((88\% * (\text{benefit}) * (\# \text{ of Months})) / (12)))$
18 years	$(92\% * (\text{benefit}) * (18 \text{ years}) + (((92\% * (\text{benefit}) * (\# \text{ of Months})) / (12)))$
19 years	$(96\% * (\text{benefit}) * (19 \text{ years}) + (((96\% * (\text{benefit}) * (\# \text{ of Months})) / (12)))$
20 years & over	$(\text{benefit}) * (\# \text{ of years}) + (((\text{benefit}) * (\# \text{ of Months})) / (12))$

Benefit = The most recent benefit level contained in Addendum B

Months = The number of full months of service certified by the Chief

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Addendum B – Benefit level and year the increase went into effect

Table A – Contains a list of Benefit levels ratified by the Municipality(ies)

Benefit Level Effective Date	Benefit amount per year of Service	Deferred Interest	Ratification date by Municipality(ies)
2005	\$2,200	5%	
2007	\$2,300	5%	
2013	\$2,400	5%	
2014	\$2,800	5%	
2017	\$3,000	5%	
2018	\$3,175	5%	
2019	\$3,350	5%	
2021	\$3,800	5%	
1/2023	\$4,500	5%	
11/2023	\$4,500	2%	
01/01/2025	\$4,900	2%	

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Addendum C - Revision Log

Table A – Bylaw Revision table

Date Approved	Comments on Change	Revision Number
	Restatement of Bylaws	001
9/11/2023	Association approve	002
10/03/2023	City Council approve	002
12/02/2024	Association approve benefit increase to 4,900 starting 1/1/25	002

RESOLUTION NO. 25 – 01 - 11

A RESOLUTION DESIGNATING THE COUNCIL’S APPOINTMENT TO THE EAST GRAND FORKS BOARDS AND COMMISSIONS FOR 2025-2026

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

WHEREAS, the Council President appoints council members to fill representative positions on various Boards and Commissions of the City of East Grand Forks; and

WHEREAS, these Boards and Commissions are important to the operation of the City due to the value of citizen input on recommendations that are forwarded to the City Council on many important issues.

THEREFORE BE IT RESOLVED, that the City Council of the City of East Grand Forks ratifies the following appointments of Council President Brian Larson to the respective Board and/or Commission:

CEMETERY COMMISSION –

Tami Schumacher

CHARTER COMMISSION –

Brian Larson and Mark Olstad

ECONOMIC DEVELOPMENT HOUSING AUTHORITY -

Ben Pokrzywinski and Dale Helms

LIBRARY BOARD –

Dale Helms

METROPOLITAN PLANNING ORGANIZATION –

Karen Peterson and Brian Larson

LABOR NEGOTIATING COMMITTEE –

Brian Larson, Ben Pokrzywinski, and Tim Riopelle

PARKS & RECREATION COMMISSION –

Ben Pokrzywinski and Tim Riopelle

PINE TO PRAIRIE DRUG TASK FORCE –

Mark Olstad

PLANNING COMMISSION –

Don Casmey

RED LAKE RIVER CORRIDOR –

Ben Pokrzywinski

SENIOR CITIZEN BOARD –

Don Casmey

WATER, LIGHT, POWER & BUILDING COMMISSION –

Tim Riopelle

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: January 21, 2025

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 21st day of January, 2025.

Mayor

Megan Nelson

From: noreply@civicplus.com
Sent: Thursday, January 9, 2025 1:55 PM
To: Megan Nelson; City Administration
Subject: [EXTERNAL]Online Form Submittal: Special Event Application

WARNING - this email is originated from outside the City of East Grand Forks email system. Do not click any link and do not open attachments unless you can confirm the sender.

Special Event Application

Please Submit 60 Days Prior to Event

This application and supporting information must be turned in 60 days prior to the event.

Organization Name	East Grand Forks Vintage Snowmobile Show
Phone Number	2187798101
Address1	1010 17th Ave SE
Email Address	kyle_kozel@yahoo.com
City	East Grand Forks
State	MN
Zip	56721
Applicant Name/Contact Person	Kyle Kozel
Email Address	kyle_kozel@yahoo.com
Phone Number	2187798101
Second Contact Person	Al Seydel
Email Address	al.seydel@icsgf.us
Phone Number	70017407552

(Section Break)

Special Event Information

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

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

Event Title	East Grand Forks Vintage Snowmobile Show
Type of Event	Fundraiser
Date(s) and Time of Event	2/1/2025 7:30 AM - 2/1/2025 4:00 PM
Description/Narrative of the Event	East Grand Forks Vintage Snowmobile Show at The Blue Moose. The event will have snowmobiles showcased on the west side of the restaurant. We do plan to have a portion of the parking lot closed off, just in front of The Blue Moose on the river deck side. We plan on having roughly 200 people coming and going during this event time. We will provide our own clean up if needed.

