

**APPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 2, 2024 – 5:00 PM**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for Tuesday, January 2, 2024 was called to order by Council President Olstad at 5:00 P.M.

CALL OF ROLL:

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

Staff Present: Karla Anderson, Finance Director; Jeff Boushee, Fire Chief; Steve Emery, City Engineer; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Michael Hedlund, Police Chief, Charlotte Helgeson, Library Director; Reid Huttunen, City Administrator; Jeremy King, Parks and Recreation Superintendent; Keith Mykleseth, Water and Light General Manager; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

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

ANNUAL BUSINESS:

1. SET TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS

Consider adopting Resolution No. 24-01-01 a Resolution to set time and hour of regular City Council Meetings and Work Sessions.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO ADOPT RESOLUTION NO. 24-01-01 A RESOLUTION TO SET TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS AND WORK SESSIONS.

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

Voting Nay: None.

2. DESIGNATE OFFICIAL NEWSPAPER

Consider adopting Resolution No. 24-01-02 a Resolution to designate The Exponent as the official newspaper.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 24-01-02 A RESOLUTION TO DESIGNATE THE EXPONENT AS THE OFFICIAL NEWSPAPER.

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

Voting Nay: None.

3. DESIGNATE FINANCIAL DEPOSITORIES

Consider adopting Resolution No. 24-01-03 a Resolution to designate 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 HELMS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 24-01-03 A RESOLUTION TO DESIGNATE THE FOLLOWING FINANCIAL DEPOSITORIES.

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

Voting Nay: None.

4. DESIGNATE ACH ORIGINATION & ONLINE BANKING

Consider adopting Resolution No. 24-01-04 a Resolution authorizing Persons listed below (subject to any expressed restrictions) is authorized for ACH origination and for online banking:

Name and Title

- (A) Steven Gander, Mayor
- (B) Reid Huttunen, City Administrator/Clerk-Treasurer
- (C) Megan Nelson, City Clerk
- (D) Terry Knudson, HR Generalist
- (E) Karla Anderson, Finance Director

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 24-01-04 A RESOLUTION AUTHORIZING PERSONS LISTED BELOW (SUBJECT TO ANY EXPRESSED RESTRICTIONS) IS AUTHORIZED FOR ACH ORIGINATION AND FOR ONLINE BANKING:

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

Voting Nay: None.

APPROVAL OF MINUTES:

5. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of December 12, 2023.
6. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of December 19, 2023.

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

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

Voting Nay: None.

SCHEDULED BID LETTINGS: NONE.

SCHEDULED PUBLIC HEARINGS: NONE.

CONSENT AGENDA: NONE

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

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

7. Regular meeting minutes of the Water, Light, Power, and Building Commission for December 6, 2023.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

8. Consider approving the Exempt Gambling Permit Application for the East Grand Forks Home Run Club to hold a raffle at the East Grand Forks Senior High School located at 1420 4th Ave NW East Grand Forks, MN 56721 on January 19, 2024 and waive the 30-day waiting period.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE THE EXEMPT GAMBLING PERMIT APPLICATION FOR THE EAST GRAND FORKS HOME RUN CLUB TO HOLD A RAFFLE AT THE EAST GRAND FORKS SENIOR HIGH SCHOOL LOCATED AT 1420 4TH AVE NW EAST GRAND FORKS, MN 56721 ON JANUARY 19, 2024 AND WAIVE THE 30-DAY WAITING PERIOD.

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

Voting Nay: None.

9. Consider approving the purchase of Motorola portable radios for the Police Department from Stone’s Mobile Radio for a total of \$183,701.25 utilizing the additional public safety funds received from the State.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE PURCHASE OF MOTOROLA PORTABLE RADIOS FOR THE POLICE DEPARTMENT FROM STONE'S MOBILE RADIO FOR A TOTAL OF \$183,701.25 UTILIZING THE ADDITIONAL PUBLIC SAFETY FUNDS RECEIVED FROM THE STATE.

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

10. Consider approving the purchase of the Motorola portable radios for the Fire Department from Stone's Mobile Radio for a total of \$31,563.00 utilizing the additional public safety funds received from the State.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE PURCHASE OF THE MOTOROLA PORTABLE RADIOS FOR THE FIRE DEPARTMENT FROM STONE'S MOBILE RADIO FOR A TOTAL OF \$31,563.00 UTILIZING THE ADDITIONAL PUBLIC SAFETY FUNDS RECEIVED FROM THE STATE.

