

**APPROVED MINUTES  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, JUNE 6, 2023 – 5:00 PM**

**CALL TO ORDER:**

*The Council Meeting of the East Grand Forks City Council for Tuesday, June 6, 2023 was called to order by Council President Olstad at 5:00 P.M.*

**CALL OF ROLL:**

*On a Call of Roll the following members of the East Grand Forks City Council were present: Mayor Steve Gander, Council President Mark Olstad, Council Vice-President Tim Riopelle, Council Members Clarence Vetter, Ben Pokrzywinski, Dale Helms, Brian Larson, and Karen Peterson.*

*Staff Present: Karla Anderson, Finance Director; Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Michael Hedlund, Police Chief, Charlotte Helgeson, Library Director; Reid Huttunen, Parks and Recreation Superintendent; 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.*

**PLEDGE OF ALLEGIANCE:**

**OPEN FORUM:**

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

**APPROVAL OF MINUTES:**

1. Consider approving the minutes of the “Council Meeting” for the East Grand Forks, Minnesota City Council of May 16, 2023.
2. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of May 23, 2023.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of May 23, 2023.

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

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

*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.*

4. Consider adopting Resolution No. 23-06-38 correcting the ward boundary lines so the population of each ward is as equal in population as practicable.
5. Consider approving the Memorandum of Understanding between the City of East Grand Forks and Bird Rides Inc for the electric scooter sharing system within the City of East Grand Forks.

**A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE ITEMS FOUR (4) AND FIVE (5).**

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

*Voting Nay: None.*

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

6. Regular meeting minutes of the Water, Light, Power, and Building Commission for May 3, 2023.
7. City Financial Statements as of April 30, 2023.

**COMMUNICATIONS:**

8. The first Tuesday in July is July 4<sup>th</sup> so the council meeting will be moved to Wednesday, July 5<sup>th</sup>.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

9. Consider adopting Resolution No. 23-06-39 recognizing Juneteenth as an official holiday and no public business will be transacted.

**A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADOPT RESOLUTION NO. 23-06-39 RECOGNIZING JUNETEENTH AS AN OFFICIAL HOLIDAY AND NO PUBLIC BUSINESS WILL BE TRANSACTED.**

Council member Vetter stated he would be voting no because the State should not be telling the cities what holidays they should have and they should not have this put on the City after the year had already

been budgeted for because this will cause overtime. Council President Olstad asked if there was something that required the city to approve the resolution. Mr. Galstad stated the holiday was a requirement by the State regardless if the resolution was approved and he did not think a resolution was required.

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

*Voting Nay: Vetter, Riopelle, and Helms.*

10. Consider adopting Resolution No. 23-06-40A approving the year-end transfer for the sick leave accrual fund for budget year 2022.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 23-06-40A APPROVING THE YEAR-END TRANSFER FOR THE SICK LEAVE ACCRUAL FUND FOR BUDGET YEAR 2022.**

Council President Olstad said with the option they would have 52% in reserves, the second option left 54% in reserves, and asked if there was \$100,000 or more included in the budget for this. Ms. Anderson said this had not been included in the budget for 2023 or 2024. Council President Olstad asked if there was anything that needed to be done in addition to this for 2023. Ms. Anderson explained she had estimated the potential costs for those that could retire in the next five years and how the liability would eventually decrease because people would only be getting 50% of their sick leave when they retired. Discussion followed about how nothing would need to be added to this account for 2023 with the proposed transfer because it should cover everyone for the next four to five years, the account would be reviewed each year, the sick leave sell back of 3% would be included in the budgets of each department and not come out of this fund.

More discussion followed about how the City would be receiving one-time additional public safety funds which were limited on what they could be spent on and how that funding may be spent on updating radios for the fire and police departments. Council President Olstad asked about how there were no funds going into the sick leave fund since 2008. Ms. Anderson said there were variables that could have been considered over the years but there was now a plan in place so this fund would not get depleted. Discussion followed about how it was approximately 25,000 every year for the 3% to the health care savings plan. Council President Olstad asked what the average was that should be going into the 705 fund. Ms. Anderson said she estimated the costs for the next five years and with the transfer it should cover 16 people. More discussion followed about what was budgeted for the 705 fund in 2024, what would be needed in future years in more people retired than expected, how the liability would be reviewed each year to determine what was needed to be budgeted, the transfer would set this fund up for the next five years, the current total liability was \$799,487.86, they should cover what was needed, the liability would be ongoing, the Council had suggested budgeting \$50,000 to \$75,000 each year, and \$50,000 was budgeted to go into the fund in 2024. Council member Vetter said 705 fund balance should match the liability so a transfer should be done each year.

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

*Voting Nay: None.*

## 11. Discussion and consideration of the City Administrator Candidates.

- Ms. Liza Donabauer will be at the meeting to facilitate the discussion.

Ms. Donabauer reviewed the process up to this point, how they had received 20 applications, 8 had been sent on to the Council, there was one semi-finalist that did withdraw from the process, and at this time the semi-finalists information was private so they would be using numbers for each candidate. She stated there were three items that needed to be decided, the first was to pick the finalists, the second was to set the schedule for the interview day, and lastly to discuss if there would be any type of travel reimbursement because each city handled that differently. She continued explaining the ballot system they would be using for selecting candidates, she would be looking for the top three candidates, and would be reading the results out loud. She collected the ballots and after reading all ballots candidate 1 received one vote, candidate 2 received six votes, candidate 3 received four votes, candidate 4 received four votes, candidate 6 did not receive any votes, candidate 7 received six votes, and candidate 8 received three votes. She then asked how many the Council wanted to interview. Discussion followed about moving forward with interviewing four candidates, what the schedule would be on interview day, and how the department heads would be involved with the interview process. Ms. Donabauer asked if the Council thought a travel reimbursement would be appropriate. More discussion followed about offering mileage or a plane ticket and a night stay at a hotel. Ms. Donabauer said she would be contacting the four candidates, let them know what would be offered for those that had to travel, a press release would issued about the finalists, and she would be gathering additional information on the finalists which would be sent to the Council to review before the interview day.

**CLAIMS:**

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

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

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

*Voting Nay: None.*

**COUNCIL/STAFF REPORTS:**

Mayor Gander thanked everyone that applied for the city administrator position and it would be exciting moving forward.

Mr. Emery informed the Council construction started on 3<sup>rd</sup> Street NW and the project by American Crystal had started the week before. Council President Olstad brought up the traffic lights that would be replaced on Demers Ave and they would not be painted. Mr. Emery said they would be galvanized and if the City wanted them painted, it would be a city cost, and was estimated at \$15,000 to \$20,000 to paint so at this time they would proceed with the galvanized poles.

Mr. Stordahl stated there had been questions on the Point Bridge. He explained they had been trying to schedule work to be completed by the Minnesota Department of Transportation to address a few different

items, so it was something that was in the works along with some work on the Louis Murray Bridge. Council Vice-President Riopelle asked about the concrete that heaved on 5<sup>th</sup> Avenue NE. Mr. Stordahl said they had put out bump signs but did remove the concrete and it would be addressed with the project that was scheduled this summer.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE JUNE 6, 2023 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:58 P.M.**

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

*Voting Nay: None.*

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Megan Nelson, City Clerk