(Section Break)

Event Site Plan/Map	Vintage Snowmobile Show Map of Area.pdf
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(Section Break)

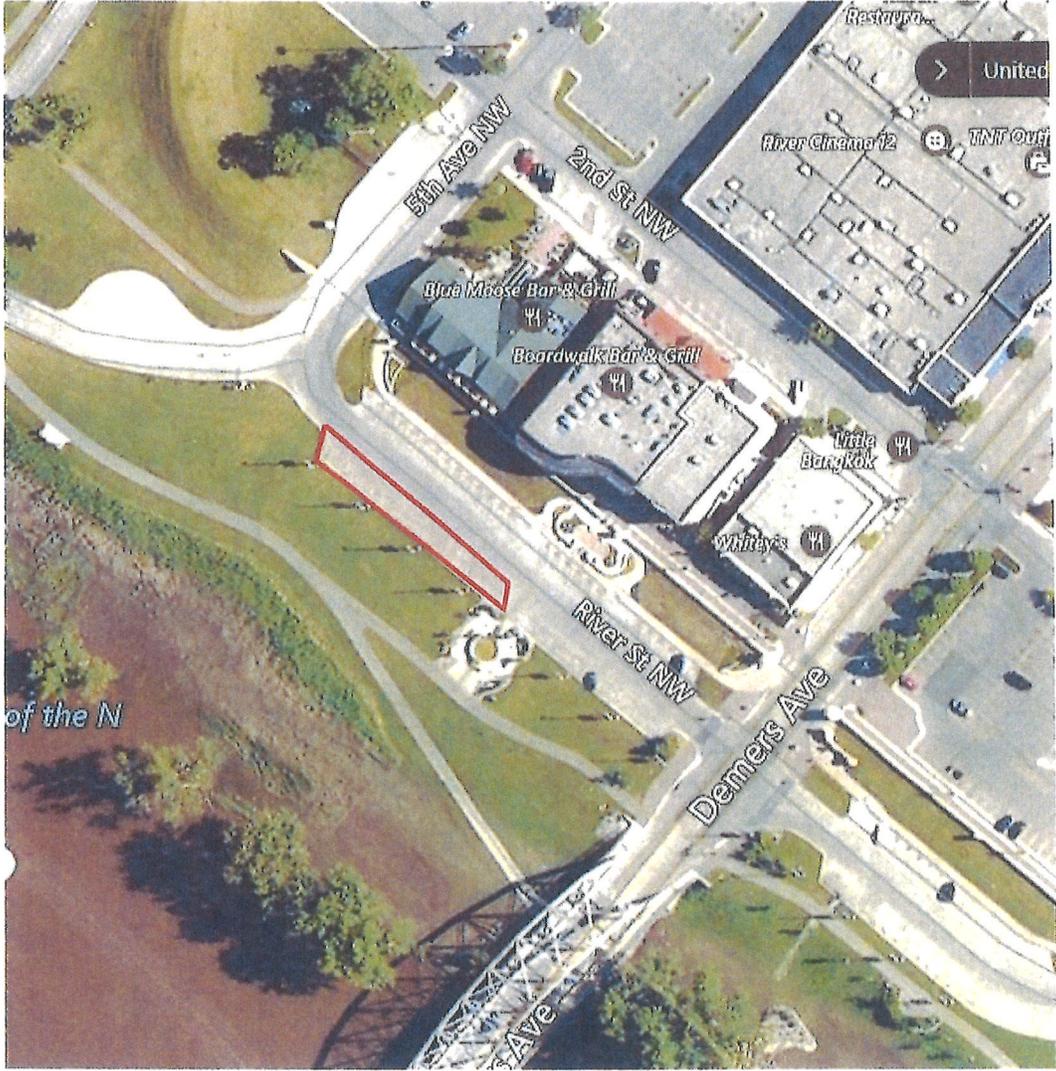
Power & Water Requests

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

(Section Break)

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

(Section Break)



The organizational meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held January 2, 2025 at 8:00 am (8:03) was called to order by City Attorney, Ron Galstad.

Present: Grinde, Quirk, Rapacz

Absent: Riopelle

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

The following nomination was made for President of the Water, Light, Power and Building Commission: Mike Quirk

It was moved by Commissioner Grinde supported by Commissioner Rapacz that the nominations for President be closed and that a unanimous ballot be cast for Mr. Quirk as President.

Voting Aye: Grinde, Quirk, Rapacz

Voting Nay: None

City Attorney, Ron Galstad, turned the meeting over to the newly elected President Mike Quirk.

The following nomination was made for Vice President of the Water, Light, Power and Building Commission: Josh Grinde

It was moved by Commissioner Rapacz supported by Commissioner Quirk that the nominations for Vice President be closed and that a unanimous ballot be cast for Mr. Grinde as Vice President.

Voting Aye: Quirk, Grinde, Rapacz

Voting Nay: None

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held on January 2, 2025, at 8:05 am in the City Council Chambers.

Present: Quirk, Grinde, Rapacz

Absent: None

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

It was moved by Commissioner Rapacz supported by Commissioner Grinde to approve the minutes of the previous regular meeting held on December 18, 2024.

Voting Aye: Quirk, Grinde, Rapacz

Voting Nay: None

It was moved by Commissioner Grinde supported by Commissioner Rapacz to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$281,335.76.

