

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

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for Tuesday, July 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; Nancy Ellis, City Planner; Steve Emery, City Engineer; 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:

Mr. Kevin Grover introduced himself to the Council as the new superintendent of East Grand Forks Public Schools. He stated he was looking forward to working with the City and to let him know if there was any way he could assist. He added he was glad to be in the community, his family was moving to the community from International Falls, and so far, it had been a great experience.

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of June 18, 2024.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of June 25, 2024.
3. Consider approving the minute summary of the “Closed Meeting” for the East Grand Forks, Minnesota City Council of June 25, 2024.

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

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

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 approving Temporary Liquor License Application for the International Association of Firefighters Local 3423 for the Cats Incredible Event taking place on the banks of the Red River on July 26-28, 2024.
5. Consider approving the Special Event Application for Sacred Heart Church & School to hold a block party on August 21, 2024 and allowing the closure of a portion of 3rd Street NW in front of the church and school for the event.
6. Consider approving the request to waive the requirement for a city transient merchant licenses for non-food vendors at the Hot Valley Nights event.
7. Consider adopting Resolution No. 24-07-48 appointing election judges for the August 13th Primary election and November 5th General Election.
8. Consider adopting Resolution No. 24-07-49 authorizing the conveyance of the land to the transferee and any previous disposal of or transfer of the land to the transferee is hereby ratified and approved.
9. Consider adopting Resolution No. 24-07-50 accepting donations to be used towards the construction of a new playground at Griggs Park Trailhead.
10. Consider adopting Resolution No. 24-07-51 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
- (C) Megan Nelson, City Clerk
- (D) Terry Knudson, HR Generalist
- (E) Karla Anderson, Finance Director
- (F) Renee Kringlen, Accounting Technician

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE ITEMS FOUR (4) THROUGH TEN (10).

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

Voting Nay: None.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

11. Regular meeting minutes of the Water, Light, Power, and Building Commission for June 5, 2024.

COMMUNICATIONS:

12. City Financial Statements as of April 30, 2024.

OLD BUSINESS: NONE

NEW BUSINESS:

13. Consider approving the updated site use agreement between the City of East Grand Forks and Lutheran Social Services for the use of the Senior Center for the development and operation of the Nutrition Program.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER PETERSON, TO APPROVE THE UPDATED SITE USE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND LUTHERAN SOCIAL SERVICES FOR THE USE OF THE SENIOR CENTER FOR THE DEVELOPMENT AND OPERATION OF THE NUTRITION PROGRAM.

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

Voting Nay: None.

14. Consider accepting the proposal from Johnson Controls to update the HVAC system at the Senior Center for a total of \$148,500.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ACCEPT THE PROPOSAL FROM JOHNSON CONTROLS TO UPDATE THE HVAC SYSTEM AT THE SENIOR CENTER FOR A TOTAL OF \$148,500.

Council member Vetter said there was still interest in the building so this item should be tabled. Council President Olstad said it was his opinion it should be voted on and not tabled.

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

Voting Nay: Vetter.

15. Consider adopting Resolution No. 24-07-52 approves reclassification of the Senior Center Coordinator position and freezes the position's wage until the approved salary meets or exceeds the Grade 12 pay range.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO ADOPT RESOLUTION NO. 24-07-52 APPROVES RECLASSIFICATION OF THE SENIOR CENTER COORDINATOR POSITION AND FREEZES THE POSITION'S WAGE UNTIL THE APPROVED SALARY MEETS OR EXCEEDS THE GRADE 12 PAY RANGE.

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

Voting Nay: None.

16. Consider approving the loan agreement for The Spud Jr. for \$80,361.16 at 4% for a 10-year term.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE LOAN AGREEMENT FOR THE SPUD JR. FOR \$80,361.16 AT 4% FOR A 10-YEAR TERM.

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

Voting Nay: None.

17. Consider adopting Resolution No. 24-07-53 authorizing the sale of Parcels 31.00051.01 and a portion of 31.00053.00 to the Minnesota Municipal Power Agency and authorize the Council President and City Administrator to finalize terms and enter into a purchase agreement.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 24-07-53 AUTHORIZING THE SALE OF PARCELS 31.00051.01 AND A PORTION OF 31.00053.00 TO THE MINNESOTA MUNICIPAL POWER AGENCY AND AUTHORIZE THE COUNCIL PRESIDENT AND CITY ADMINISTRATOR TO FINALIZE TERMS AND ENTER INTO A PURCHASE AGREEMENT.

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

Voting Nay: None.

18. Consider approving the updates to the Sick Time Policy to include the updates related to Earned Sick and Safe Time eligibility and use.

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER PETERSON, TO APPROVE THE UPDATES TO THE SICK TIME POLICY TO INCLUDE THE UPDATES RELATED TO EARNED SICK AND SAFE TIME ELIGIBILITY AND USE.

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

Voting Nay: None.

19. Consider declaring the 2020 Ford Police Interceptor and associated equipment as surplus and approve the sale to Guardian Fleet Safety with funds to be used as a credit towards the new equipment for the outfitting of the new squad car.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO DECLARE THE 2020 FORD POLICE INTERCEPTOR AND ASSOCIATED EQUIPMENT AS SURPLUS AND APPROVE THE SALE TO GUARDIAN FLEET SAFETY WITH FUNDS TO BE USED AS A CREDIT TOWARDS THE NEW EQUIPMENT FOR THE OUTFITTING OF THE NEW SQUAD CAR.

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

Voting Nay: None.

CLAIMS:

20. 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 POKRZYWINSKI, TO AUTHORIZE THE CITY ADMINISTRATOR/CLERK-TREASURER TO ISSUE PAYMENT OF RECOMMENDED BILLS AND PAYROLL.

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Gander wished everyone a Happy Independence Day, commented how the current political environment was polarized, and asked people to come together.

Mr. Huttunen told the Council Ms. Renee Kringlen started on Monday and had been a great addition to the staff. He added that the Economic Development Board would be holding a special meeting on Tuesday, July 9th regarding the director position which was reposted because of the interest received, applications would be reviewed, and something might be brought to the Council if needed.

Mr. Emery stated the Quiet Zone project was progressing, they would be striping the roads next Tuesday and the intersection would open back up either Tuesday or Wednesday next week and then the Central Avenue crossing would be closed. He added that Q3 Contracting would be starting the sidewalk project by the library on Monday and the start date for the LaFave Park improvements would be in August.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO ADJOURN THE JULY 2, 2024 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:10 P.M.

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

Voting Nay: None.

Megan Nelson, City Clerk