

**APPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JUNE 18, 2024 – 5:00 PM**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for Tuesday, June 18, 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 Ben Pokrzywinski, 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; Michael Hedlund, Police Chief, 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 “Regular Meeting” for the East Grand Forks, Minnesota City Council of June 4, 2024.
2. Consider approving the minute summary of the “Closed Meeting” for the East Grand Forks, Minnesota City Council of June 4, 2024.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of June 11, 2024.

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

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

Voting Nay: None.

Absent: Helms and Vetter.

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 approving Exempt Gambling Permit Application for the East Grand Forks Home Run Club to hold a raffle on July 24, 2024 at Stauss Park located at 327 8th St NE East Grand Forks, MN 56721 and waive the 30-day waiting period.
5. Consider approving the Special Event Application for the International Association of Fire Fighters Local 3423 to host the Cats Incredible Fishing Tournament and other events in the LaFave Park area from July 26 through July 28, 2024.
6. Consider approving the Facility Use Agreement between the City of East Grand Forks and the Downtown Development Association for the temporary installation of a pickleball court for the month of July in 2024.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER PETERSON, TO APPROVE ITEMS FOUR (4) THROUGH SIX (6).

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

Voting Nay: None.

Absent: Helms and Vetter.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

7. Regular meeting minutes of the Water, Light, Power, and Building Commission for May 15, 2024.

COMMUNICATIONS:

8. Presentation of 2023 Financial Audit Report.

Ms. Anderson introduced Mr. Brian Opsahl who was the lead auditor from Brady Martz. She stated he would be presenting the annual comprehensive financial report and the single audit because the City had received over \$750,000 in federal grants. Mr. Opsahl told the Council to stop him while he was reviewing the information if they had questions, there would be a lot of flipping through pages, but he would do his best to review the highlights of both reports. He explained not much had changed to accounting policies for this year but there would be a change for the following year regarding earned absences so the liability could be going up. He continued saying there were no issues with management and staff did a good job of responding to questions which made their job easier.

Mr. Opsahl started the review of the single audit report, they did not have any findings, so it was a clean report, and reminded the Council this report was necessary because the City had spent over \$750,000 of federal funds. He stated they did not have any findings on the project they tested and lastly there was a breakdown of the federal dollars received and what had been spent. He added in the next couple years the threshold for this type of audit could increase to a million dollars and asked for questions. There were none.

Mr. Opsahl said he would continue with the annual comprehensive financial report, the tabs represented different sections, and the introduction included a letter of transmittal and highlights of economic factors to show how things were for 2023. He added pages 11-18 had the management analysis, the financial statements started on page 19, and page 20 showed the overall net position. He continued with page 21 showing changes in the funds, page 22 listed the fund balance which increased by \$743,627, and page 25 listed the budget versus was the actual was. He reviewed the pages where the business type activities, cash flows, policies, breakdown of the funds, and statistical section were found. He asked if there were any questions. Ms. Anderson thanked staff for their assistance during the process. There were no questions.

OLD BUSINESS:

9. Consider adopting Ordinance 41, 4th Series amending Chapter 132 discharging firearms in 132.04 (b) and to use of bow and arrow section 132.06 and by adopting by reference City Code Chapter 10 and section 10.99 which, among other things, contain penalty provisions (2nd Reading).

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO ADOPT ORDINANCE 41, 4TH SERIES AMENDING CHAPTER 132 DISCHARGING FIREARMS IN 132.04 (B) AND TO USE OF BOW AND ARROW SECTION 132.06 AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 10 AND SECTION 10.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS (2ND READING).

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

Voting Nay: None.

Absent: Helms and Vetter.

NEW BUSINESS:

10. Consider approving the agreement between the City of East Grand Forks and Countrywide Sanitation Company extending the contract for refuse and recycling collection for the city from July 1, 2024 through June 30, 2029.

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER PETERSON, TO APPROVE THE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND COUNTRYWIDE SANITATION COMPANY EXTENDING THE CONTRACT FOR REFUSE AND RECYCLING COLLECTION FOR THE CITY FROM JULY 1, 2024 THROUGH JUNE 30, 2029.

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

Voting Nay: None.

Absent: Helms and Vetter.

11. Consider approving the agreement between the City of East Grand Forks and True Check LLC for Building Inspection Services for a two-year period starting June 20, 2024.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE THE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND TRUE CHECK LLC FOR BUILDING INSPECTION SERVICES FOR A TWO-YEAR PERIOD STARTING JUNE 20, 2024.

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

Voting Nay: None.

Absent: Helms and Vetter.

12. Consider approving the grade crossing construction and maintenance agreement between the City of East Grand Forks and BNSF Railway Company for the Central Avenue railroad crossing.

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE THE GRADE CROSSING CONSTRUCTION AND MAINTENANCE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND BNSF RAILWAY COMPANY FOR THE CENTRAL AVENUE RAILROAD CROSSING.

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

Voting Nay: None.

Absent: Helms and Vetter.

CLAIMS:

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

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

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

Voting Nay: None.

Absent: Helms and Vetter.

COUNCIL/STAFF REPORTS:

Mayor Gander reminded everyone that the recreation projects were going to be brought up, an update would be brought forward on what the plan was for the ice arenas and the baseball fields, and if someone wanted to get involved, they should reach out to Mr. King.

Council Vice-President Riopelle stated a former resident always watched the meetings even after he had moved away. He wanted to thank Jim and told him to keep watching.

Mr. Huttunen stated that Congresswoman Fischbach had met with city officials and people from the business community earlier in the day, he thanked Council President Olstad for being in attendance, there was good attendance from the business community, and there was strong discussion which included issues

from both the State and Federal levels. He reminded everyone that City Hall was going to be closed for the Juneteenth Holiday, but offices would be open the following day.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADJOURN THE JUNE 18, 2024 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:23 P.M.

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

Voting Nay: None.

Absent: Helms and Vetter.

Megan Nelson, City Clerk