Voting Aye: Quirk, Grinde, Rapacz

Voting Nay: None

It was moved by Commissioner Grinde supported by Commissioner Rapacz to adjourn at 8:11 am to the next regular meeting on January 15, 2025, at 8:00 am to be held in the City Council Chambers.
Voting Aye: Quirk, Grinde, Rapacz
Voting Nay: None

Kristen Shipes
Commission Secretary

ORDINANCE NO. 44, 4th SERIES

AN ORDINANCE OF THE CITY OF EAST GRAND FORKS, MINNESOTA, AMENDING CITY CODE CHAPTER 33 ENTITLED "FINANCE AND TAXATION" BY ADDING SECTIONS 33.15 TO 33.24 SALES AND USE TAX LOCAL IMPROVEMENT PROJECTS, AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 1 AND SECTION 10.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY OF EAST GRAND FORKS ORDAINS:

Section 1. That Chapter 33 entitled Finance and Taxation shall have the following additions:

§ 33.15. Authority. Pursuant to Laws of Minnesota 2023 First Special Session, Chapter 64, Section 33, the Minnesota Legislature has authorized the City of East Grand Forks to impose a local sales and use tax to provide revenues to pay the costs of collecting and administering the tax to the commissioner of revenue of the state of Minnesota and to finance the capital and administrative costs related to the funding of designated projects as defined in Minnesota 2023 First Special Session, Chapter 64, Section 33 and approved by the voters at the November 5, 2024 referendum.

§ 33.16. Definitions. For purposes of this chapter, the following words, terms, and phrases have the meanings given them in this section unless the language or context clearly indicates a different meaning is intended.

(a) **City.** “City” means the City of East Grand Forks, Minnesota.

(b) **Commissioner.** “Commissioner” means the commissioner of revenue of the state of Minnesota or a person to whom the commissioner has delegated functions.

(c) **Designated projects.** “Designated projects” means R\reconstruction and remodeling of, and upgrades and additions to the Civic Center Sports Complex (\$6.745 million, plus associated bonding costs to finance such project or 20 years, whichever is first) and Reconstruction and remodeling of and upgrades and additions to the VFW Memorial Arena (\$8 million, plus associated bonding costs to finance such project or 20 years, whichever is first) as authorized by the Minnesota Legislature in Minnesota 2023 First Special Session, Chapter 64, Section 33 and approved by the voters at the November 5, 2024 referendum.

(d) **State sales and use tax laws and rules.** “State sales and use tax laws and rules” means those provisions of the state revenue laws applicable to state sales and use tax imposition, administration, collection, and enforcement, including Minnesota Statutes, chapters 270C, 289A, 297A, and Minnesota Rules, chapter 8130, as amended from time to time.

§ 33.17. Local sales and use tax imposed; amount of tax; coordination with state sales and use tax laws and rules. A local sales tax is imposed in the amount of 1% percent on the gross receipts from sales at retail sourced within city limits which are taxable under the state sales and use tax laws and rules. A local use tax is imposed in the amount of 1% percent on the storage, use, distribution or consumption of goods or services sourced within city limits which are taxable

under the state sales and use tax laws and rules. All the provisions of the state sales and use tax laws and rules apply to the local sales and use tax imposed by this chapter. The local sales and use tax imposed by this chapter shall be collected and remitted to the commissioner on any sale or purchase when the state sales tax must be collected and remitted to the commissioner under the state sales and use tax laws and rules and is in addition to the state sales and use tax.

§ 33.18. Effective date of tax; transitional sales. Except as otherwise provided herein, the local sales and use tax imposed by this chapter shall apply to sales and purchases made on or after July 1, 2025. The local sales and use tax imposed by this chapter shall not apply to:

(a) The gross receipts from retail sales or leases of tangible personal property made pursuant to a bona fide written contract, which unconditionally vests the rights and obligations of the parties thereto, provided that such contract was enforceable prior to July 1, 2025, and that delivery of the tangible personal property subject thereto is made on or before July 1, 2025.

(b) The gross receipts from retail sales made pursuant to a bona fide lump sum or fixed price construction contract, which unconditionally vests the rights and obligations of the parties thereto and which does not make provision or allocation of future taxes, provided that such contract was enforceable prior to July 1, 2025, and that delivery of the tangible personal property used in performing such construction contract is made before April 1, 2026.

(c) The purchase of taxable services, including utility services, if the billing period includes charges for services furnished before and after July 1, 2025, but the local sales and use tax imposed by this chapter shall apply on the first billing period not including charges for services furnished before July 1, 2025

(d) Lease payments for tangible personal property and motor vehicles that includes a period before and after July 1, 2025, but the local sales and use tax imposed by this chapter shall apply on a prorated basis to lease payment amounts attributable to that portion of the lease payment period on or after July 1, 2025, and on the entire lease payment for all lease payment periods thereafter.

§ 33.19. Tax Clearance; Issuance of Licenses.

(a) The city may not issue or renew a license for the conduct of a trade or business within the city if the commissioner notified the licensing division of the city that the applicant owes delinquent city taxes as provided in this chapter, or penalties or interest due on such taxes.

(1) City taxes include sales and use taxes provided in this article. Penalties and interest are penalties and interest due on taxes included in this definition.

(b) Delinquent taxes do not include a tax liability if: (i) an administrative or court action which contests the amount or validity of the liability has been filed or served, (ii) the appeal period to contest the tax liability has not expired, or (iii) the applicant has entered into a payment agreement and is current with the payments.

