

**APPROVED MINUTES  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, OCTOBER 1, 2024 – 5:00 PM**

**CALL TO ORDER:**

*The Council Meeting of the East Grand Forks City Council for Tuesday, October 1, 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 (via Interactive Technology), 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; Maggie Brockling, Economic Development Director; Steve Emery, City Engineer; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Rod Hajicek, Police Lieutenant; 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 September 17, 2024.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of September 24, 2024.

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

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

*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.*

3. Consider adopting Resolution No. 24-10-71 appointing election judges for the November 5<sup>th</sup> General Election.
4. Consider approving the Exempt Gambling Permit Application for the East Grand Forks Home Run Club to hold a raffle on November 7, 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.
5. Consider adopting Resolution No. 24-10-72 approving the Food Shelf program allowing for street maintenance tickets issued until the end of December 2024 to be paid with either food items or case, all of which will be donated to the East Grand Forks Food Shelf.
6. Consider approving the parade application for the Hollydazzle Parade scheduled for November 24, 2024 contingent upon the Minnesota Department of Transportation approval for the closure of the Sorlie Bridge.
7. Consider approving the Special Event Application for the Hollydazzle Festival of Lights event and authorize the closure of the parking lot by restaurant row on November 24, 2024.
8. Consider approving the Fireworks/Pyrotechnic Special Effects Permit Application for the fireworks display for the Hollydazzle event scheduled for November 24, 2024.
9. Consider approving the Exempt Gambling Permit Application for the Knights of Columbus Christ the King Council 53541 to hold a raffle on June 6, 2025 at the Sacred Heart Catholic Church & School located at 200 3<sup>rd</sup> St NW East Grand Forks, MN 56721 and waive the 30-day waiting period.
10. Consider approving the Exempt Gambling Permit Application for the East Grand Forks Home Run Club to hold a bingo event on November 8, 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.
11. Consider declaring the 30 library chairs as surplus and authorize the disposal of them.
12. Consider adopting Resolution No. 24-10-75 approving the appointment and reappointments to the Charter Commission.
13. Consider adopting Resolution No. 24-10-76 approving the Civic Center celebration as a community festival and authorizing The Spud Jr. to serve at the event.

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE ITEMS THREE (3) THROUGH THIRTEEN (13).**

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

*Voting Nay: None.*

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

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

**COMMUNICATIONS: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

15. Consider approving Ordinance 42, 4<sup>th</sup> Series amending City Code Chapter 152 by adding section 152.400 concerning Solar Energy Systems within city limits and by adopting 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 POKRZYWINSKI, TO APPROVE ORDINANCE 42, 4<sup>TH</sup> SERIES AMENDING CITY CODE CHAPTER 152 BY ADDING SECTION 152.400 CONCERNING SOLAR ENERGY SYSTEMS WITHIN CITY LIMITS AND BY ADOPTING 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, Pokrzywinski, Riopelle, Helms, Olstad, and Larson.*

*Voting Nay: None.*

16. Consider approving the purchase of two 2025 Police Interceptor SUVs from Ten Voorde Ford for a total of \$89,723.88.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE PURCHASE OF TWO 2025 POLICE INTERCEPTOR SUVs FROM TENVOORDE FORD FOR A TOTAL OF \$89,723.88.**

Council member Helms said this was discussed at the work session, it was said the vehicles that were going to be replaced were going to have over 100,000 miles on them, and how that might not be a lot of miles but found out that the vehicles would have over 15,000 hours on them which made a big difference and gave a different perspective.

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

*Voting Nay: None.*

17. Consider approving the request to start the hiring process for the position of Recreation Coordinator.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER PETERSON, TO APPROVE THE REQUEST TO START THE HIRING PROCESS FOR THE POSITION OF RECREATION COORDINATOR.**

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

*Voting Nay: None.*

18. Consider adopting Resolution No. 24-10-73 granting Border City Development Zone Tax Credits up to \$67,000 and approving a business subsidy agreement between the City of East Grand Forks and Northern Valley Investments LLC.

**A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 24-10-73 GRANTING BORDER CITY DEVELOPMENT ZONE TAX CREDITS UP TO \$67,000 AND APPROVING A BUSINESS SUBSIDY AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND NORTHERN VALLEY INVESTMENTS LLC.**

Mr. Gorte informed the Council this item and the next item did not require a public hearing, a notice to competitors was advertised for comments for both business subsidy agreements, and he had not received any comments for either item. Council Vice-President Riopelle asked if the first business subsidy agreement was for two years. Mr. Gorte said it was. Council Vice-President Riopelle then asked why the other business subsidy agreement was for three years. Mr. Gorte said it was because they had previously worked with the Northern Valley Machine over multiple years and this would conclude some of the work they had done with that company. He added the second agreement was from a new application and was based upon 30% additional investment from the company.

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

*Voting Nay: None.*

19. Consider adopting Resolution No. 24-10-74 granting Border City Development Zone Tax Credits up to \$130,000 and approving a business subsidy agreement between the City of East Grand Forks and Lumber Mart Inc.

**A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER PETERSON, TO ADOPT RESOLUTION NO. 24-10-74 GRANTING BORDER CITY DEVELOPMENT ZONE TAX CREDITS UP TO \$130,000 AND APPROVING A BUSINESS SUBSIDY AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND LUMBER MART INC.**

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

*Voting Nay: Riopelle.*

20. Consider approving the Facility Use Agreement between the City of East Grand Forks and the East Grand Forks Arts & Crafts Council for the use of the Civic Center and Blue Line Club Arena for the annual Arts & Craft Show for a rental fee of \$1,500 for both facilities.

**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 THE EAST GRAND FORKS ARTS & CRAFTS COUNCIL FOR THE USE OF THE CIVIC CENTER AND BLUE LINE CLUB ARENA FOR THE ANNUAL ARTS & CRAFT SHOW FOR A RENTAL FEE OF \$1,500 FOR BOTH FACILITIES.**

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

*Voting Nay: None.*

**CLAIMS:**

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

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

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

*Voting Nay: None.*

**COUNCIL/STAFF REPORTS:**

Council Member Helms welcomed Ms. Brockling and that he when out to see the new round-a-bout at Highway 21 and Highway 75 and they will see how things go.

Mr. Emery stated the fencing for the quiet zone was completed, the remaining work would be completed in the spring, and they would be filing for a notice of establishment of the quiet zone before the horns would stop. Council member Vetter asked if BNSF would be cleaning up the garbage that would be sticking to the fence and if they would be blowing the snow onto the city streets from the fenced in area. Mr. Emery said he would ask. Council Vice-President Riopelle asked when the lights were going to be taken down by 3<sup>rd</sup> Street. Mr. Emery said that was scheduled to be done in the first week or two of October. He added that the Federal Railroad Administration was on site for an inspection and did see any issues. He continued with the LaFave Park project, how all the work was done below the water had been completed, they were working on sidewalks, and would be starting on the curb and gutter for the parking lot area.

Mr. King informed the Council there were 40 people that had applied for the deer hunt set up by the deer management plan. He stated 15 were selected, the mandatory orientation was held, and now there are 10 participants that were eager to get into the field in November.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADJOURN THE OCTOBER 1, 2024 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:13 P.M.**

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

*Voting Nay: None.*

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Megan Nelson, City Clerk