

**APPROVED MINUTES  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, JUNE 5, 2018 – 5:00 PM**

**CALL TO ORDER:**

*The Council Meeting of the East Grand Forks City Council for Tuesday, June 5, 2018 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: Council President Mark Olstad, Council Vice President Chad Grassel, Council Members Clarence Vetter, Mike Pokrzywinski, Tim Riopelle, Henry Tweten, and Marc DeMers.*

*Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Reid Huttunen, Parks and Recreation Superintendent; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; Keith Mykleseth, Water & Light Manager; Megan Nelson, City Clerk; Jason Stordahl, Public Works Director; and Luke Welle, City Intern.*

**DETERMINATION OF QUORUM:**

*The Council President Determined a Quorum was present.*

**PLEDGE OF ALLEGIANCE:**

**OPEN FORUM:**

*“An opportunity for members of the public to address the City Council on items not on the current Agenda. Items requiring Council action maybe deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate.” If you would like to address the City Council, please come up to the podium to do so.”*

Mr. Dale Helms, 613 2<sup>nd</sup> Ave NE, said there were a few things that he would like to speak to the Council about. He explained he is the president of the Heritage Foundation this year and how previously the City had given some animal statues to be placed at the Heritage Village. He commented the statues were in really tough shape and they were wondering if they could dispose of them. He said he wanted to see if the City wanted any of them back and if not he was asking for permission to get rid of them. Mr. Galstad stated the City will need to check and see what the grant says that was used to purchase these statues.

Mr. Helms then asked Council member Tweten if he would like to be the Grand Marshal of the Heritage Day parade. Council member Tweten said he would talk to him about it after the meeting. Mr. Helms commented that the Heritage is always struggling with fundraisers and finding help. He said at the last Foundation meeting they discussed asking the Council as a whole to help at Heritage weekend and get out in front of the public by running the burger stand during Heritage Days. He stated he didn't need an answer that night, he asked to have them think about it, and to let him know if they are interested.

**APPROVAL OF MINUTES:**

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks Minnesota City Council of May 15, 2018.
2. Consider approving the minutes of the “Special Meeting” for the East Grand Forks Minnesota City Council of May 22, 2018.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks Minnesota City Council of May 22, 2018.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE ITEMS ONE (1) THROUGH THREE (3).**

*Voting Aye: Grassel, DeMers, Vetter, Pokrzywinski, Riopelle, Tweten, and Olstad.*

*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.*

4. Consider approving the Special Event Application for iHeart Media to hold the Bikes and Bites Event in the parking lot by restaurant row on July 19, 2018 from 2pm until 8pm.
5. Consider approving the Special Event Application for the Red River Valley Catfish Club to hold a catfishing tournament from the LaFave Park Boat Landing on June 24, 2018 from 5am to 7pm.
6. Consider approving the Exempt Gambling Permit Application for the East Grand Forks Home Run Club to hold a raffle on July 24, 2018 at Stauss Park located at 926 5<sup>th</sup> Ave NE East Grand Forks, MN 56721 and waive the 30 day waiting period.

**A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE ITEMS FOUR (4) THROUGH SIX (6).**

*Voting Aye: Grassel, DeMers, Vetter, Pokrzywinski, Riopelle, Tweten, and Olstad.*

*Voting Nay: None.*

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

7. Regular meeting minutes of the Water, Light. Power, and Building Commission for May 3, 2018.

**COMMUNICATIONS: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

8. Consider approving the request to start a new hiring register for police officer in the Police Department to fill a vacancy.

**A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE REQUEST TO START A NEW HIRING REGISTER FOR POLICE OFFICER IN THE POLICE DEPARTMENT TO FILL A VACANCY.**

*Voting Aye: Grassel, DeMers, Vetter, Pokrzywinski, Riopelle, Tweten, and Olstad.*

*Voting Nay: None.*

9. Consider approving the purchase of a Cougar Mosquito Sprayer with Smart Flow GPS from Clark for a total price of \$11,115.00.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE THE PURCHASE OF A COUGAR MOSQUITO SPRAYER WITH SMART FLOW GPS FROM CLARK FOR A TOTAL PRICE OF \$11,115.00.**

*Voting Aye: Grassel, DeMers, Vetter, Pokrzywinski, Riopelle, Tweten, and Olstad.*

*Voting Nay: None.*

10. Consider approving the Memorandum of Agreement between the City of East Grand Forks and the West Polk Soil and Water Conservation District for the 2019 North End Tree Planting Project.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE THE MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND THE WEST POLK SOIL AND WATER CONSERVATION DISTRICT FOR THE 2019 NORTH END TREE PLANTING PROJECT.**

Mr. Galstad said the West Polk Soil and Water postponed their meeting and because of that if there were any modifications that did not change the substance, if he would be allowed to make those changes. Mr. Mykleseth said the meeting was going to be held on June 23<sup>rd</sup> and there was one typo that was going to be corrected in the agreement.

*Voting Aye: Grassel, DeMers, Vetter, Pokrzywinski, Riopelle, Tweten, and Olstad.*

*Voting Nay: None.*

11. Consider adopting the Border City Tax Credit Policy allowing one-time benefits to smaller businesses.

**A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT THE BORDER CITY TAX CREDIT POLICY ALLOWING ONE-TIME BENEFITS TO SMALLER BUSINESSES.**

*Voting Aye: Grassel, DeMers, Vetter, Pokrzywinski, Riopelle, Tweten, and Olstad.*

*Voting Nay: None.*

12. Consider approving the On-sale Weekday & On-sale Sunday Liquor License renewal for Up North Pizza Pub located at 314 4<sup>th</sup> St NW East Grand Forks, MN 56721.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE ON-SALE WEEKDAY & ON-SALE SUNDAY LIQUOR LICENSE RENEWAL FOR UP NORTH PIZZA PUB LOCATED AT 314 4<sup>TH</sup> ST NW EAST GRAND FORKS, MN 56721.**

Council member DeMers asked if they were up-to-date with financials. Mr. Murphy said they were.

