

**APPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 7, 2025 - FOLLOWING THE ORGANIZATIONAL
MEETING**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for Tuesday, January 7, 2025 was called to order by Council President Larson at 5:07 P.M.

CALL OF ROLL:

On a Call of Roll the following members of the East Grand Forks City Council were present: Mayor Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmey, 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; Rod Hajicek, Police Lieutenant; Charlotte Helgeson, Library Director; Reid Huttunen, City Administrator; Keith Mykleseth, Water and Light General Manager; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.

DETERMINATION OF QUORUM:

The Council President Determined a Quorum was present.

RECOGNITION OF MAYOR GANDER:

Mr. Huttunen presented Mayor Olstad a plaque recognizing his time from 2013 to 2024 as a council member, he read the plaque, and thanked him for his time on Council and as Council President.

Mr. Huttunen then presented Mayor Gander a plaque recognizing him for his time as mayor from 2017 to 2024, he read the plaque, and thanked him for the leadership and service to the community. Mayor Gander thanked the community for trusting him, he thanked his wife and family for their support, he thanked the council, Mr. Huttunen, and staff, and how he had the highest confidence that the new Mayor and Council would continue the good work moving forward.

DEDICATION OF THE LYNN STAUSS COUNCIL CHAMBERS:

Mayor Gander asked the members of the Stauss family to come forward. He explained the display was in the council chambers and included the USA shirt in the framed box. He read the inscription that dedicated the council chambers to Lynn Stauss, the former mayor of East Grand Forks, who made a great sacrifice and service to the country by serving in Vietnam, by working at an elementary school teacher, assisting in youth activities, and spent his life serving others. He stated how Lynn had prioritized his role as mayor during the 1997 flood and after by securing funds for the levy system, the revitalization of the city, and worked with the Minnesota Department of Natural Resources with the setup of the campground. He said how some leaders step away after dealing with a disaster but Lynn continued for years while working on recovery efforts which created a more vibrant city. This was followed by applause.

OPEN FORUM:

Council President Larson 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.

ANNUAL BUSINESS:

1. Consider adopting Resolution No. 25-01-01 setting the time and hour of regular City Council Meetings and Work Sessions.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 25-01-01 SETTING THE TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS AND WORK SESSIONS.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Larson, and Peterson.

Voting Nay: None.

2. Consider adopting Resolution No. 25-01-02 designating The Exponent as the official newspaper.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER PETERSON, TO ADOPT RESOLUTION NO. 25-01-02 DESIGNATING THE EXPONENT AS THE OFFICIAL NEWSPAPER.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Larson, and Peterson.

Voting Nay: None.

3. Consider adopting Resolution No. 25-01-03 designating the following financial depositories.
 - a. American Federal
 - b. Frandsen Bank & Trust
 - c. RBC Wealth Management
 - d. PMA – 4M Fund

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER PETERSON, TO ADOPT RESOLUTION NO. 25-01-03 DESIGNATING THE FOLLOWING FINANCIAL DEPOSITORIES.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Larson, and Peterson.

Voting Nay: None.

4. Consider adopting Resolution No. 25-01-04 authorizing Persons listed below (subject to any expressed restrictions) is authorized for ACH origination and for online banking:

Name and Title Signature

(A) Mark Olstad, Mayor

- (B) Reid Huttunen, City Administrator/Clerk-Treasurer
- (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 POKRZYWINSKI, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 23-01-04 AUTHORIZING PERSONS LISTED BELOW (SUBJECT TO ANY EXPRESSED RESTRICTIONS) IS AUTHORIZED FOR ACH ORIGINATION AND FOR ONLINE BANKING.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Larson, and Peterson.
Voting Nay: None.

APPROVAL OF MINUTES:

5. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of December 17, 2024.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER PETERSON, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” FOR THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL OF DECEMBER 17, 2024.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, 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.

6. Consider adopting Resolution No. 25-01-05 designating “C&H” Insurance” as the insurance agency to handle the city policy for 2025.
7. Consider adopting Resolution No. 25-01-06 approving the 2025 Administrative Services Agreement with Wex Benefits.
8. Consider adopting Resolution No. 25-01-07 enabling elected and/or appointed officials of the City of East Grand Forks to be covered by the Minnesota Workers Compensation Law.
9. Consider adopting Resolution No. 25-01-08 approving the following Boards & Commission appointments and reappointments as presented by the appropriate elected officials.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE ITEMS SIX (6) THROUGH NINE (9).