(c) Applicant means an individual if the license is issued to or in the name of an individual or the corporation or partnership if the license is issued to or in the name of a corporation or partnership.

(1) A copy of the notice of delinquent taxes given to the licensing division of the city shall also be sent to the applicant taxpayer. In the case of renewal of a license, if the applicant requests in writing, within 30 days of receipt of the notice of hearing, then, a contested hearing shall be held under the same procedures as provided in Minn. Stat. 270A for the state sales and use tax imposed under Minn. Stat. 297A; provided further that if a hearing must be held on the state sales and use tax, hearings must be combined.

§ 33.20. Penalty

(a) Any person who shall willfully fail to make a return required by this chapter or who shall fail to pay the tax after written demand for payment, or who shall fail to remit the taxes collected or any penalty or interest imposed by this chapter after written demand for such payment or who shall refuse to permit the Finance Director or any duly authorized agents or employees to examine the books, records and papers under his or her control, or who shall willfully make any incomplete, false or fraudulent return shall be guilty of a misdemeanor.

(b) Every person violates a section, subdivision, paragraph or provision of this chapter when they performs an act thereby prohibited or declared unlawful, or fails to act when such failure is thereby prohibited or declared unlawful, or performs an act prohibited or declared unlawful or fails to act when such failure is prohibited or declared unlawful by a code adopted by reference by this chapter, and upon conviction thereof, shall be punished as for a misdemeanor except as otherwise stated in specific provisions hereof.

§ 33.21. Deposit of revenues; costs of administration; termination of tax.

(a) All of the revenues, interest, and penalties derived from the local sales and use tax imposed by this chapter collected by the commissioner and remitted to the city shall be deposited by the city finance director in the city treasury and shall be credited to the fund established to pay the costs of collecting the local sales and use tax imposed by this chapter and to finance the capital and administrative costs directly related to completing the designated projects.

(b) The local sales and use tax imposed by this chapter shall terminate at the earlier of: (1) 20 years or (2) when the City Council determines that \$6.745 million on Civic Center Sport Complex project and \$8 million on the VFW Memorial Arena project for a total of \$14,745,000.00, plus an amount sufficient to pay the costs related to issuing bonds and interest on the bonds has been received from the local sales and use tax imposed by this chapter to pay for all the capital and administrative costs directly related to completing the designated projects. Any funds remaining after payment of all such costs and retirement or redemption of the bonds shall be placed in the general fund of the city. The local sales and use tax imposed by this chapter may terminate at an earlier time if the City Council so determines by ordinance.

§ 33.22. Agreement with the commissioner. The city may enter into an agreement with the commissioner regarding each party's respective roles and responsibilities related to the imposition, administration, collection, enforcement, and termination of the local sales and use tax imposed by this chapter. Any such agreement shall not abrogate, alter, or otherwise conflict with the state sales and use tax laws and rules, this ordinance, or to Laws of Minnesota 2023 First Special Session, Chapter 64, Section 33.

§ 33.23. Summary publication. The following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance pursuant to Minnesota Statutes section 412.191:

Pursuant to a voter-approved referendum, the city is authorized to and will impose a local sales and use tax of 1 percent on retail sales made after July 1, 2025, to be used to fund certain designated projects related to the Civic Center Sport Complex and the VFW Arena reconstruction and remodeling projects.

§ 33.24. This Ordinance shall be in full force and effect from and after its passage and publication.

Section 2. City Code Chapter 10 entitled "General Provisions" Applicable to Entire City Code Including Penalty for Violation" and Section 10.99 entitled "General Penalty" are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 3. This ordinance shall take effect and be in force from and after its passage and publication and be given the Number 44, 4th Series.

Voting Aye:
Voting Nay:
Absent:

ATTEST:

PASSED: January 21, 2025

City Administrator

President of Council

I hereby approve the foregoing Ordinance this 21st day of January, 2025.

Mayor

**CITY OF EAST GRAND FORKS, MINNESOTA
SUMMARY ORDINANCE PUBLICATION
ORDINANCE NO. 44, 4th Series**

NOTICE IS HEREBY GIVEN that, on January 21, 2025, Ordinance No. 44, 4th Series was adopted adding sections 33.15 to 33.24 entitled Sales and Use Tax Local Improvement projects to Chapter 33.

NOTICE IS FURTHER GIVEN that, pursuant to Minn. Stat. § 412.191, a summary of Ordinance No. 44 is provided as follows:

Pursuant to a voter-approved referendum, the city is authorized to and will impose a local sales and use tax of 1 percent on retail sales made after July 1, 2025, to be used to fund certain designated projects related to the Civic Center Sport Complex and the VFW Arena reconstruction and remodeling projects.

NOTICE IS FURTHER GIVEN that copies of the ordinance are available for public inspection on the City's public website at www.egf.mn, and in the office of the East Grand Forks, City Administrator during normal business hours, or upon request by calling 218 773-2843.

APPROVED and ADOPTED by the City Council of East Grand Forks, Minnesota on ____
_____.

