

**APPROVED MINUTES  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, MAY 21, 2024 – 5:00 PM**

**CALL TO ORDER:**

*The Council Meeting of the East Grand Forks City Council for Tuesday, May 21, 2024 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, 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; 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 A QUORUM:**

*The Council President Determined a Quorum was present.*

**PLEDGE OF ALLEGIANCE:**

**OPEN FORUM:**

Chief Boushee introduced Catherine Brier and Jack Chapusette. He explained they had joined the fire department as paid-on-call fire fighters in January, they are working on their two years of training, they had already been on calls, and they were doing a great job.

**APPROVAL OF MINUTES:**

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of May 7, 2024.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” FOR THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL OF MAY 7, 2024.**

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

*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.*

2. Consider approving the Exempt Gambling Permit Application for the North Dakota Association of Builders to hold a raffle on July 30, 2024 at the Eagles Club located at 227 10<sup>th</sup> St NW East Grand Forks, MN 56721 and waive the 30-day waiting period.
3. Consider adopting Resolution No. 24-05-43 approving the increase to the daily pool rates starting for the 2024 summer season.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE ITEMS TWO (2) AND THREE (3).**

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

*Voting Nay: None.*

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

4. Regular meeting minutes of the Water, Light, Power, and Building Commission for May 1, 2024.

**COMMUNICATIONS: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

5. Consider approving the Off-sale Intoxicating Liquor License renewals for the following applicants:
  - a. Pop’s Liquor located at 122 4<sup>th</sup> St NE East Grand Forks, MN 56721.
  - b. Hugo’s Wine & Spirits located at 310 14<sup>th</sup> St NE East Grand Forks, MN 56721.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE OFF-SALE INTOXICATING LIQUOR LICENSE RENEWALS.**

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

*Voting Nay: None.*

6. Consider approving the Off-sale Non-intoxicating Malt Liquor License renewal for Northdale Oil located at 607 Gateway Dr NE East Grand Forks, MN 56721.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE THE OFF-SALE NON-INTOXICATING MALT LIQUOR LICENSE RENEWAL FOR NORTHDAL OIL LOCATED AT 607 GATEWAY DR NE EAST GRAND FORKS, MN 56721.**

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

*Voting Nay: None.*

7. Consider approving the On-sale Weekday and On-sale Sunday Liquor License renewals for the following applicants:

- a. Blue Moose Bar & Grill located at 507 2<sup>nd</sup> St NW East Grand Forks, MN 56721.
- b. River Cinema 15 located at 211 Demers Ave NW Suite 4A East Grand Forks, MN 56721.
- c. The Shire Bar & Grill located at 211 Demers Ave NW Suite 4B East Grand Forks, MN 56721.
- d. The Spud Jr located at 302 Demers Ave NW East Grand Forks, MN 56721.
- e. VFW Post 3817 located at 312 Demers Ave NW East Grand Forks, MN 56721.
- f. Valley Golf Association located at 2407 River Road NW East Grand Forks, MN 56721.
- g. Mike's Pizza & Pub located at 411 2<sup>nd</sup> St NW East Grand Forks, MN 56721.
- h. Eagles Club 350 located at 227 10<sup>th</sup> St NW East Grand Forks, MN 56721.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE ON-SALE WEEKDAY AND ON-SALE SUNDAY LIQUOR LICENSE RENEWALS.**

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

*Voting Nay: None.*

8. Consider approving the Combination On-sale & Off-sale Liquor License renewal for Bernie's Restaurant located at 121 Demers Ave NW East Grand Forks, MN 56721.

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE COMBINATION ON-SALE & OFF-SALE LIQUOR LICENSE RENEWAL FOR BERNIE'S RESTAURANT LOCATED AT 121 DEMERS AVE NW EAST GRAND FORKS, MN 56721.**

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

*Voting Nay: None.*

9. Consider approving the extension to the agreement between the City of East Grand Forks and the listed Townships for fire and rescue services for a five-year term.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE EXTENSION TO THE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND THE LISTED TOWNSHIPS FOR FIRE AND RESCUE SERVICES FOR A FIVE-YEAR TERM.**

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

*Voting Nay: None.*

10. Consider declaring the 2004 Cat Motor Grader as surplus and trade it in for \$79,000 to use towards the purchase of a CAT 140AWD Motor Grader with a wing from Ziegler CAT for a total of \$353,940.00.

Council President Olstad stated this item will be pulled from the agenda and brought back to a future meeting.

11. Consider adopting Resolution 24-05-44 approving the sale of coffee with the funds supporting the planned Parks and Recreation facility improvements.

