

**APPROVED MINUTES  
OF THE COUNCIL MEETING  
CITY OF EAST GRAND FORKS  
TUESDAY, OCTOBER 3, 2023 – 5:00 PM**

**CALL TO ORDER:**

*The Council Meeting of the East Grand Forks City Council for Tuesday, October 3, 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; Jeff Boushee, 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; Jeremy King, Parks & Recreation Superintendent; 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 “Work Session” for the East Grand Forks, Minnesota City Council of September 12, 2023.
2. Consider approving the minutes of the “Council Meeting” for the East Grand Forks, Minnesota City Council of September 19, 2023.
3. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of September 26, 2023.
4. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of September 26, 2023.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE ITEMS ONE (1) THROUGH FOUR (4).**

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

*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.*

5. Consider adopting Resolution No. 23-10-61 approving the Food Shelf program allowing for street maintenance tickets issued until the end of December 2023 to be paid with either food items or cash, all of which will be donated to the East Grand Forks Food Shelf.
6. Consider approving the Exempt Gambling Permit Application for the Red River Snowmobile Club to hold a bingo event on November 16, 2023 at the VFW Post 3817 located at 312 Demers Ave East Grand Forks, MN 56721 and waive the 30-day waiting period.
7. Consider approving the Special Event Application for the Hollydazzle event scheduled for Sunday, November 19, 2023 to include the closure of the parking lot by restaurant row and waive the transient merchant license requirement for the event at the Spud Jr/Prohibition Room.
8. Consider approving the Parade Application for the Hollydazzle Parade scheduled for Sunday, November 19, 2023 contingent upon approval from MNDOT for the closure of the Sorlie Bridge.
9. Consider approving the revised bylaws of the East Grand Forks Fire Department Relief Association.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE ITEMS FIVE (5) THROUGH NINE (9).**

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

*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 September 6, 2023.
11. City Financial Statements as of August 31, 2023.

**COMMUNICATIONS: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

12. Consider adopting Resolution No. 23-10-62 authorizing the Police Department to enter into a grant agreement with the Minnesota Department of Public Safety for traffic safety projects.

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 23-10-62 AUTHORIZING THE POLICE DEPARTMENT TO ENTER INTO A GRANT AGREEMENT WITH THE MINNESOTA DEPARTMENT OF PUBLIC SAFETY FOR TRAFFIC SAFETY PROJECTS.**

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

*Voting Nay: None.*

13. Consider adopting Resolution No. 23-10-63 approving the hiring of Michael Krause as a Police Officer at a salary of \$32.68 per hour.

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 23-10-63 APPROVING THE HIRING OF MICHAEL KRAUSE AS A POLICE OFFICER AT A SALARY OF \$32.68 PER HOUR.**

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

*Voting Nay: None.*

14. Consider approving Ordinance No 40, 4<sup>th</sup> Series to enact Chapter 119 in City Code Title XI Business Regulations concerning licensing and regulation of commercial pedal car and to amend City Code sections relating to alcohol consumption on multi-passenger bicycles and by adopting by reference City Code Chapter 1 and Section 10.99 which among other things contain penalty provisions (1<sup>st</sup> Reading).

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE ORDINANCE NO 40, 4<sup>TH</sup> SERIES TO ENACT CHAPTER 119 IN CITY CODE TITLE XI BUSINESS REGULATIONS CONCERNING LICENSING AND REGULATION OF COMMERCIAL PEDAL CAR AND TO AMEND CITY CODE SECTIONS RELATING TO ALCOHOL CONSUMPTION ON MULTI-PASSENGER BICYCLES AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 1 AND SECTION 10.99 WHICH AMONG OTHER THINGS CONTAIN PENALTY PROVISIONS (1<sup>ST</sup> READING).**

Mr. Galstad told the Council there was a modification to allow public parking for two hours and he would make sure all the areas for parking were the same by the next meeting.

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

*Voting Nay: None.*

15. Consider approving Proposal \_\_\_\_\_ to address snow removal along Bygland Road and 13<sup>th</sup> Street SE.

Council President asked when the motion was made to include which proposal. Ms. Nelson reminded the Council Proposal One was to turn over snow removal on the west side of Bygland to property owners and Proposal Two was to continue with snow removal as it has been done in previous years.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE PROPOSAL ONE TO ADDRESS SNOW REMOVAL ALONG BYGLAND ROAD AND 13<sup>TH</sup> STREET SE.**

Council member Helms said he would be voting no because all the snow removal should be done by the property owners like it was done every else in the city.

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

*Voting Nay: Helms and Pokrzywinski.*

**CLAIMS:**

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

*Voting Nay: None.*

**COUNCIL/STAFF REPORTS:**

Mayor Gander thanks the crews that were working on the streets and sidewalks, the projects were progressing nicely, he was impressed with their work, and was glad the City was continuing to work on ADA improvements. He also thanked residents for their patience while the work was being done. He then read an email from a resident thanking Assistant Chief Ryan Swang and Engineer Thomas Hajicek for performing lifesaving measures and they wanted to thank the Fire Department for their quick actions. Mayor Gander thanked the police and fire departments for always being ready to respond and how a minute or two can make a difference.

Council Vice-President Riopelle commented how the Fire Department Open House was a great success and both the kids and parents enjoyed the activities.

Council Member Larson informed everyone on October 19<sup>th</sup> the North Country Food Bank was going to hold a 40<sup>th</sup> Anniversary party, he invited everyone from the City to attend, commented how the food bank helped with food security issues in the region, and he would be there to help celebrate the 40<sup>th</sup> anniversary.

Mr. Huttunen stated he had attended a Greater Minnesota Parks and Trails Commission meeting where possible additional funding for the LaFave Park project was discussed. He explained the did not receive

a recommendation, but the applications were ranked with the LaFave Park project listed as 5<sup>th</sup> out of 20 projects, and there should be funding for 10 to 12 projects so he was confident the City would receive a full funding recommendation. He added they should know by the end of October.

Mr. Emery informed the Council striping should be completed by the end of the week on Demers Avenue weather permitting and then they were going to try to open a stretch of Demers Avenue up to Central Avenue. He stated 5<sup>th</sup> Avenue NE between 17<sup>th</sup> and 20<sup>th</sup> should be opening the following week, so they were getting to the end of some of the projects. He told the Council the manufacturer was where the hold up was for the HAWK system, they were trying to get a commitment on when the parts would be available, but they have not had much success so they will have to wait things out.

Mr. Gorte told the Council the Economic Development Strategy meeting was going to start at noon on October 26<sup>th</sup> at the Fairfield Inn. He said members of the business community would be invited along with members of the local government.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE OCTOBER 3, 2023 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:12 P.M.**

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

*Voting Nay: None.*

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Megan Nelson, City Clerk