Dated this ____ day of January, 2025

/s/ Megan Nelson, City Clerk

Request for Council Action

Date: January 21, 2025

To: East Grand Forks City Council Mayor Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council Members: Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmeay, and Karen Peterson.

Cc: File

From: Reid Huttunen, City Administrator

RE: Request to appoint Project Steering Committee for Recreation Facility Improvement projects

Background:

City Staff are in the process of reviewing contracts and proposed fee structures for design and construction management of the Recreation Facility Improvement projects. As part of this review, Council President Larson has proposed forming a Project Steering Committee, appointed by the City Council to be responsible for project management, scope and budget oversight, and serve as the direct communication line with the project's consultants.

The proposed purpose and mission and makeup of the Project Steering Committee is listed below:

- The Steering Committee for the Recreation Facility Improvement Project is responsible for establishing the scope, budget, and schedule for City-owned recreational facility public improvements funded by Sales Tax Revenue, Private Fundraising, and local funds approved by the EGF City Council. The steering committee is solely responsible for all formal communication with the project(s) design team and construction manager. The steering committee will provide regular communications to the EGF City Council and Parks and Recreation Commission regarding project status and budget. The East Grand Forks City Council shall formally approve all expenses related to the project(s) that exceed the spending authority of the City Administrator, in accordance with the City's Purchasing & Procurement Policy.
- The Steering Committee shall consist of the Mayor, one City Council Member, the City Administrator, and the Parks and Recreation Superintendent.

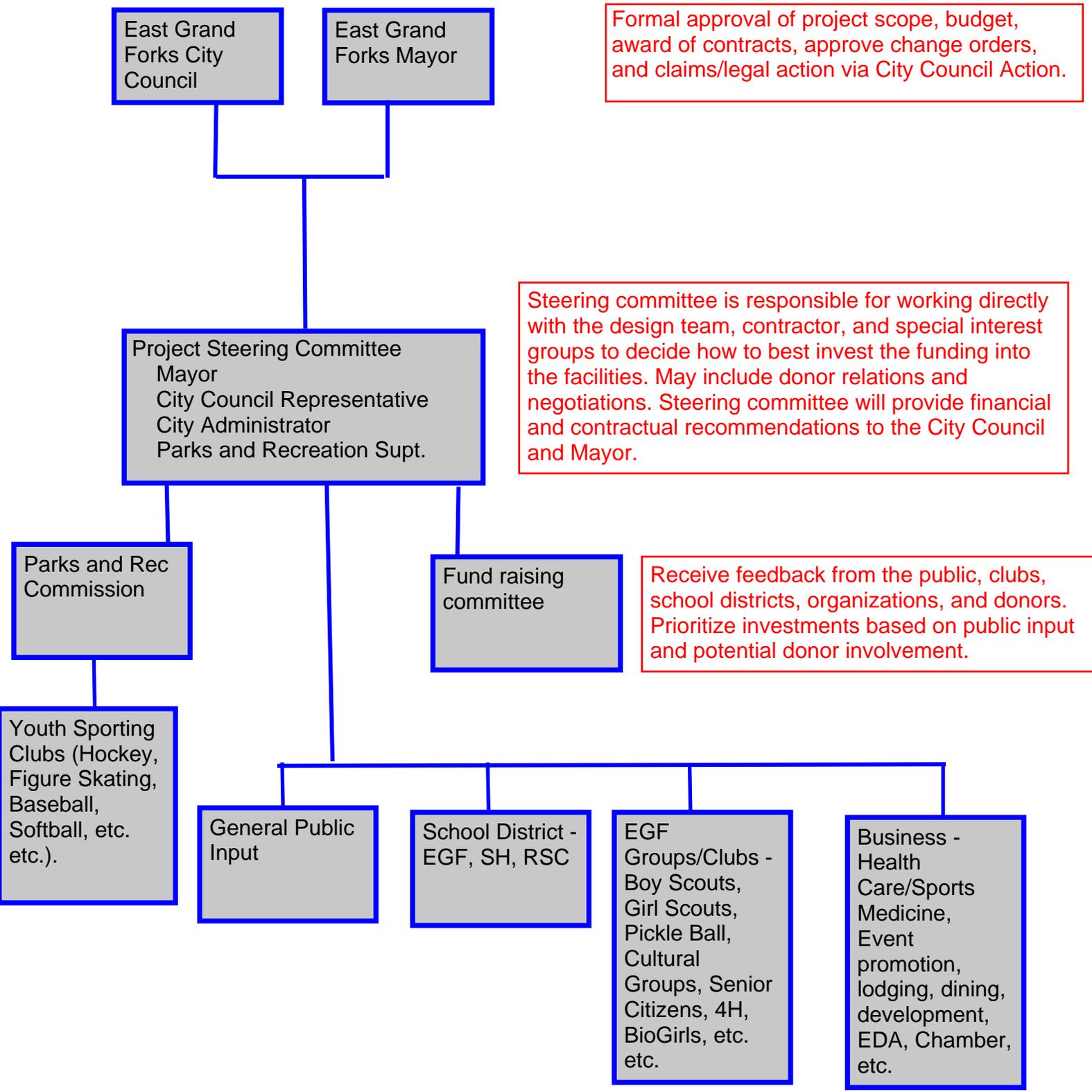
Additionally, a Project Organizational Structure is attached for the City Councils review and approval.

