

**APPROVED MINUTES  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, JUNE 4, 2024 – 5:00 PM**

**CALL TO ORDER:**

*The Council Meeting of the East Grand Forks City Council for Tuesday, June 4, 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, Dale Helms, Brian Larson, and Karen Peterson.*

*Staff Present: Karla Anderson, Finance Director; Jeff Boushee, Fire Chief; 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:**

Ms. Renee Cardarelle informed the Council she had an update regarding the Laura Jane Musser Grant that was received. She explained the \$25,000 grant was to be used holding multi-cultural events in the community, a number of activities were being planned, and she wanted to personally invite the Council to attend the upcoming Eid celebration that would be held at Sherlock Park on June 17<sup>th</sup> from 4pm to 8pm. She added there would be free food, it was a family event, and going forward they were looking at holding coffee with a cop or city official to help people understand how things function in the city. She told the Council they were also working with Northland Community and Technical College on programs and more information would be available for other planned events. She asked if there were questions and there were none.

**APPROVAL OF MINUTES:**

1. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of May 14, 2024.
2. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of May 21, 2024.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of May 28, 2024.

4. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of May 28, 2024.

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

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

**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 approving the Parade Application for KEM Shriners to hold the Potato Bowl Parade on September 14<sup>th</sup> from 10am to 12pm contingent upon MNDOT approval of the Sorlie Bridge closure.
6. Consider declaring two of the siren systems as surplus and donate them to Polk County Emergency Management.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE ITEMS FIVE (5) AND SIX (6).**

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

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

**NONE**

**COMMUNICATIONS: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

7. Consider declaring the 2004 CAT Motor Grader as surplus and trade it in for the purchase from RDO Equipment of a John Deere 772G Motor Grader reducing the cost to \$388,203.00.

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO DECLARE THE 2004 CAT MOTOR GRADER AS SURPLUS AND TRADE IT IN FOR THE PURCHASE FROM RDO EQUIPMENT OF A JOHN DEERE 772G**

**MOTOR GRADER REDUCING THE COST TO \$388,203.00.**

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

8. Consider approving the Facility Use Agreement between the City of East Grand Forks and the East Grand Forks Blue Line Club for use of the VFW Arena from June 3-21, 2024.

**A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE THE FACILITY USE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND THE EAST GRAND FORKS BLUE LINE CLUB FOR USE OF THE VFW ARENA FROM JUNE 3-21, 2024.**

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

9. Consider approving the Facility Use Agreement between the City of East Grand Forks and Special Olympics North Dakota for the use of the Civic Center on Saturday, September 21, 2024.

**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 SPECIAL OLYMPICS NORTH DAKOTA FOR THE USE OF THE CIVIC CENTER ON SATURDAY, SEPTEMBER 21, 2024.**

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

10. Consider adopting the Deer Management Plan which set the rules and regulations for the special archery hunt that is scheduled to take place from November 15<sup>th</sup> through November 24<sup>th</sup>.

**A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT THE DEER MANAGEMENT PLAN WHICH SET THE RULES AND REGULATIONS FOR THE SPECIAL ARCHERY HUNT THAT IS SCHEDULED TO TAKE PLACE FROM NOVEMBER 15<sup>TH</sup> THROUGH NOVEMBER 24<sup>TH</sup>.**

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

11. Consider approving Ordinance 41 4<sup>th</sup> Series amending Chapter 132 discharging firearms in 132.04 (b) and to use of bow and arrow section 132.06 and by adopting by reference City Code Chapter 10 and section 10.99 which, among other things, contain penalty provisions (1<sup>st</sup> Reading).

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE ORDINANCE 41 4<sup>TH</sup> SERIES AMENDING CHAPTER**

**132 DISCHARGING FIREARMS IN 132.04 (B) AND TO USE OF BOW AND ARROW SECTION 132.06 AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 10 AND SECTION 10.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS (1<sup>ST</sup> READING).**

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

*Voting Nay: None.*

*Absent: Pokrzywinski.*

12. Consider approving the assignment agreement between the City of East Grand Forks and Newman Outdoor Advertising assigning right, title, or interest in the permitted billboard structure located within Sherlock Park.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE THE ASSIGNMENT AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND NEWMAN OUTDOOR ADVERTISING ASSIGNING RIGHT, TITLE, OR INTEREST IN THE PERMITTED BILLBOARD STRUCTURE LOCATED WITHIN SHERLOCK PARK.**

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

*Voting Nay: None.*

*Absent: Pokrzywinski.*

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

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

*Voting Nay: None.*

*Absent: Pokrzywinski.*

**COUNCIL/STAFF REPORTS:**

Mayor Gander asked if there was an update on the boat launch project. Mr. King told the Council they had been working on permitting since January, the boat launch would be staying in its current location because the Army Corps had not issued the permit and it could take up to 180 days which would not allow for the project to proceed this year. Mr. Emery added construction was going to be starting on August 1<sup>st</sup> after some events had taken place.

Council Vice-President Riopelle offered his condolences to Mr. Galstad on the loss of his brother.

Mr. Huttunen informed the Council EDA Director interviews were set with the Civil Service on June 7<sup>th</sup> and the final interviews were being scheduled for June 17<sup>th</sup>. He thanked Mr. Perez for doing a great job preparing the Council Chambers for the meeting because there had been issues with the roof replacement and rain. He said there was impact to some of the electronics and damages were still be assessed.

Mr. Emery stated the Quiet Zone project had started on 2<sup>nd</sup> Avenue and removal of panels would be starting the following day.

Mr. King told the Council the city pool would be opening on Thursday, June 6<sup>th</sup> and an open house was going to be held at the campground on June 8<sup>th</sup> starting at 1pm to celebrate the 20<sup>th</sup> anniversary of the campground. He added it was a free park day so no permit was required.

Council member Helms asked why both lanes were not being poured on 2<sup>nd</sup> Avenue at the same time by Riverside Christian School. Mr. Stordahl told the Council the project was not a city project; it was being completed by school. He added that they might be able to open one lane once the concrete had cured and Countrywide would still be able to collect the garbage.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO ADJOURN THE JUNE 4, 2024 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:13 P.M.**

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

*Voting Nay: None.*

*Absent: Pokrzywinski.*

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Megan Nelson, City Clerk