

**APPROVED MINUTES  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, DECEMBER 17, 2024 – 5:00 PM**

**CALL TO ORDER:**

*The Council Meeting of the East Grand Forks City Council for Tuesday, December 17, 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: 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; Michael Hedlund, Police Chief, 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:**

**RECOGNITION OF COUNCIL MEMBER VETTER:**

Mr. Huttunen presented Council member Clarence Vetter with a plaque recognizing his years of service and thanked him his work on the council, the negotiations committee, the Metropolitan Planning Organization (MPO), and the finance committee. He thanked him for his leadership, support, and read the plaque that included his dates of service from January of 2013 to December of 2024 which was followed by applause. Council President Olstad thanked Council member Vetter for all the work he had done on the council, how he appreciated working with him on the personnel committee, and now he would be able to do something he wanted to do on Tuesday evenings.

**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 December 3, 2024.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” FOR THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL OF DECEMBER 3, 2024.**

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

*Voting Nay: None.*

**SCHEDULED BID LETTINGS: NONE.**

**SCHEDULED PUBLIC HEARINGS: NONE**

**CONSENT AGENDA: NONE**

*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.*

**ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:**

2. Regular meeting minutes of the Water, Light, Power, and Building Commission for November 20, 2024.

**COMMUNICATIONS: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

3. Consider adopting Resolution No. 24-12-92 approving the 2025 budget and authorizing specific financial related activities.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO ADOPT RESOLUTION NO. 24-12-92 APPROVING THE 2025 BUDGET AND AUTHORIZING SPECIFIC FINANCIAL RELATED ACTIVITIES.**

Ms. Anderson told the Council there was a savings of about \$62,000 from health insurance, there was a fee of \$45 for each person, so there would be some adjustments within each department but the totals would be the same. She added when the budget was posted those changes would have been completed.

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

*Voting Nay: None.*

4. Consider adopting Resolution No. 24-12-93 choosing Option 1 and not waiving the statutory tort limits for excess liability coverage in 2025.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LARSON, TO ADOPT RESOLUTION NO. 24-12-93 CHOOSING OPTION 1 AND NOT WAIVING THE STATUTORY TORT LIMITS FOR EXCESS LIABILITY COVERAGE IN 2025.**

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

*Voting Nay: None.*

5. Consider approving the Memorandum of Understanding between the City of East Grand Forks and the Teamsters Local 120 approving the employer health insurance contributions for 2025.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF EAST GRAND FORKS AND THE TEAMSTERS LOCAL 120 APPROVING THE EMPLOYER HEALTH INSURANCE CONTRIBUTIONS FOR 2025.**

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

*Voting Nay: Vetter.*

6. Consider approving the Special Event Application for the KC Pro West Youth Snowmobile Races to be held January on the north end of the city and possible other dates if other locations do not have enough snow to hold races.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER PETERSON, TO APPROVE THE SPECIAL EVENT APPLICATION FOR THE KC PRO WEST YOUTH SNOWMOBILE RACES TO BE HELD JANUARY ON THE NORTH END OF THE CITY AND POSSIBLE OTHER DATES IF OTHER LOCATIONS DO NOT HAVE ENOUGH SNOW TO HOLD RACES.**

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

*Voting Nay: None.*

7. Consider approving the Extension Amendment to the Memorandum of Understanding between the City of East Grand Forks and Bird Rides Inc and the Electric Scooter Rental Business Application for operations in 2025.

**A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE EXTENSION AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF EAST GRAND FORKS AND BIRD RIDES INC AND THE ELECTRIC SCOOTER RENTAL BUSINESS APPLICATION FOR OPERATIONS IN 2025.**

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

*Voting Nay: None.*

8. Consider adopting Resolution No. 24-12-94 authorizing the special refuse invoices that have been deemed uncollectable to be written off totaling \$468.00.

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 24-12-94 AUTHORIZING THE SPECIAL REFUSE INVOICES THAT HAVE BEEN DEEMED UNCOLLECTABLE TO BE WRITTEN OFF TOTALING \$468.00.**

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

*Voting Nay: None.*

**CLAIMS:**

9. 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 PETERSON, 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:**

Council Member Vetter thanked staff for all their help while he was on council which made his job easier and extended holiday greetings to all staff and citizens hoping everyone had a safe and enjoyable holiday.

Council Member Pokrzywinski thanked Council member Vetter for his service and wished everyone a Merry Christmas and Happy New Year.

Council Member Riopelle thanked Council member Vetter, they had interesting conversations over the years, at times they agreed to disagree, and it all worked out in the long run. He added he hoped Council member Vetter enjoyed his retirement from the Council and wished everyone a Merry Christmas.

Council Member Helms thanked Council member Vetter, he would miss their conversations, and hoped he enjoyed his Tuesdays off. He also wished everyone a Merry Christmas.

Council Member Peterson wished Council member Vetter good luck and wished everyone Happy Holidays.

Council Member Larson thanked Council member Vetter and how it had been a real joy serving with him on the Council as well as the MPO Board. He added he appreciated his insight and his hard work and commitment to being good stewards of funds was one of the reasons they were able to get the property taxes down to where they did. He thanked Council member Vetter again for all his hard work and wished everyone Happy Holidays.

Council President Olstad wished everyone Happy Holidays, Merry Christmas, and Happy New Year. He told the group that Mayor Gander would be receiving his plaque on January 7<sup>th</sup> because he was not able to be at the meeting and everyone should enjoy their time off.

Mr. Huttunen thanked Council member Vetter for his service and leadership, it had been a pleasure working with him, and let the Council know he was going to be heading out of State for the holidays and would be back in the office on January 2<sup>nd</sup>. He reminded everyone the organizational meeting would be taking place on January 7<sup>th</sup> and wished everyone Happy Holidays.

Mr. Galstad thanked Council member Vetter for everything he had done, he always appreciated his logic even if he didn't agree, all of his decisions were well reasoned, and that they were for the good of the people.

Mr. Emery congratulated Council member Vetter, he was glad they never disagreed on anything, and wished him the best of luck on his next venture. He also wished everyone Merry Christmas.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADJOURN THE DECEMBER 17, 2024 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:10 P.M.**

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

*Voting Nay: None.*

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Megan Nelson, City Clerk