

**APPROVED MINUTES  
OF THE COUNCIL MEETING  
CITY OF EAST GRAND FORKS  
TUESDAY, SEPTEMBER 19, 2023 – 5:00 PM**

**CALL TO ORDER:**

*The Council Meeting of the East Grand Forks City Council for Tuesday, September 19, 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; Terry Knudson, HR Generalist; 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 minute summary of the “Closed Meeting” for the East Grand Forks, Minnesota City Council of August 28, 2023.
2. Consider approving the minutes of the “Council Meeting” for the East Grand Forks, Minnesota City Council of September 5, 2023.
3. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of September 5, 2023.

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, 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 Exempt Gambling Permit Application for the East Grand Forks Home Run Club to conduct bingo on October 19, 2023 at the Eagles Club located at 227 10<sup>th</sup> St NW East Grand Forks, MN 56721.
5. Consider approving the Facility Use Agreement between the City of East Grand Forks and the East Grand Forks Arts & Crafts Council for the use of the Civic Center from October 6<sup>th</sup>-8<sup>th</sup> for the Annual Arts and Crafts Show for a rental fee of \$750.00.
6. Consider approving the Special Event Application for the East Grand Forks Sports Boosters to hold their annual Sports Boosters Walk, Run, and Roll 5K on October 8, 2023 from 11am to 3pm.
7. Consider adopting Resolution No. 23-09-57 approving Agency Agreement 1054711 between the City of East Grand Forks and the Minnesota Department of Transportation allowing the State to act as the City’s agent to accept federal funding for the purchase of the preemptive emitters.
8. Consider approving the lease of two motor graders for the snow removal season from RDO Equipment for a total of \$6,300 per month plus \$65 an hour after 250 hours per machine for the season.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE ITEMS FOUR (4) THROUGH EIGHT (8).**

Council member Helms asked if the VFW Arena would also be used for the craft show. Mr. Huttunen said they would only be using the Civic Center based on the number of vendors they had signed up.

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

*Voting Nay: None.*

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

9. Regular meeting minutes of the Water, Light, Power, and Building Commission for August 16, 2023.
10. Regular meeting minutes of the Parks and Recreation Commission for June 21, 2023.
11. City Financial Statements as of July 31, 2023.

**COMMUNICATIONS: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

12. Consider approving the Special Use Permit for Joey Hamilton to operate a body art establishment/tattoo parlor in the C-1 District with the requirements of meeting the additional conditions of the permit and obtaining a license from the Minnesota Department of Health.

**A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE SPECIAL USE PERMIT FOR JOEY HAMILTON TO OPERATE A BODY ART ESTABLISHMENT/TATTOO PARLOR IN THE C-1 DISTRICT WITH THE REQUIREMENTS OF MEETING THE ADDITIONAL CONDITIONS OF THE PERMIT AND OBTAINING A LICENSE FROM THE MINNESOTA DEPARTMENT OF HEALTH.**

Council member Pokrzywinski asked where the shop would be located. Ms. Ellis said across from the Riverwalk Center.

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

*Voting Nay: None.*

13. Consider adopting Resolution No. 23-09-58 approving an increase to the building permit fees which will take effect on January 1, 2024.

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 23-09-58 APPROVING AN INCREASE TO THE BUILDING PERMIT FEES WHICH WILL TAKE EFFECT ON JANUARY 1, 2024.**

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

*Voting Nay: None.*

14. Consider adopting Resolution No. 23-09-59 approving the preliminary 2023 tax levy collectable in 2024 for a total of \$7,326,086 and set the Public Budget Meeting for December 5, 2023 at 6:00pm with a continuance hearing, if necessary, for December 19, 2023.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO ADOPT RESOLUTION NO. 23-09-59 APPROVING THE PRELIMINARY 2023 TAX LEVY COLLECTABLE IN 2024 FOR A TOTAL OF \$7,326,086 AND SET THE PUBLIC BUDGET MEETING FOR DECEMBER 5, 2023 AT 6:00PM WITH A CONTINUANCE HEARING, IF NECESSARY, FOR DECEMBER 19, 2023.**

Council member Vetter said the proposed resolution had an 11% increase which was too high. He said he would be voting no and would have liked to have seen an 8% increase.

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

*Voting Nay: Vetter, Pokrzywinski, and Helms.*

**CLAIMS:**

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

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LARSON, 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 stated it was the first meeting since the city showcase, the attendance was great by both staff and residents, there was great involvement by the restaurants, and there was no fee to participate. He said it was a great venue and the event would keep growing. He thanked the State Troopers for keeping the bypass safe over by Crookston and read an email from Mr. Daniel Black thanking Chief Hedlund for helping kids cross Bygland Road safely when school started.

Mr. Emery told the Council projects were going well, Demers Avenue should be opening around the first of October and 5<sup>th</sup> Avenue NE should also be wrapped up in a couple weeks. He added the parts for the HAWK system were supposed to have shipped on September 18<sup>th</sup>, he would be reaching out for confirmation, and once received the system should be up and running within a day.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE SEPTEMBER 19, 2023 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:09 P.M.**

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

*Voting Nay: None.*

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Megan Nelson, City Clerk