

**APPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 6, 2024 – 5:00 PM**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for Tuesday, August 6, 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; 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:

Council 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 “Regular Meeting” for the East Grand Forks, Minnesota City Council of July 16, 2024.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of July 23, 2024.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE ITEMS ONE (1) AND TWO (2).

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

Voting Nay: None.

Absent: Pokrzywinski.

SCHEDULED BID LETTINGS: NONE.

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA: NONE

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.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

3. Regular meeting minutes of the Water, Light, Power, and Building Commission for July 3, 2024.

COMMUNICATIONS:

4. The Primary Election will be on Tuesday, August 13th. All polling locations will be open from 7am to 8pm and this time voters from Wards 3, 4, and 5 should use Door 2 to enter the gym for voting.
5. The filing period for city council positions in Ward 1, Ward 3, Ward 5, At-Large, and Mayor is open until 5pm on Tuesday, August 13th and will be completed in the Administration Office at City Hall. The filing fee is \$2.

OLD BUSINESS: NONE

NEW BUSINESS:

6. Consider approving the request to start the hiring process to fill a Truck Driver position in the Public Works Department.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE REQUEST TO START THE HIRING PROCESS TO FILL A TRUCK DRIVER POSITION IN THE PUBLIC WORKS DEPARTMENT.

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

Voting Nay: None.

Absent: Pokrzywinski.

7. Consider approving the Memorandum of Understanding between the City of East Grand Forks and the Independent School District No. 595 for Police Liaison Services through May 31, 2027.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER PETERSON, TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF EAST GRAND FORKS AND THE INDEPENDENT SCHOOL DISTRICT NO. 595 FOR POLICE LIAISON SERVICES THROUGH MAY 31, 2027.

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

Voting Nay: None.

Absent: Pokrzywinski.

8. Consider approving the Special Event/Facility Use Agreement for the use of the City’s parking lot for the Hot Valley Nights event from August 14th through August 18th.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE THE SPECIAL EVENT/FACILITY USE AGREEMENT FOR THE USE OF THE CITY’S PARKING LOT FOR THE HOT VALLEY NIGHTS EVENT FROM AUGUST 14TH THROUGH AUGUST 18TH.

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

Voting Nay: None.

Absent: Pokrzywinski.

9. Consider declaring bicycles as surplus property and approve the donation of 10 bicycles to the East Grand Forks Cross Country team and sell the remaining bicycles at an upcoming police auction.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO DECLARE BICYCLES AS SURPLUS PROPERTY AND APPROVE THE DONATION OF 10 BICYCLES TO THE EAST GRAND FORKS CROSS COUNTRY TEAM AND SELL THE REMAINING BICYCLES AT AN UPCOMING POLICE AUCTION.

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

Voting Nay: None.

Absent: Pokrzywinski.

CLAIMS:

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

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

Voting Nay: None.

Absent: Pokrzywinski.

COUNCIL/STAFF REPORTS:

Mayor Gander congratulated the Fire Department on another successful Cats Incredible weekend and informed people that the Law Enforcement 5K would be held on Saturday in the downtown area, Heritage Days would be held over the upcoming weekend, and Hot Valley Nights was coming up on August 16th and 17th so there was plenty of things to do for people.

Council Member Helms stated Heritage Days were going to be taking place starting with the breakfast on Saturday morning, reviewed the schedule of events for the weekend, and thanked the judges for participating in the hotdish competition.

Council Member Larson told the Council he had family in town over the weekend and they really enjoyed the new mural in the downtown area. He thanked Ms. Ellis and the Downtown Development Association for getting that project done.

Mr. Huttunen told the Council he would be out on vacation until the following Monday, he would be working elections on Tuesday, and there would be interviews on Wednesday.

Mr. Emery informed the Council the quiet zone project was progressing, the Central Avenue crossing would be opening soon, and the work for the 3rd street area should be completed before school started. He added the sidewalk project would be completed once the crosswalk was striped and the LaFave Park project would be starting soon with work on 1st Street, by mid-August they would be working on the parking lot, and by the end of August they would be working on the boat ramp.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LARSON, TO ADJOURN THE AUGUST 6, 2024 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:09 P.M.

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

Voting Nay: None.

Absent: Pokrzywinski.

Megan Nelson, City Clerk