Recommendation:

Approve the formation and appointment of the Recreation Facility Improvement Project Steering Committee

Enclosures:

Project Oversight Organization Chart



Formal approval of project scope, budget, award of contracts, approve change orders, and claims/legal action via City Council Action.

Steering committee is responsible for working directly with the design team, contractor, and special interest groups to decide how to best invest the funding into the facilities. May include donor relations and negotiations. Steering committee will provide financial and contractual recommendations to the City Council and Mayor.

Receive feedback from the public, clubs, school districts, organizations, and donors. Prioritize investments based on public input and potential donor involvement.

Youth Sporting Clubs (Hockey, Figure Skating, Baseball, Softball, etc.).

General Public Input

School District - EGF, SH, RSC

EGF Groups/Clubs - Boy Scouts, Girl Scouts, Pickle Ball, Cultural Groups, Senior Citizens, 4H, BioGirls, etc.

Business - Health Care/Sports Medicine, Event promotion, lodging, dining, development, EDA, Chamber, etc.

RESOLUTION NO. 25 – 01 - 12

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

WHEREAS, the City of East Grand Forks is planning for improvements to its Civic Center and VFW Memorial Arena as part of the Recreation Facility Improvement projects; and

WHEREAS, the Recreation Project Steering Committee will be a temporary committee formed to serve from project planning and design through project completion; and

WHEREAS, the Steering Committee will be responsible for establishing the scope, budget, and schedule of improvements funded by the voter approved Local Sales & Use Tax, private fundraising, and local funds approved by the City Council, as well as all communication with the project design team and construction manager; and

WHEREAS, the committee will meet as needed throughout the project and provide regular communications to the City Council regarding project status, scope of work, and budget; and

WHEREAS, the members of the committee will include Mayor Mark Olstad, City Council member Karen Peterson, the City Administrator, and the Parks & Recreation Superintendent; and

NOW, THEREFORE, BE IT RESOLVED the City Council approves the formation and appointments to the Recreation Facility Improvement Project Steering Committee.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: January 21, 2025

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 21st day of January, 2025.

Mayor

Request for Council Action

Date: January 14, 2025

To: East Grand Forks City Council Mayor Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council Members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmey, and Karen Peterson.

Cc: File

From: Nancy Ellis, Community Development Director

RE: Lease agreements at City Hall for MPO

STAFF REQUEST:

Staff is asking that you review the 2025-2026 lease agreement for the GF-EGF MPO with the addition of the EDA Office space (203sq ft) and an increase to \$14.50/sqft for 2026. Once approved, it will go to the MPO for their approval; or to come back to the Council to negotiate.

BACKGROUND:

Currently, the MPO leases 776 sq ft of office space on the 2nd Floor East Wing at \$13.50 per square foot for a total of \$10776 (\$10476+ \$300 storage). The lease was approved for two years, 2024 and 2025. This past year we remodeled the CD/EDA space to allow for the renting of the EDA Director's office (203 sqft) to the MPO. With this remodel, we will need to redo the rental agreement between the City and the MPO.

I propose the following: 1) The MPO will continue at \$13.50/sqft; as approved the last lease agreement. However, we will include the added square footage and remove the storage cost. The new yearly lease is \$13216.50; 2) The rent will increase to \$14.50/sqft in 2026 to help with the cost of the remodel, maintenance and utility costs; 3) I recommend a two-year lease agreement.

The new lease agreement is included for your review.

City of East Grand Forks Lease Agreement

Whereas, the GF/EGF MPO wishes to lease space from the City of East Grand Forks; and

Whereas, the City currently has available space in its City Hall building; and

Whereas, the City believes the GF/EGF MPO would provide other positive contributing factors to the City by locating their office at the City Hall building.

Now, therefore, for valuable consideration, the City and GF/EGF MPO agree as follows:

The City will:

1. Provide to GF/EGF MPO an approximately 979 sq. ft. of office space, currently labeled Rooms E212, E213, E214 and EDA Office. This has been discussed with and agreed to by the City Administrator.
2. Permit security access outside regular City working hours.
3. Provide reasonable access to use the City Council Chambers or a conference room on an as needed basis, but only when such use does not conflict with the City's need for such space, and all conflicts will be resolved by the City.
4. Allow GF/EGF MPO to have an identity sign, etc. on the premises, the size and location to be approved by the City.
5. Provide use of other customary City Hall service areas for GF/EGF MPO employees, such as the employee lunchroom, restrooms, etc.
6. Provide current janitorial services to the areas proposed to be used by GF/EGF MPO in the same manner as the City receives, including removal of regular trash and recycling products. GF/EGF MPO will pay for any special fees for disposal of computers, or the like.
7. Allow existing parking areas to be used by GF/EGF MPO employees and visitors.
8. Provide electric, heating/cooling, water and sanitary sewer at no additional cost.
9. Provide fire and general liability insurance on the building.
10. Provide Communication services, phone, network access, GB data storage; and IT desktop support and technical services at the following prices: (See Page 2)

Charges for Phone service, Network Access, Data Storage and IT Support

1. Phone Service. This includes basic IP phone station; DID number; voicemail; call transfer/forward/waiting; routine service requests such as ring group changes, number of rings to voice mail, voice mail password reset, etc. Any requests requiring in depth planning or engineering will be charged on a time and material basis (see support service charges).

