

**APPROVED MINUTES
OF THE COUNCIL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 1, 2023 – 5:00 PM**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for Tuesday, August 1, 2023 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; 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; Keith Mykleseth, Water and Light General Manager; and Megan Nelson, City Clerk.

DETERMINATION OF QUORUM:

The Council President Determined a Quorum was present.

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

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 “Council Meeting” for the East Grand Forks, Minnesota City Council of July 18, 2023.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of July 25, 2023.
3. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of July 25, 2023.

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

Voting Aye: Vetter, Pokrzywinski, Riopelle, Helms, Olstad, 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.

4. Consider approving the Special Event Application for the Sacred Heart Block Party for Wednesday, August 16, 2023 and authorizing the road closure for the event.
5. Consider adopting Resolution No. 23-08-49 adopting the fees for the 2023-2024 figure skating and hockey programs.
6. Consider approving the Special Event Application for the Hope Inc Classic Fundraiser event scheduled for Sunday, August 13, 2023 and authorize use of the parking lot for this event.

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

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

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 July 5, 2023.
8. City Financial Statements as of June 30, 2023.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

9. Consider approving the request to start the hiring process to fill the vacant accounting technician position.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE THE REQUEST TO START THE HIRING PROCESS TO FILL THE VACANT ACCOUNTING TECHNICIAN POSITION.

Council member Larson suggested this item be tabled until a later time. Council President Olstad also

asked to have this tabled while they continue to work through the budget process until the budget was determined.

Voting Aye: Vetter and Helms.

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

10. Consider approving the amendment to the Memorandum of Understanding between the City of East Grand Forks and the East Grand Forks Public School District changing the cost sharing from 50/50 to 65% for the School and 35% for the City.

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE THE AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF EAST GRAND FORKS AND THE EAST GRAND FORKS PUBLIC SCHOOL DISTRICT CHANGING THE COST SHARING FROM 50/50 TO 65% FOR THE SCHOOL AND 35% FOR THE CITY.

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

Voting Nay: None.

11. Consider approving the Memorandum of Understanding between the City of East Grand Forks, City of Grand Forks, and Metropolitan Planning Organization for the Safe Streets and Roads for All Action Plan grant program.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF EAST GRAND FORKS, CITY OF GRAND FORKS, AND METROPOLITAN PLANNING ORGANIZATION FOR THE SAFE STREETS AND ROADS FOR ALL ACTION PLAN GRANT PROGRAM.

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

Voting Nay: None.

12. Consider adopting Resolution No. 23-08-50 authorizing the special assessments for Folsom Farms driveway construction totaling \$9,844 over 20 years at 6% interest.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO ADOPT RESOLUTION NO. 23-08-50 AUTHORIZING THE SPECIAL ASSESSMENTS FOR FOLSON FARMS DRIVEWAY CONSTRUCTION TOTALING \$9,844 OVER 20 YEARS AT 6% INTEREST.

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

Voting Nay: None.

13. Consider authorizing the Request for Proposals for engineering services for a three-year contract.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER HELMS, TO AUTHORIZE THE REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES FOR A THREE-YEAR CONTRACT.

Mayor Gander said they had the information needed and he thought they should renew the contract with Widseth without getting proposals. Council member Helms asked if it would be for a three-year contract. Mayor Gander said yes. Council President Olstad said he appreciated Mr. Emery working with him and Mayor Gander throughout this process and would like to move forward with renewing the contract with Widseth. Council member Vetter said the recommendation came from the finance committee and he would be supporting the request. Council member Pokrzywinski commented how the contract had already expired and asked to start looking at contracts before they expired. Mayor Gander said they were finalizing some information and would bring the contract back to the Council for consideration. Mr. Emery reviewed the fee information that had been included in the packet, a couple he pulled out, and how Widseth was over all lower in fees, there was a value for experience, they had been in the community for 67 years, and had given back to the community.

Voting Aye: Vetter.

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

14. Consider approving Ordinance No. 36 4th Series amending City Code Chapter 130 General Offenses by adding section 130.08 concerning the use of cannabis products in public places within the East Grand Forks city limits and by adopting 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 VETTER, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE ORDINANCE NO. 36 4TH SERIES AMENDING CITY CODE CHAPTER 130 GENERAL OFFENSES BY ADDING SECTION 130.08 CONCERNING THE USE OF CANNABIS PRODUCTS IN PUBLIC PLACES WITHIN THE EAST GRAND FORKS CITY LIMITS AND BY ADOPTING REFERENCE CITY CODE CHAPTER 1 AND SECTION 10.99 WHICH AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS (1ST READING).

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

Voting Nay: None.