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

11. Consider adopting Resolution No. 24-01-05 approving and adopting the Sick Time Policy to provide and incorporate guidelines and procedures regarding the appropriate accumulation and use of Earned Sick and Safe Time and to be included in the City's Personnel Policy.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 24-01-05 APPROVING AND ADOPTING THE SICK TIME POLICY TO PROVIDE AND INCORPORATE GUIDELINES AND PROCEDURES REGARDING THE APPROPRIATE ACCUMULATION AND USE OF EARNED SICK AND SAFE TIME AND TO BE INCLUDED IN THE CITY'S PERSONNEL POLICY.

Council member Vetter asked why the hours would be front loaded and if there were any temporary people that would work that many hours to utilize the sick hours. Mr. Huttunen explained there were different options that were considered, the current software used did not have the capability to calculate the accrued time, the second option would have the sick time be paid out, the third option front loaded the hours but an employee had to work so many hours before the sick time hours could be used and there was no payout of sick time hours. He added there was no great option, but this did not require manual tabulation or create a liability with a payout.

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

12. Consider adopting Resolution No. 24-01-06 approving and adopting the Cell Phone Policy to provide and incorporate guidelines and procedures and to be included in the City's Personnel Policy.

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT RESOLUTION NO. 24-01-06 APPROVING AND ADOPTING THE CELL PHONE POLICY TO PROVIDE AND INCORPORATE GUIDELINES AND PROCEDURES AND TO BE INCLUDED IN THE CITY'S PERSONNEL POLICY.

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

Voting Nay: None.

13. Consider approving the Labor Agreement for 2024-2025 between the City of East Grand Forks and the Law Enforcement Labor Services Local No. 152.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE LABOR AGREEMENT FOR 2024-2025 BETWEEN THE CITY OF EAST GRAND FORKS AND THE LAW ENFORCEMENT LABOR SERVICES LOCAL NO. 152.

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

Voting Nay: None.

14. Consider approving the Extension Amendment to the Memorandum of Understanding between the City of East Grand Forks and Bird Rides Inc for the electric scooter sharing system in the city.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE EXTENSION AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF EAST GRAND FORKS AND BIRD RIDES INC FOR THE ELECTRIC SCOOTER SHARING SYSTEM IN THE CITY.

Council member Helms said he would not be voting for this, he voted no the first time, and he had concerns about the letter they had received from Bird Rides Inc.

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

Voting Nay: Helms.

15. Consider approving the Memorandum of Understanding between the City of East Grand Forks and the American Crystal Sugar Company to have AE2S conduct a study to identify infrastructure and a rate structure which the cost would be reimbursed by American Crystal Sugar Company.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF EAST GRAND FORKS AND THE AMERICAN CRYSTAL SUGAR COMPANY TO HAVE AE2S CONDUCT A STUDY TO IDENTIFY INFRASTRUCTURE AND A RATE STRUCTURE WHICH THE COST WOULD BE REIMBURSED BY AMERICAN CRYSTAL SUGAR COMPANY.

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

Voting Nay: None.

CLAIMS:

16. 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: Vetter, Pokrzywinski, Riopelle, Helms, Olstad, Larson, and Peterson.

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Gander wished everyone a Happy New Year. He stated that it took many hours to prepare the items for the agenda and thanked staff for putting in the time. He asked the Council to review their schedules because he requested to continue the planning effort they had done each year, how it helped set priorities, and it was hard to support priorities of others if he was not aware of them. He asked both council members and department heads to bring up to three things that were either new or old and how they used the information from this meeting as a report card for the year.

Council Member Vetter stated it was his last year on the council and he would be happy to talk to anyone in Ward 1 that was interested in running for council.

Council President Olstad congratulated Nick Korynta on his promotion.

Mr. Huttunen stated the Metropolitan Planning Organization approved the plan with the bridge in December and he invited Ken from SRF Consulting to give an update on the RAISE funding opportunity at the next meeting for both city council.

Mr. Galstad congratulated Officer Korynta on his promotion.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE JANUARY 2, 2024 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:16 P.M.

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

Voting Nay: None.

Megan Nelson, City Clerk