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Larson, and Peterson.

Voting Nay: None.

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

10. Regular meeting minutes of the Water, Light, Power, and Building Commission for December 4 and December 18, 2024.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

11. Consider approving Ordinance 44, 4th Series amending City Code Chapter 33 Entitled "Finance and Taxation" by adding sections 33.15 to 33.24 Sales And Use Tax Local Improvement Projects, and by adopting by reference City Code Chapter 1 and Section 10.99 which, among other things, contain penalty provisions (1st Reading).

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE ORDINANCE 44, 4TH SERIES AMENDING CITY CODE CHAPTER 33 ENTITLED "FINANCE AND TAXATION" BY ADDING SECTIONS 33.15 TO 33.24 SALES AND USE TAX LOCAL IMPROVEMENT PROJECTS, AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 1 AND SECTION 10.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS (1ST READING).

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Larson, and Peterson.

Voting Nay: None.

12. Consider adopting Resolution No. 25-01-09 approving the Forgivable Loan Agreement and Promissory Note and approve the hiring of Emily Barth as a Police Officer at a salary of \$29.60 per hour contingent upon all conditions being met.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 25-01-09 APPROVING THE FORGIVABLE LOAN AGREEMENT AND PROMISSORY NOTE AND APPROVE THE HIRING OF EMILY BARTH AS A POLICE OFFICER AT A SALARY OF \$29.60 PER HOUR CONTINGENT UPON ALL CONDITIONS BEING MET.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Larson, and Peterson.

Voting Nay: None.

13. Consider approving the updated Sick Time Policy to comply with the Earned Sick and Safe Time law.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER PETERSON, TO APPROVE THE UPDATED SICK TIME POLICY TO COMPLY WITH THE EARNED SICK AND SAFE TIME LAW.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Larson, and Peterson.

Voting Nay: None.

CLAIMS:

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

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

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Larson, and Peterson.

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Olstad said thanks again for the plaque for his time as a council member, he looked forward to representing the City as Mayor, and continuing with the work they have done over the last decade. He also thanked his family for being at the meeting.

Council Member Schumacher said she was excited, a little nervous, and would be making motions going forward. She added she was excited to represent the city and Ward 1.

Council Member Pokrzywinski welcomed the new council members and the new mayor.

Council Vice-President Riopelle congratulated Mayor Olstad on his new position as mayor and also congratulated Council members Schumacher and Casmey on being elected and to Council President Larson on his re-election. He commented to Mayor Gander that they expect him to do good things for the city while he was in St. Paul and he would eventually be getting a list.

Council Member Helms welcomed all the newly elected officials, how he was looking forward to working with everyone, and thanked Mayor Gander for everything he had done for the city during his time as mayor. He added that hopefully Mayor Olstad will be able to continue and carry things on.

Council Member Casmey said he had served on the Council before, he was excited to be back on the Council, and was looking forward to working with the new mayor and council.

Council President Larson welcomed the new council members, he was looking forward to working with everyone, he thanked Mayor Gander for his service to the City, and wished Mayor Olstad the best of luck in his new position. He thanked Mayor Gander again and how they were looking forward to wonderful things coming from St. Paul.

Council Member Peterson congratulated everyone and she was looking forward to another great year.

Mr. Huttunen wished everyone a Happy New Year, it was good to be back, he was ready to hit the ground running, he congratulated those that were re-elected and welcomed the newly elected officials. He added he was looking forward to working with and getting to know them better.

Mr. Galstad congratulated everyone and told Council members Schumacher and Casmey if they needed anything to give him a call. He thanked Mayor Gander for everything that he did, and it had been a pleasure working with him.

Mr. Emery welcomed Council members Schumacher and Casmey, he looked forward to working with them, he congratulated Council members Riopelle and Larson along with Mayor Olstad, and thanked Mayor Gander for his leadership and support over the years.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADJOURN THE JANUARY 7, 2025 REGULAR COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:23 P.M.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Larson, and Peterson.

Voting Nay: None.

Megan Nelson, City Clerk