

**APPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, OCTOBER 15, 2024 – 5:00 PM**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for Tuesday, October 15, 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; Maggie Brockling, Economic Development Director; 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; 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 October 1, 2024.
2. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of October 8, 2024.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of October 8, 2024.

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

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

Voting Nay: None.

SCHEDULED BID LETTINGS: NONE.

SCHEDULED PUBLIC HEARINGS:

4. Public hearing regarding the proposed updates to the business subsidy policies.

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO OPEN THE PUBLIC HEARING.

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

Voting Nay: None.

Mr. Gorte stated the policies had been in place for years and the only change was to the lending amount for primary businesses which increased the lending amount from \$150,000 up to \$300,000. He asked for questions and there were none.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO CLOSE THE PUBLIC HEARING.

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

Voting Nay: 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.

5. Consider adopting Resolution No. 24-10-78 appointing Maggie Brockling to the Polk County Affordable Housing Advisory Board.
6. Consider adopting Resolution No. 24-10-79 approving the appointment to the Water and Light Commission to fill the current vacancy.

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

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

Voting Nay: None.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

7. Regular meeting minutes of the Water, Light, Power, and Building Commission for September 18, 2024.

COMMUNICATIONS: NONE

OLD BUSINESS:

8. Consider adopting Ordinance 42, 4th Series amending City Code Chapter 152 by adding section 152.400 concerning Solar Energy Systems within city limits and by adopting 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 LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT ORDINANCE 42, 4TH SERIES AMENDING CITY CODE CHAPTER 152 BY ADDING SECTION 152.400 CONCERNING SOLAR ENERGY SYSTEMS WITHIN CITY LIMITS AND BY ADOPTING REFERENCE CITY CODE CHAPTER 10 AND SECTION 10.99 WHICH AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS (2ND READING).

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

Voting Nay: None.

NEW BUSINESS:

9. Consider adopting the updated Business Subsidy Policy, the Revolving Loan Guidelines, and Border Cities Tax Credit Policy.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO ADOPT THE UPDATED BUSINESS SUBSIDY POLICY, THE REVOLVING LOAN GUIDELINES, AND BORDER CITIES TAX CREDIT POLICY.

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

Voting Nay: None.

10. Consider approving the change order totaling \$46,866.45 from Equity Builders for the City Hall roof project.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER PETERSON, TO APPROVE THE CHANGE ORDER TOTALING \$46,866.45 FROM EQUITY BUILDERS FOR THE CITY HALL ROOF PROJECT.

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

Voting Nay: Helms.

11. Consider adopting the updated Transit Procurement Policy contingent upon review and approval from the Minnesota Department of Transportation.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT THE UPDATED TRANSIT PROCUREMENT POLICY CONTINGENT UPON REVIEW AND APPROVAL FROM THE MINNESOTA DEPARTMENT OF TRANSPORTATION.

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

Voting Nay: None.

CLAIMS:

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

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Gander thanked Jeremy King and staff for putting together the Civic Center 50th Celebration and he also thanked the Downtown Horns for performing at the event. He stated it was a good chance to see the Park and Recreation facility planning, he reminded residents there was going to be a question about the proposed local sales tax on the ballot, and the Park and Recreation website had information on it about the proposed projects. He added that anyone with questions could also call the Park and Recreation Department at 218-773-8000.

Council Member Riopelle congratulated Council member Vetter on becoming a grandpa.

Mr. Emery told the Council the milling work was completed in the LaFave Park area, they were working on the leveling course, and the asphalt would be added within a day or two. He added the major items of the project should be completed by the end of the week and the project should be wrapped up by the following week.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE OCTOBER 15, 2024 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:09 P.M.

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

Voting Nay: None.

Megan Nelson, City Clerk