

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

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for Tuesday, April 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, Dale Helms, Brian Larson, and Karen Peterson.

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; Charlotte Helgeson, Library Director; Reid Huttunen, City Administrator; Jeremy King, Parks and Recreation Superintendent; 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 “Work Session” for the East Grand Forks, Minnesota City Council of March 26, 2024.
2. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of April 2, 2024.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE ITEMS ONE (1) AND TWO (2).

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

3. Consider approving the Special Event Application for the Grand Forks 10 event scheduled to take place on Saturday, August 24th starting at 7am and will require the closure of the Sorlie Bridge for the start of the race for approximately 30 minutes and will be contingent upon MNDOT approval.
4. Consider approving the Special Event Application for the East Grand Forks Senior High Prom scheduled for Saturday, May 11th and will require the closure of the parking lot by restaurant row from approximately 5pm to 8:30pm.
5. Consider adopting Resolution No. 24-04-34 declaring the City will act as a legal sponsor for the application for the fiscal year 2024/2025 funding to the State of Minnesota Department of Natural Resources for the trail maintenance of snowmobile trails managed by the Red River Snowmobile Club.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER PETERSON, TO APPROVE ITEMS THREE (3) THROUGH FIVE (5).

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

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 March 20, 2024.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

7. Consider adopting the 2024 Economic Development Strategic Plan.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT THE 2024 ECONOMIC DEVELOPMENT STRATEGIC PLAN.

Council member Helms told the Council this item was on the Economic Development Board agenda and it was approved.

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

Voting Nay: None.

8. Consider approving the request to start the hiring process for the Economic Development Director position.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE THE REQUEST TO START THE HIRING PROCESS FOR THE ECONOMIC DEVELOPMENT DIRECTOR POSITION.

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

Voting Nay: Vetter.

9. Consider approving a loan agreement between the City of East Grand Forks and M & W Services for a \$110,000 loan at 4% for 10 years.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE A LOAN AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND M & W SERVICES FOR A \$110,000 LOAN AT 4% FOR 10 YEARS.

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

Voting Nay: None.

10. Consider approving the request to start the hiring process for the Accounting Technician position.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE REQUEST TO START THE HIRING PROCESS FOR THE ACCOUNTING TECHNICIAN POSITION.

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

Voting Nay: None.

CLAIMS:

11. Consider adopting Resolution No. 24-04-35 authorizing the City of East Grand Forks to approve purchases from Border States Trophy the goods referenced in check number 42347 for a total of \$30.00 whereas Council Member Riopelle is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 24-04-35 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM BORDER STATES TROPHY THE GOODS REFERENCED IN CHECK NUMBER 42347 FOR A TOTAL OF \$30.00 WHEREAS COUNCIL MEMBER RIOPELLE IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None.

Abstain: Riopelle.

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Gander asked Council member Helms to give a recap of the Heritage Foundation event and reminded everyone of the upcoming State of the City event on April 25th with the program starting at 12pm and ending before 1pm.

Council Member Helms stated the Heritage Foundation held an event at the VFW, they served 205 meals and were able to raise about the same amount of funds as 2023. He added that Council member Vetter and his wife attended, and he appreciated the support given to the Heritage Village because it was ran by volunteers.

Mr. Gorte stated the application was still open for the PROMISE act and the Chamber would be hosting a Shark Tank event on April 30th.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER PETERSON, TO ADJOURN THE APRIL 16, 2024 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:08 P.M.

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

Voting Nay: None.

Megan Nelson, City Clerk