

**APPROVED MINUTES
OF THE COUNCIL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 15, 2023 – 5:00 PM**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for Tuesday, August 15, 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, and Brian Larson.

Staff Present: Karla Anderson, Finance Director; Jeff Boushee, Fire Chief; 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; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.

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 August 1, 2023.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of August 8, 2023.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE ITEMS ONE (1) AND TWO (2).

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

Voting Nay: None.

Absent: Peterson.

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.

- 3. Consider approving the Special Event Application for the Grand Forks Marathon group allowing the closure of the Sorlie Bridge for the start of the race on Saturday, August 26th contingent upon approval from the Minnesota Department of Transportation.
- 4. Consider approving the Special Event Application for the 7th Annual City Showcase and allow the closure of the parking lot by restaurant row for the event on Wednesday, September 6th and waive all city license fees for food vendors participating in the event.
- 5. Consider adopting Resolution No. 23-08-51 authorizing Persons listed below (subject to any expressed restrictions) is authorized for ACH origination and for online banking:

Name and Title Signature

- (A) Steven Gander, Mayor
- (B) Reid Huttunen, City Administrator/Clerk-Treasurer
- (C) Megan Nelson, City Clerk
- (D) Terry Knudson, HR Generalist
- (E) Karla Anderson, Finance Director

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE ITEMS THREE (3) THROUGH FIVE (5).

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

Voting Nay: None.

Absent: Peterson.

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

- 6. Regular meeting minutes of the Water, Light, Power, and Building Commission for July 19, 2023.

COMMUNICATIONS:

- 7. Acknowledge the retirement of Sergeant Dennis Robertson who served almost 29 years in the East Grand Forks Police Department.

OLD BUSINESS:

- 8. Consider adopting 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 (2nd Reading).

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT 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 (2ND READING).

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

Voting Nay: None.

Absent: Peterson.

9. Consider adopting 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 (2nd Reading).

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT 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 (2ND READING).

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

Voting Nay: None.

Absent: Peterson.

10. Consider adopting 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 (2nd Reading).

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT 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 (2ND READING).

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

Voting Nay: None.

Absent: Peterson.

NEW BUSINESS:

11. Consider approving the agreement between the City of East Grand Forks and Widseth Smith Nolting for engineering services from January 2023 through December 2025.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND WIDSETH SMITH NOLTING FOR ENGINEERING SERVICES FROM JANUARY 2023 THROUGH DECEMBER 2025.

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

Voting Nay: Vetter.

Absent: Peterson.

12. Consider approving the retainer agreement between the City of East Grand Forks and Ronald Galstad of Galstad, Jensen, and McCann for legal services from January 2023 through December 2025.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE RETAINER AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND RONALD GALSTAD OF GALSTAD, JENSEN, AND MCCANN FOR LEGAL SERVICES FROM JANUARY 2023 THROUGH DECEMBER 2025.

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

Voting Nay: None.

Absent: Peterson.

13. Consider appointing Mr. Jeremy King as the Interim Park and Recreation Superintendent as of August 16, 2023.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO APPOINT MR. JEREMY KING AS THE INTERIM PARK AND RECREATION SUPERINTENDENT AS OF AUGUST 16, 2023.

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

Voting Nay: None.

Absent: Peterson.

14. Consider approving Ordinance No. 39, 4th Series amending City Code Title IX entitled "General Regulations" by revoking weeds sections 98.35 and amending/replacing section 98.35 weeds with the following: and by adopting by reference City Code Title 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 LARSON, TO APPROVE ORDINANCE NO. 39, 4TH SERIES AMENDING CITY

CODE TITLE IX ENTITLED "GENERAL REGULATIONS" BY REVOKING WEEDS SECTIONS 98.35 AND AMENDING/REPLACING SECTION 98.35 WEEDS WITH THE FOLLOWING: AND BY ADOPTING BY REFERENCE CITY CODE TITLE 1 AND SECTION 10.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS (1ST READING).

Voting Aye: Riopelle, Helms, Olstad, Larson, Vetter, and Pokrzywinski.
Voting Nay: None.
Absent: Peterson.

15. Consider final approval of the Pace Addition Plat with the requirement that a digital file of the plat be submitted to the Community Development Office.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER VETTER, TO FINAL APPROVAL OF THE PACE ADDITION PLAT WITH THE REQUIREMENT THAT A DIGITAL FILE OF THE PLAT BE SUBMITTED TO THE COMMUNITY DEVELOPMENT OFFICE.

Voting Aye: Riopelle, Helms, Olstad, Larson, Vetter, and Pokrzywinski.
Voting Nay: None.
Absent: Peterson.

