

**APPROVED MINUTES  
OF THE COUNCIL MEETING  
CITY OF EAST GRAND FORKS  
TUESDAY, NOVEMBER 7, 2023 – 5:00 PM**

**CALL TO ORDER:**

*The Council Meeting of the East Grand Forks City Council for Tuesday, November 7, 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, and Brian Larson.*

*Staff Present: Jeff Boushee, Fire Chief; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Michael Hedlund, Police Chief, Charlotte Helgeson, Library Director; Reid Huttunen, City Administrator; Jeremy King, Parks and 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:**

**SWEARING IN OF OFFICER RICHTER:**

Chief Hedlund introduced Officer Richter, reviewed her experience in law enforcement, and administered the oath of office and the oath of honor which was followed by a round of applause.

**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 October 17, 2023.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE MINUTES OF THE “COUNCIL MEETING” FOR THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL OF OCTOBER 17, 2023.**

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

*Voting Nay: None.*

*Absent: Peterson and Helms.*

**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.*

2. Consider approving the Exempt Gambling Permit Application for the Knights of Columbus 5341 to hold a raffle on June 24, 2024 at the Sacred Heart Catholic Church located at 200 3<sup>rd</sup> St NW East Grand Forks, MN 56721 and waive the 30-day waiting period.
3. Consider approving the Fireworks/Pyrotechnic Permit Application to allow fireworks for the Hollydazzle event on November 19, 2023 from approximately 6:30pm to 7:10pm.
4. Consider approving the Exempt Gambling Permit Application for the East Grand Forks Home Run Club to hold a raffle on December 15, 2023 at the Spud Jr located at 302 Demers Ave East Grand Forks, MN 56721 and waive the 30-day waiting period.
5. Consider adopting Resolution No. 23-11-68 authorizing the City Administrator/Clerk Treasurer to certify the listed accounts for delinquent utilities to the County Auditor for collection with the 2024 real estate taxes.
6. Consider adopting Resolution No. 23-11-70 authorizing the City Administrator/Clerk-Treasurer to certify the listed account for mowing to the County Auditor for collection with the 2024 real estate taxes.
7. Consider adopting Resolution No. 23-11-71 authorizing the interest amount of \$0.82 from special assessments to be waived in 2024 for the property owned by the Department of Natural Resources.
8. Consider approving the Exempt Gambling Permit Application for Sacred Heart to hold a raffle on 1/11/24 at the Sacred Heart Church and School located at 200 3<sup>rd</sup> St NW East Grand Forks, MN 56721 and waive the 30-day waiting period.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE ITEMS TWO (2) THROUGH EIGHT (8).**

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

*Voting Nay: None.*

*Absent: Peterson and Helms.*

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

9. Regular meeting minutes of the Water, Light, Power, and Building Commission for October 4, 2023 and October 18, 2023.
10. City Financial Statements as of September 30, 2023.

**COMMUNICATIONS: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

11. Consider authorizing the Fire Chief to sign a non-binding agreement with The Compliance Engine to provide services.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER RIOPELLE, TO AUTHORIZE THE FIRE CHIEF TO SIGN A NON-BINDING AGREEMENT WITH THE COMPLIANCE ENGINE TO PROVIDE SERVICES.**

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

*Voting Nay: None.*

*Absent: Peterson and Helms.*

12. Consider approving Addendum 4 for the Special Operations Joint Powers Agreement adding a member to the Special Operations Group from Norman County.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE ADDENDUM 4 FOR THE SPECIAL OPERATIONS JOINT POWERS AGREEMENT ADDING A MEMBER TO THE SPECIAL OPERATIONS GROUP FROM NORMAN COUNTY.**

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

*Voting Nay: None.*

*Absent: Peterson and Helms.*

13. Consider adopting Resolution No. 23-11-67 granting Border City Development Zone tax credits pursuant to a Business Subsidy Agreement between the City of East Grand Forks and Delisle Properties LLC.

**A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 23-11-67 GRANTING BORDER CITY DEVELOPMENT ZONE TAX CREDITS PURSUANT TO A BUSINESS SUBSIDY AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND DELISLE PROPERTIES LLC.**

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

*Voting Nay: None.*

*Absent: Peterson and Helms.*

14. Consider adopting Resolution No. 23-11-69 entering into Agreement 1053535 between the City and the Minnesota Department of Transportation for the signal system replacement project scheduled to take place at the 2<sup>nd</sup> Street NW and 4<sup>th</sup> Street NW intersections.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO ADOPT RESOLUTION NO. 23-11-69 ENTERING INTO AGREEMENT 1053535 BETWEEN THE CITY AND THE MINNESOTA DEPARTMENT OF TRANSPORTATION FOR THE SIGNAL SYSTEM REPLACEMENT PROJECT SCHEDULED TO TAKE PLACE AT THE 2<sup>ND</sup> STREET NW AND 4<sup>TH</sup> STREET NW INTERSECTIONS.**

Council member Pokrzywinski asked if this was included in the budget. Mr. Huttunen said it was and would be paid for by the State Aid fund.

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

*Voting Nay: None.*

*Absent: Peterson and Helms.*

15. Consider approving the Facility Use Agreement between the City of East Grand Forks and the FORX Builders Association for use of the Civic Center for the 2024 Home Design and Garden Show.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE THE FACILITY USE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND THE FORX BUILDERS ASSOCIATION FOR USE OF THE CIVIC CENTER FOR THE 2024 HOME DESIGN AND GARDEN SHOW.**

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

*Voting Nay: None.*

*Absent: Peterson and Helms.*

**CLAIMS:**

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

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

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

*Voting Nay: None.*

*Absent: Peterson and Helms.*

**COUNCIL/STAFF REPORTS:**

Mayor Gander informed everyone there was going to be an open house on November 14<sup>th</sup> from 3pm-6pm for the new Family Resource Center. He commented how he was glad there was going to be resources in the city for kids and young families and they would be coordinating with other agencies to let people know what was available. He added this group would be invited to the work session to talk about the center and the services available. He explained he would be participating in the 1883 speaker series that was being held at UND and would be the speaker on November 15<sup>th</sup> and hoped those hunting had a safe hunt.

Council Vice-President Riopelle offered his condolences to the family of Mr. Tim Johnson and was sorry he was unable to attend the service because of a meeting.

Council President Olstad said he would like to echo the comments and offer his condolences to the Johnson Family.

Mayor Gander commented that they would also like to offer condolences to Officer Scott Jordheim's family.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LARSON, TO ADJOURN THE NOVEMBER 7, 2023 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:10 P.M.**

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

*Voting Nay: None.*

*Absent: Peterson and Helms.*

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Megan Nelson, City Clerk