*Voting Aye: Grassel, DeMers, Vetter, Pokrzywinski, Riopelle, Tweten, and Olstad.*

*Voting Nay: None.*

13. Consider adopting Resolution No. 18-06-32 entering into Agreement No. 1031111 between the City of East Grand Forks and the Minnesota Department of Transportation for the Kennedy Bridge Trail connection.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 18-06-32 ENTERING INTO AGREEMENT NO. 1031111 BETWEEN THE CITY OF EAST GRAND FORKS AND THE MINNESOTA DEPARTMENT OF TRANSPORTATION FOR THE KENNEDY BRIDGE TRAIL CONNECTION.**

*Voting Aye: Grassel, DeMers, Vetter, Pokrzywinski, Riopelle, Tweten, and Olstad.*

*Voting Nay: None.*

14. Consider approving the Special Event Application for the Public Arts Commission to hold the Art on the Red event in downtown East Grand Forks on June 9-10, 2018.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE THE SPECIAL EVENT APPLICATION FOR THE PUBLIC ARTS COMMISSION TO HOLD THE ART ON THE RED EVENT IN DOWNTOWN EAST GRAND FORKS ON JUNE 9-10, 2018.**

*Voting Aye: Grassel, DeMers, Vetter, Pokrzywinski, Riopelle, Tweten, and Olstad.*

*Voting Nay: None.*

15. Consider approving the request to start the hiring process to fill the vacancy of Maintenance Supervisor for the Community Development Department.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE REQUEST TO START THE HIRING PROCESS TO FILL THE VACANCY OF MAINTENANCE SUPERVISOR FOR THE COMMUNITY DEVELOPMENT DEPARTMENT.**

Ms. Ellis said point of clarification, this was for a building maintenance worker, not a supervisor. She said the resignation letter was received on Monday because Mr. Baune is moving to a new position within the City. She added that Mr. Baune will be greatly missed and she would like to try to get someone hired

as soon as possible because of all of the work that is done a multiple city buildings including a larger portion of time being required at Sunshine Terrace. She said they didn't want to have a long period of time where there isn't a maintenance person.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE REQUEST TO START THE HIRING PROCESS TO FILL THE VACANCY OF BUILDING MAINTENANCE WORKER FOR THE COMMUNITY DEVELOPMENT DEPARTMENT.**

*Voting Aye: Grassel, DeMers, Vetter, Pokrzywinski, Riopelle, Tweten, and Olstad.*

*Voting Nay: None.*

16. Consider approving the City Administrator to authorize an extern to act on behalf of the City with assisting in criminal prosecution under the City Attorney's supervision and confirm authorization to appropriate court personnel.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE THE CITY ADMINISTRATOR TO AUTHORIZE AN EXTERN TO ACT ON BEHALF OF THE CITY WITH ASSISTING IN CRIMINAL PROSECUTION UNDER THE CITY ATTORNEY'S SUPERVISION AND CONFIRM AUTHORIZATION TO APPROPRIATE COURT PERSONNEL.**

Mr. Galstad explained he was working with a UND Law student who is getting credits as an extern, as a part of this she will be working with him on criminal prosecution work, and they need the authority of the client because of confidentiality issues. He stated she has been awarded her Minnesota practice papers so she will be able to assist if the Council grants permission. Council member DeMers asked if this would be affecting billable hours. Mr. Galstad said if she is used as a law clerk her time is already being included on the bill and if she is assisting with criminal cases it would be included in the monthly flat rate that is charged to the City.

*Voting Aye: Grassel, DeMers, Vetter, Pokrzywinski, Riopelle, Tweten, and Olstad.*

*Voting Nay: None.*

#### **CLAIMS:**

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

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

*Voting Aye: Grassel, DeMers, Vetter, Pokrzywinski, Riopelle, Tweten, and Olstad.*

*Voting Nay: None.*

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

Council Member Tweten commented how the Water and Light Department is working on getting a grant to add trees to the north end of town, how this will make the area more attractive, the first tree budget for

the city was started in the 1960s for \$6,000, the Park and Recreation Department has continued to plant trees, and again this will help enhance the area. He added how there is a good system in place.

Mr. Emery told the Council the project at 20<sup>th</sup> and 3<sup>rd</sup> was started last week and the concrete work should be completed by the end of this week so in about another week the intersection should be open. He stated Brandon Boulevard paving was going to start that day but with the threat of rain they held off until Thursday. He said it would be paved in one day and the cul-de-sacs were already done. He reminded the Council the bid opening for the lift station rehab was scheduled for Thursday and a pre-bid meeting for the Senior Center project will be held on Thursday at 2pm so that project will be getting started.

Mr. Huttunen told the Council that the liner company had arrived on Thursday of the previous week to start the installation of the liner. He said they expect the install to take approximately 10 to 14 days and as long as it isn't raining they are able to keep working. He commented that they had made great progress so far, once completed it needs to sit for 24 hours, and they will be able to add water after that 24 hour period. He stated that if everything goes great a June 15<sup>th</sup> opening may still be possible but if it rains it could slow things down.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADJOURN THE JUNE 5, 2018 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:18 P.M.**

*Voting Aye: Grassel, DeMers, Vetter, Pokrzywinski, Riopelle, Tweten, and Olstad.*

*Voting Nay: None.*

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David Murphy, City Administrator/Clerk-Treasurer