16. Consider approving the facility use agreement between the City of East Grand Forks and East Grand Forks Blue Line Club for the use of the VFW Memorial Arena from September 11th through October 13th for a total of \$14,725.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE THE FACILITY USE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND EAST GRAND FORKS BLUE LINE CLUB FOR THE USE OF THE VFW MEMORIAL ARENA FROM SEPTEMBER 11TH THROUGH OCTOBER 13TH FOR A TOTAL OF \$14,725.

Voting Aye: Riopelle, Helms, Olstad, Larson, Vetter, and Pokrzywinski.
Voting Nay: None.
Absent: Peterson.

17. Consider approving the facility use agreement between the City of East Grand Forks and the Northern Lights Figure Skating Club for use of the VFW Memorial Arena from September 18th through October 13th for a total of \$3,975.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE FACILITY USE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND THE NORTHERN LIGHTS FIGURE SKATING CLUB FOR USE OF THE VFW MEMORIAL ARENA FROM SEPTEMBER 18TH THROUGH OCTOBER 13TH FOR A TOTAL OF \$3,975.

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

Voting Nay: None.

Absent: Peterson.

18. Consider adopting Resolution No. 23-08-52 approving the fees for the licensing of electric scooters within city limits of \$2,000 for the initial application and \$500 for the yearly renewal applications.

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT RESOLUTION NO. 23-08-52 APPROVING THE FEES FOR THE LICENSING OF ELECTRIC SCOOTERS WITHIN CITY LIMITS OF \$2,000 FOR THE INITIAL APPLICATION AND \$500 FOR THE YEARLY RENEWAL APPLICATIONS.

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

Voting Nay: None.

Absent: Peterson.

19. Consider approving the ordinance summary for Ordinance No. 37, 4th Series to be used for publication of the ordinance.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE ORDINANCE SUMMARY FOR ORDINANCE NO. 37, 4TH SERIES TO BE USED FOR PUBLICATION OF THE ORDINANCE.

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

Voting Nay: None.

Absent: Peterson.

CLAIMS:

20. Consider adopting Resolution No. 23-08-53 authorizing the City of East Grand Forks to approve purchases from Border States Trophy the good referenced in check number 41096 for a total of \$95.00 whereas Council Member Riopelle is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LARSON, TO ADOPT RESOLUTION NO. 23-08-53 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM BORDER STATES TROPHY THE GOOD REFERENCED IN CHECK NUMBER 41096 FOR A TOTAL OF \$95.00 WHEREAS COUNCIL MEMBER RIOPELLE IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None.

Absent: Peterson.

Abstain: Riopelle.

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

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

Voting Nay: None.

Absent: Peterson.

COUNCIL/STAFF REPORTS:

Mayor Gander stated he has other job duties as mayor, he had been called upon to be in a dunk tank, he was the hotdish judge during Heritage Days which had been a very enjoyable weekend, and he thanked all the volunteers that help out with Heritage Days. He said the Law Enforcement 5K was held on Saturday and the proceeds from that event were going to the officers and families affected by the shooting in Fargo. He added the softball game scheduled on Sunday, August 13th was canceled due to rain, the Jog Your Memory 5K would be held the following weekend with a dunk tank, and Hot Valley Nights concert event would be taking place. He commented there were so many things to do, and people should try to take them all in.

Council Member Helms said everything was great on Saturday during Heritage Days, Sunday there was some rain, but they were still able to complete the tractor pull, and they had both Mayor Gander and Council member Larson as judges for the hotdish contest. He said the contest was within just a couple points from the top to the bottom and thanked them for being judges.

Council Member Larson thanked all the volunteers that helped with Heritage Days, it was an event he attended as a kid, and was now bringing his own kids to the event.

Mr. Huttunen told the Council at 3:40pm the Senate Committee would be stopping at the Civic Center to review the bonding request, they only had 20 minutes to give a presentation, and he would share how things go.

Mr. Galstad personally thanked Mr. Robertson for his years of service, he was always a professional, and would be missed. He gave his condolences to the Patty Burton Family and they were in his thoughts and prayers.

Mr. Emery thanked the Council for renewing the agreement and he was looking forward to working with them for another three years. He stated Opp Construction would be completing work on 5th Ave NE, south of Highway 2, and that area should be open to traffic the following week. He added he was still waiting for the electrical contractor to complete the HAWK system, so he was reaching out to the general contractor for information. He said Ms. Ellis was doing a good job getting the information out to the schools and public about the HAWK system and he thanked her for her work.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO ADJOURN THE AUGUST 15, 2023 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:14 P.M.

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

Voting Nay: None.

Absent: Peterson.

Megan Nelson, City Clerk