

**APPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 16, 2024 – 5:00 PM**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for Tuesday, January 16, 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, and Dale Helms.

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

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

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

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of January 2, 2024.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of January 9, 2024.
3. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of January 9, 2024.

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

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

Voting Nay: None.

Absent: Larson and Peterson.

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. 24-01-08 designating "C&H Insurance" as the insurance agency to handle City Policy for 2024.
5. Consider adopting Resolution No. 24-01-09 approving the 2024 Administrative Services Agreement with Wex Benefits.
6. Consider adopting Resolution No. 24-01-10 enabling elected and/or appointed officials of the City of East Grand Forks to be covered by the Minnesota Workers Compensation Law.
7. Consider adopting Resolution No. 24-01-11 approving the following Board and Commission appointments and reappointments as presented by the appropriate elected official.
8. Consider approving the Exempt Gambling Permit Application for the Riverside Christian School to hold a raffle on April 13, 2024 at the Riverside Christian School located at 610 2nd Ave NE East Grand Forks, MN 56721 and waive the 30-day waiting period.
9. Consider approving the change in date and allowing KC Pro West to hold two youth snowmobile events in 2024 with the dates still yet to be determined because of lack of snow.
10. Consider approving the Special Event Application for Vintage Snowmobile Show to be held on Saturday, February 3rd from 7:30am to 4pm and allow them to block off some parking spaces in the parking lot by restaurant row.
11. Consider approving the Special Event Application for the Frozen Feet 5K/10K event scheduled for Saturday, February 10th from 7am to 12pm.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE ITEMS FOUR (4) THROUGH ELEVEN (11).

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

Voting Nay: None.

Absent: Larson and Peterson.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

- 12. Regular meeting minutes of the Water, Light, Power, and Building Commission for December 20, 2023.
- 13. City Financial Statements as of November 30, 2023.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

- 14. Consider adopting Resolution No. 24-01-12 approving the plans and specifications and ordering advertisement for bids for the 2022 City Project No. 3 for the Quiet Zone/Street and Sidewalk Improvements and setting a bid date of February 7, 2024.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 24-01-12 APPROVING THE PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE 2022 CITY PROJECT NO. 3 FOR THE QUIET ZONE/STREET AND SIDEWALK IMPROVEMENTS AND SETTING A BID DATE OF FEBRUARY 7, 2024.

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

- 15. Consider granting final approval of the Green Acres Resubdivision Plat and PUD Plan amendment contingent upon review and approval of the encroachment agreement and/or amendment to the ingress-egress easement document by the City Attorney and the submission of a digital file of the plat.

Ms. Ellis asked to have the motion changed because the City would be covered under the encroachment agreement for the ingress-egress that was done before or it could be covered if there were changes to the PUD. She said the biggest concern in splitting up of the property for two separate owners was the utilities and access to repair. She said they wanted to make sure it was covered and asked them to approve the PUD amendment and the plat based on review and approval from the city attorney who would address the encroachment agreement that was previously approved or in the PUD. Council President Olstad verified the wording change to the motion. Mr. Galstad said it should protect everyone involved.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO GRANT FINAL APPROVAL OF THE GREEN ACRES RESUBDIVISION PLAT AND PUD PLAN AMENDMENT CONTINGENT UPON REVIEW AND APPROVAL BY THE CITY ATTORNEY AND THE SUBMISSION OF A DIGITAL FILE OF THE PLAT.

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

16. Consider adopting Resolution No. 24-01-13 approving the hiring of Erika Perez as the Public Works Supervisor and be placed at a Grade 16 Step 1 at a salary of \$30.75 per hour.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 24-01-13 APPROVING THE HIRING OF ERIKA PEREZ AS THE PUBLIC WORKS SUPERVISOR AND BE PLACED AT A GRADE 16 STEP 1 AT A SALARY OF \$30.75 PER HOUR.

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

Voting Nay: None.

Absent: Larson and Peterson.

17. Consider adopting Resolution No. 24-01-14 approving the hiring of Josh Krostue as the Public Works Foreman and be placed at a Grade 15 Step 3 at a salary of \$30.29 per hour.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT RESOLUTION NO. 24-01-14 APPROVING THE HIRING OF JOSH KROSTUE AS THE PUBLIC WORKS FOREMAN AND BE PLACED AT A GRADE 15 STEP 3 AT A SALARY OF \$30.29 PER HOUR.

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

Voting Nay: None.

Absent: Larson and Peterson.

18. Consider approving the Memorandum of Understanding between the City of East Grand Forks and Independent School District 595 for police liaison services.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF EAST GRAND FORKS AND INDEPENDENT SCHOOL DISTRICT 595 FOR POLICE LIAISON SERVICES.

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

Voting Nay: None.

Absent: Larson and Peterson.

19. Consider adopting Resolution No. 24-01-15 approving the promotion of Jake Schiller to the Corporal position contingent upon an officer returning to the school for police liaison services.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 24-01-15 APPROVING THE PROMOTION OF JAKE SCHILLER TO THE CORPORAL POSITION CONTINGENT UPON AN OFFICER RETURNING TO THE SCHOOL FOR POLICE LIAISON SERVICES.

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

Voting Nay: None.

Absent: Larson and Peterson.

20. Consider approving the request to start the hiring process for Police Officer contingent upon the School Liaison Officer returning to the school.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE REQUEST TO START THE HIRING PROCESS FOR POLICE OFFICER CONTINGENT UPON THE SCHOOL LIAISON OFFICER RETURNING TO THE SCHOOL.

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

Voting Nay: None.

Absent: Larson and Peterson.

CLAIMS:

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

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

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

Voting Nay: None.

Absent: Larson and Peterson.

COUNCIL/STAFF REPORTS:

Mayor Gander said south end bridges were back in the news, he visited with Mayor Bochenski about the concerns of the possible requirement for a higher, longer bridge that would extend farther into a neighborhood in Grand Forks, and he gave his assurance which was included in the Herald he would oppose a bridge like that. He said it was not a good fit for a neighborhood, it was a foolish interpretation of the rule saying no part of a bridge could be placed inside a flood plain, and it lacked common sense. He stated the Army Corps of Engineers did allow for items in the flood plain which had to be mitigated so there was a net zero affect to the adjacent properties which was the better way to do things. He added the piers would have to be located within the flood plain, part of the structure would be in the flood plain, and there would have to be mitigation. He thanked all the members of the Pine to Prairie Task Force, the police officers, and Chief Hedlund for his leadership at this time. He said they put themselves in harms way every day and they will be grieving for everyone involved including family members.

Council Member Riopelle congratulated Deb Kiel on her upcoming retirement from the Legislature and with Mayor Gander's announcement, he said he might be able to do something for the district and was glad Representative Kiel was supporting him. He congratulated President Olstad on his recent announcement and he would be supporting him.

Council President Olstad thanked the Police Department, Chief Hedlund, and the Task Force. He also congratulated Mr. Schiller on his promotion and said how they were hoping to have the liaison officer back in the school by the end of the month.

Mr. Huttunen reminded the Council the school board would be reviewing the school liaison agreement the following week so if they approved it, they would get the police officer would be back in the school once the schedule was worked out. He stated Polk County did agree to pay for 25% for the RAISE grant application and the Grand Forks City Council would be meeting that night and they were the last of the four groups to make a decision.

Mr. Galstad congratulated everyone on their promotions.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADJOURN THE JANUARY 16, 2024 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:13 P.M.

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

Voting Nay: None.

Absent: Larson and Peterson.

Megan Nelson, City Clerk