\$6.75 per phone per month \$6.75 X no. of phones = \$ 27.00 /month

2. Network Access. Provides access to department VLAN or EGF Metro Area Network, Internet access with multiple circuit redundancy, firewall services, Active Directory authentication service (includes basic service requests for password resets, add/remove users, change user groups) and security services. This does not include phone stations subscribing to EGF phone service (see above).

\$10.00 per device per month \$10.00 X no. of devices = \$ 50.00 /month

3. Data Storage. Provides a dedicated data store attached to the Metro Area Network with data replicated in two geographically separated locations, nightly backups and archives stored at 3 locations. Data recovery from backups will be billed at time and material rates (see support service charges).

\$0.25 per GB reserved per month \$0.25 X 300 no. of GB = \$ 75.00 /month

4. Desktop support and other technology services. This is charged at a labor rate of \$47.00/hour during normal working hours: Monday – Friday, 8:00am to 4:00pm on non-holidays. Billed in half-hour increments plus actual material and outside resource expenses incurred. Anything outside of normal working hours, considered after hours calls, or on holidays will be charged at the labor rate of \$70.50/hour and will be a 3 hour minimum charge plus actual material and outside resource expenses incurred.

1. Make all leasehold improvements to the existing “area” at their expense and in a manner that is approved by the City.
2. Pay the City rent at the negotiated terms of \$13.50 base rate per square foot for 2025 and \$14.50 for 2026. (**\$13216.50 for 2025 and \$14195.50 for 2026**)
3. Pay the City rent, on the 1st of each month _____ or at a negotiated time, such as quarterly _____ or yearly _____
4. Pay for any costs associated with additional access/security improvements as it or the City desires.
5. Furnish its own computer system; however, the City will provide internet connections only. The City currently has an agreement with Water & Light Department for IT services.
6. Maintain a certificate of insurance as required by the East Grand Forks City Attorney to cover its employees, liability, and personal property, and pay any additional premium required by the City’s insurers by reason of presence.
7. Not make any permanent improvements or changes to the area without prior City approval.
8. Limited storage may be offered in an area to be determined by the City for **\$30** per month.

Duration and Termination

- (1) This agreement shall be for a period through 2026 and may be continued thereafter on terms acceptable to both parties.
- (2) Either party shall have the right to terminate this agreement upon written 90-day notice to the other party.

Company/Organization _____

Dated: _____

By _____

By _____

CITY OF EAST GRAND FORKS

Dated: _____

By _____
Its Mayor

By _____
Its City Administrator

Space Available in City Hall

1st Floor

E112	363.00 sq.ft.	(33' X 11')
E113	207.00 sq. ft.	(11.5' X 18')
E114	453.75 sq. ft.	(33' X 13'10")
TOTAL	1023.75 sq.ft.	

W118	810.00 sq.ft.	(45' X 18')
W128	238.00 sq. ft.	(17' X 14')
W129	396.00 sq. ft.	(16.5' X 24')
W130	231.00 sq.ft.	(16.6' X 14')
TOTAL	1675 sq. ft.	

2nd Floor

E212	231.65 sq.ft.	(13'10" X 16'8")
E213	198.00 sq.ft.	(12' X 16'8")
E214	346.50 sq.ft.	(24'10" X 14')
EDA office	203.00sq.ft.	(13'10" X 14'8")
TOTAL	979.15 sq.ft.	

W230	198.00 sq.ft.	(12' X 16.5')
TOTAL	198.00 sq. ft.	