15. Consider approving Ordinance No. 37 4th Series amending City Code Title 11 Business Regulations by adding Chapter 118 concerning licensing and regulation of electric scooter rental system 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 LARSON, TO APPROVE ORDINANCE NO. 37 4TH SERIES AMENDING CITY CODE TITLE 11 BUSINESS REGULATIONS BY ADDING CHAPTER 118 CONCERNING LICENSING AND REGULATION OF ELECTRIC SCOOTER RENTAL SYSTEM AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 1 AND SECTION 10.99 WHICH AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS (1ST READING).

Mr. Galstad said he wanted to highlight a couple things, one being an application would need to be drafted, he needed to verify insurance amounts with the League of Minnesota Cities, and the ordinance required a fee schedule for an initial application and a renewal. He said Grand Forks had a \$2,000 initial license fee and a \$500 renewal but their fleet size was around 400 and the City was limiting the fleet to 100. He reminded the Council it would need to be renewed yearly. Ms. Nelson informed the Council Bird Rides did have a system in place to address riders that did not follow proper procedures. Mr. Galstad added complaint forms would need to be available that could be provided to the City.

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

Voting Nay: None.

16. Consider approving Ordinance No. 38 4th Series amending City Code Title 7 Traffic Code by adding Chapter 78 concerning the use of electric scooters within the East Grand Forks city limits 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 LARSON, TO APPROVE ORDINANCE NO. 38 4TH SERIES AMENDING CITY CODE TITLE 7 TRAFFIC CODE BY ADDING CHAPTER 78 CONCERNING THE USE OF ELECTRIC SCOOTERS WITHIN THE EAST GRAND FORKS CITY LIMITS AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 1 AND SECTION 10.99 WHICH AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS (1ST READING).

Mr. Galstad stated the ordinance did not allow any sidewalk use, there were no road restrictions listed, but the scooters were allowed to be used on roads that had a speed limit of 30 miles per hour or less which would eliminate the highways and business highway. Council member Pokrzywinski asked how fast the scooters could go. Mr. Galstad said between 10 to 15 miles per hour and they would not be allowed on any roads that had a speed limit that was 30 miles per hour or higher.

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

Voting Nay: None.

CLAIMS:

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

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

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Gander welcomed Mr. Huttunen as the new city administrator and looked forward to working with him as they had done while he worked in the Parks and Recreation Department. He continued saying how he saw volunteers helping with the slab for the outside rink, he thanked all volunteers that helped with programs because it added value to the programs, and it made a difference. He explained there was a pickleball tournament that took place over the weekend, there would also be a fall tournament, and Catfish Days took place over the weekend. He thanked everyone that helped put those events on and reminded everyone that Heritage Days was taking place August 12th-13th and Hot Valley Nights concert event would be happening August 18th-19th.

Mayor Gander stated he had received a letter from a concerned resident who was concerned about the sale of the Senior Center and reminded everyone that everything was on the table, there was no immediate plans at this time to sell the Senior Center, but if at some point the building was sold, the programs would be moved to another city facility to allow seniors to have their own space, and he would like to hear from anyone with thoughts on this issue. He ended with saying he had a guest, Ava, who had an interest in government, she had toured City Hall, and asked if she had anything to say. Ms. Ava said hi and that she liked the tour.

Council Vice-President Riopelle said he had received information from Ms. Anderson that showed what the different fund numbers were and if anyone needed the information, she had it available.

Council Member Helms stated that August 12th-13th was going to be Heritage Days, the Mayor was going to be judging the hotdish contest, how they were still looking for some judges, and they had been busy working on getting things ready for that weekend.

Council Member Larson congratulated and welcomed Mr. Huttunen and how he was looking forward to working with him.

Council President Olstad said he was looking forward to the years to come working with Mr. Huttunen.

Mr. Huttunen thanked the Council for the warm welcome, today was the first day, and he was learning about current projects and department needs. He said he had attended the Coalition of Greater Minnesota Cities conference the week before, it was a great conference, and the biggest take away information about a lot of new funding opportunities, new laws, and at the State level they were still trying to determine how to run programs.

Mr. Emery told the Council the concrete work had been completed at Bygland Road and 13th Street SE for the HAWK system project and they needed to run wire, set the poles, and complete landscaping. He added their completion date was August 11th and they could have a couple weeks of use before school started. Ms. Ellis informed the Council the City would be starting with education materials for the HAWK system so people were familiar with it before school started. She said they would have information on the city channel, on the city Youtube channel, on Facebook, and the city website. She stated they would also be sharing information at schools during open houses so they could inform people how the system would work. She added they would be getting out as much information as possible so when school starts parents and students understood how the system worked.

Mr. Emery stated work had started on the federal project, they work currently working on the south side of Highway 2 on 5th Avenue NE and RJ Zavorals would be starting on the watermain replacement the following week.

Council President Olstad thanked Ms. Nelson for the things she had done and taken on over the last few months.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LARSON, TO ADJOURN THE AUGUST 1, 2023 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:28 P.M.

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

Voting Nay: None.

Megan Nelson, City Clerk