**A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION 24-05-44 APPROVING THE SALE OF COFFEE WITH THE FUNDS SUPPORTING THE PLANNED PARKS AND RECREATION FACILITY IMPROVEMENTS.**

Council President Olstad said he thought this was a great idea, he wasn't sure how it started, and asked for the background. Ms. Anderson stated it started when Mr. Huttunen was still in the Parks Department. She explained the idea came up and came to fruition. Council President Olstad asked where the funds were coming from for this. Ms. Anderson said the start-up funds for the bags came from the Blue Line Club, the bags were filled as needed, and the City was collecting the profits. She added they only filled bags as needed. Council President Olstad asked what fund was being used to cover the cost of the beans. Ms. Anderson said it was Fund 218 which was the fund used for the 125<sup>th</sup> celebration event. Council President Olstad commented he was glad something was happening and how this should have been publicized from the start of the project.

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

*Voting Nay: None.*

12. Consider adopting Resolution No. 24-05-45 approving the year-end transfer for budget year 2023.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT RESOLUTION NO. 24-05-45 APPROVING THE YEAR-END TRANSFER FOR BUDGET YEAR 2023.**

Council Vice-President Riopelle said he did not want all the transfers in one resolution because there were some transfers he might not want to vote yes on and requested to have the transfers separated based on merits or know where the funds were coming from or going to in the future. Ms. Anderson asked if more detail on how to separate the transfers. She explained transfers were done at year end because of the audit, the sick leave transfer was a newer item, and if the transfer was approved the net revenue would decrease to \$965,334. She stated if the transfer for sick leave was not completed, the item would need to be included in the budget for 2025, and reminded the Council there were funds budgeted for this in the 2024 budget. She added they did not need to approve all the transfers at once.

Ms. Anderson told the Council there was direction given to transfer the funds from the Town Square fund to the Sunshine Terrace fund, there was no resolution approving the transfer, so that was included on the resolution and was now a part of the record. Council President Olstad asked when the transfer was completed for transit. Ms. Anderson said it was done at year-end and there has been discussion about making a transfer at the beginning of the year. Council President Olstad asked if it was for reserves or for the budget. Ms. Anderson said \$100,000 was budgeted for transit, it was \$127,000 in the hole, staff discussed how to cover the deficit, and \$127,000 was transferred to bring it to zero along with the \$100,000 that was budgeted for 2024. Discussion followed about how the transfers had been done, the resolution was for the Council to approve the transfers, and not all transfer amounts for projects are known because

some funding comes from other sources like the State for projects. Council President Olstad asked about sick leave benefit and if the \$98,000 would cover things and not have issues. Ms. Anderson said how the cost was estimated on those who might retire in the next five years and for sure the amount they had would cover anyone retiring in the next year. She added they might not have to transfer every year because the liability continued to decrease. Council President Olstad said he did not want to have the same problem and have to transfer \$400,000.

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

*Voting Nay: None.*

### **CLAIMS:**

13. 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 LARSON, TO AUTHORIZE THE CITY ADMINISTRATOR/CLERK-TREASURER TO ISSUE PAYMENT OF RECOMMENDED BILLS AND PAYROLL.**

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

*Voting Nay: None.*

### **COUNCIL/STAFF REPORTS:**

Mayor Gander reminded everyone the Peace Officer Memorial Week was ending, he thanked everyone that participated in the memorial service that was held the previous week, and asked people to thank a police officer. He added he extended that over to firefighters because they were also keeping the community safe.

Mr. Huttunen told the Council to plan on a special meeting following the work session because there were a few more liquor license renewals that needed to be approved, interviews had been conducted for the Parks Specialist and Accounting Technician positions, both had good interviews, and there was potential to include one or both to the agenda for approval. He added the EDA position closed, there were five qualified applicants, and they were looking at holding interviews on June 7<sup>th</sup> with the final interviews to be held after that. He reminded the Council he was going to be out of the office starting Thursday and would be back the following Wednesday.

Mr. Emery said Opp Construction was planning on starting on the quiet zone project on June 3<sup>rd</sup>, they were planning on starting on the Central Avenue crossing, an agreement was still needed from BNSF, and if that was not in place they will more than likely start on the 2<sup>nd</sup> Avenue crossing, and they will plan on keeping two crossings open during the project with the 3<sup>rd</sup> Street crossing starting last that would include the closure of the crossing.

Ms. Ellis gave her annual reminder to everyone it was time to start mowing and removing weeds along fences, behind fences, driveways, and boulevards. She said they were receiving many complaints, the ad was going to be run in the newspaper, and were hoping people would be complying in the near future. Council member Pokrzywinski commented he had noticed a lot of people were blowing grass clippings into the street and asked to have that included in the announcement because it was a safety issue. She said she would make sure it was included in the ad.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE MAY 21, 2024 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:21 P.M.**

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

*Voting Nay: None.*

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Megan Nelson, City Clerk