Accounts Payable

Check Register Totals Only



City of East Grand Forks

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

User: rkringle
 Printed: 1/17/2025 - 11:36 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
43746	01/21/2025	ACM001	Acme Electric Companies	14.99	0
43747	01/21/2025	ADV007	Advanced Auto Parts	26.49	0
43748	01/21/2025	ADV001	Advanced Business Methods Inc	208.00	0
43749	01/21/2025	AE2S01	Advanced Engineering & Environmen	10,848.21	0
43750	01/21/2025	APW002	American Public Works Association	297.50	0
43751	01/21/2025	ATV001	Auto Value Grand Forks	419.97	0
43752	01/21/2025	BIG001	Big Jim's East Side Tire	850.14	0
43753	01/21/2025	BOR001	Border States Electric Supply	74.34	0
43754	01/21/2025	GFF001	Timothy Brooks	23.84	0
43755	01/21/2025	C&R001	C&R Cleaners & Laundry	239.10	0
43756	01/21/2025	CEN006	Century Link	50.21	0
43757	01/21/2025	GFC002	City of Grand Forks	44,639.00	0
43758	01/21/2025	COL004	Coldspring Memorial	415.00	0
43759	01/21/2025	COL002	Cole Papers Inc	1,341.52	0
43760	01/21/2025	CMA001	Compass Minerals America Inc	10,073.33	0
43761	01/21/2025	COM003	Complete Pest Control Inc	275.00	0
43762	01/21/2025	CUS002	Custom Stripes Inc	607.00	0
43763	01/21/2025	DOM001	Domson BG Service	618.72	0
43764	01/21/2025	EAG001	Eagle Electric	21,520.38	0
43765	01/21/2025	FIN003	Finest Auto Trim Inc.	316.00	0
43766	01/21/2025	FOR005	Forum Communications Company	1,055.00	0
43767	01/21/2025	GAL003	Galstad Jensen & McCann PA	20,736.42	0
43768	01/21/2025	GGF001	GGF Convention & Visitors Bureau	4,824.31	0
43769	01/21/2025	GTS003	Grand Trailer Sales	3,299.00	0
43770	01/21/2025	HLM001	H&L Mesabi Company	5,574.00	0
43771	01/21/2025	H&S002	H&S Row Crop Equipment	22,550.00	0
43772	01/21/2025	HAW001	Hawkins Chemical	1,750.40	0
43773	01/21/2025	TCL001	Gregory Hufnagle	6,100.00	0
43774	01/21/2025	HUG001	Hugo's	40.83	0
43775	01/21/2025	JOH026	Johnson Controls	1,564.95	0
43776	01/21/2025	K&K001	K&K Trucking Inc	400.00	0
43777	01/21/2025	LEA002	League of MN Cities	186,324.65	0
43778	01/21/2025	LEA001	League of MN Cities, Finance Dept	915.00	0
43779	01/21/2025	LIN010	Linde Gas & Equipment, Inc.	29.03	0
43780	01/21/2025	HAR081	Local Ace	48.98	0
43781	01/21/2025	HAR087	Local Ace	88.95	0
43782	01/21/2025	HAR089	Local Ace	9.99	0
43783	01/21/2025	LOC001	Locators & Supplies Inc	14.99	0
43784	01/21/2025	MARCD1	Marco Technologies LLC	97.62	0
43785	01/21/2025	MAR009	Mars Supply	13.70	0
43786	01/21/2025	MEN001	Menards	39.96	0
43787	01/21/2025	MPO001	Metropolitan Planning Organization	2,781.63	0
43788	01/21/2025	MOC001	Mid-States Organized Crime Info Cen	150.00	0
43789	01/21/2025	MND003	MN Dept of Labor & Industry	30.00	0
43790	01/21/2025	MMA001	MN Mayors Association	30.00	0
43791	01/21/2025	MNP004	MN Public Facilities Authority	75,048.20	0
43792	01/21/2025	MOT002	Motorola Solutions Inc	17,768.00	0
43793	01/21/2025	NOR024	Northland Yard Service	4,962.50	0
43794	01/21/2025	ORE001	O'Reilly Automotive, Inc.	216.84	0
43795	01/21/2025	OSI001	OSI Environmental Inc.	100.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
43796	01/21/2025	OTI001	Otis Elevator Company	10,717.44	0
43797	01/21/2025	EXP002	Page 1 Publications, Inc.	538.48	0
43798	01/21/2025	DIA001	Richard Papenfuss	826.15	0
43799	01/21/2025	PET001	Peterson Veterinary Clinic P.C.	307.00	0
43800	01/21/2025	PKM001	PKM Electric Cooperative, Inc	1,224.56	0
43801	01/21/2025	POL015	Polk County Administrator	352.00	0
43802	01/21/2025	POW003	Powerplan OIB	14,111.83	0
43803	01/21/2025	PRE001	Premium Waters Inc	44.19	0
43804	01/21/2025	PSD001	PS Garage Doors	597.72	0
43805	01/21/2025	QUI001	Quill Corporation	290.41	0
43806	01/21/2025	REF001	Refr Sports	9,500.00	0
43807	01/21/2025	RMB001	RMB Environmental Lab Inc	262.30	0
43808	01/21/2025	RUN001	Running Supply, Inc.	145.23	0
43809	01/21/2025	SAF002	Safety-Kleen Systems, Inc.	978.03	0
43810	01/21/2025	ROT001	Schwingler Enterprises, Inc.	400.00	0
43811	01/21/2025	SIG004	Sign Solutions USA, LLC	2,384.99	0
43812	01/21/2025	MIK001	SJA Thunder Corp	600.00	0
43813	01/21/2025	SPA001	Spare Husband Inc	7,514.00	0
43814	01/21/2025	SRF001	SRF Consulting Group Inc	10,651.45	0
43815	01/21/2025	STU001	Stuart's Towing	100.00	0
43816	01/21/2025	SUP004	Superior Fenders Inc	500.00	0
43817	01/21/2025	THU002	Thur-O-Clean	394.00	0
43818	01/21/2025	TRI001	Tri Steel Manufacturing	15.23	0
43819	01/21/2025	USB005	US Bank Corporate Payment Systems	108,421.12	0
43820	01/21/2025	VAL002	Valley Truck Parts and Services Inc.	215.46	0
43821	01/21/2025	VER001	Verizon Wireless	2,060.63	0
43822	01/21/2025	VES001	Vestis Services LLC	584.63	0
43823	01/21/2025	VIR002	VirTra, Inc	5,500.00	0
43824	01/21/2025	WAT001	Water and Light Department	36,776.59	0
43825	01/21/2025	XCE001	Xcel Energy	36.72	0
				665,473.85	
Check Total:					