

**APPROVED MINUTES  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, NOVEMBER 20, 2018 – 5:00 PM**

**CALL TO ORDER:**

*The Council Meeting of the East Grand Forks City Council for Tuesday, November 20, 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: Mayor Steve Gander, Council President Mark Olstad, Council Vice President Chad Grassel, Council Members Clarence Vetter, Mike Pokrzywinski, Tim Riopelle, and Henry Tweten.*

*Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Mike Hedlund, Police Chief; 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; and Jason Stordahl, Public Works Director.*

**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.”*

**APPROVAL OF MINUTES:**

1. Consider approving the minutes of the “Regular Council Meeting” for the East Grand Forks Minnesota City Council of November 6, 2018.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE THE MINUTES OF THE “REGULAR COUNCIL MEETING” FOR THE EAST GRAND FORKS MINNESOTA CITY COUNCIL OF NOVEMBER 6, 2018.**

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

*Voting Nay: None.*

*Absent: DeMers.*

**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 adopting Resolution No. 18-11-76 authorizing the City Administrator/Clerk-Treasurer to certify the special assessments for end benefit from the paving of Brandon Boulevard to the County Auditor for collection starting with the 2019 real estate taxes.
3. Consider approving the Memorandum of Understanding between the City of East Grand Forks, the City of Crookston, and the Polk County Sheriff’s Department to acknowledge mutually agreeable terms for use, maintenance of the shared Zeurcher Record Management system, and authorize Chief Hedlund to sign on behalf of the City.
4. Consider approving the renewal of the rental lease between the City of East Grand Forks and the Galstad, Jensen, & McCann Attorney Office for a five year term.
5. Consider granting preliminary approval to the 2045 Long Range Transportation Plan.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE ITEMS TWO (2) THROUGH FIVE (5).**

Chief Hedlund commented how there had been some questions the previous week about the MOU between the three law enforcement agencies. He explained one person would be the technical expert, the other person would have decision making authority if any further steps are needed, and that person would only need to attend meetings on occasion instead of attending all meetings because most items would be addressing day to day activities and issues. There were no further questions.

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

*Voting Nay: None.*

*Absent: DeMers.*

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

6. Regular meeting minutes of the Water, Light, Power, and Building Commission for October 18, 2018 and for November 1, 2018.

**COMMUNICATIONS: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

7. Request for Pump Replacement. Council President Olstad stated this item was being pulled from the agenda.

8. Consider authorizing staff to sign the commitment letter confirming local funds are committed for the Red Lake River Corridor projects and submit to the Greater MN Parks & Trails Commission.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER RIOPELLE, TO AUTHORIZE STAFF TO SIGN THE COMMITMENT LETTER CONFIRMING LOCAL FUNDS ARE COMMITTED FOR THE RED LAKE RIVER CORRIDOR PROJECTS AND SUBMIT TO THE GREATER MN PARKS & TRAILS COMMISSION.**

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

*Voting Nay: None.*

*Absent: DeMers.*

9. Consider approving the \$100,000 Builder Incentive Program to expand and include all city-owned lots.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE THE \$100,000 BUILDER INCENTIVE PROGRAM TO EXPAND AND INCLUDE ALL CITY-OWNED LOTS.**

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

*Voting Nay: None.*

*Absent: DeMers.*

10. Consider approving the hiring of Alyssa Hammen as an Administrative Assistant/Dispatcher/Jailer starting at Grade 9 Step 3.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE THE HIRING OF ALYSSA HAMMEN AS AN ADMINISTRATIVE ASSISTANT/DISPATCHER/JAILER STARTING AT GRADE 9 STEP 3.**

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

*Voting Nay: None.*

*Absent: DeMers.*

11. Consider approving the hiring of Ethan Mushitz as a Police Officer starting at Grade 14 Step 1.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE THE HIRING OF ETHAN MUSHITZ AS A POLICE OFFICER STARTING AT GRADE 14 STEP 1.**

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

*Voting Nay: None.*

*Absent: DeMers.*

**CLAIMS:**

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

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

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

*Voting Nay:* None.

*Absent:* DeMers.

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

Mayor Gander informed the Council that he and Mr. Huttunen had met with some people from the Greater Grand Forks Convention and Visitors Bureau. He explained they serve both sides of the river, they help promote events, and based on some conversations that have taken place there interest in having the Minnesota Governor's Fishing Opener up here in East Grand Forks. He stated this might take place in the spring of 2021 so it is a ways out, there is a lot that goes along with this, and this would allow the City to make improvements for this event. He added he would like to add this as an item to a work session because this could involve all of the departments in the City along with other groups. He said a site visit could be done in May of 2019, a formal application would be due in November of 2019, and how there is a large budget for this but there is also a fundraising effort to help cover costs. He commented again about improvements that could be done, asking for camping cabins for the campground, and how hopefully things could be done for the fishing opener. Mayor Gander told the Council he has had a busy week with meetings, how he had another meeting following the Council Meeting, and he does enjoy representing the City at these different events.

Council Member Riopelle thanked Ms. DelValle at the Senior Center because her and her team prepared a Thanksgiving dinner and served 79 meals which was close to a record. He added they had done a wonderful job.

Council Member Tweten stated the Governor Elect had picked his transition team which includes members from both political parties and there should be a smooth transition when he takes office. He continued saying how during the last session there ended up being a garbage bill that took out a lot of good items, this bill shouldn't have been allowed, but there is a number of things that are important to the community. He added it's important for the Council to send delegates during legislative day, he won't be on the Council, but has connections to people and will help the City in any way he can. He stated he has been involved with every major event in the City since 1953 and has had more government service than any other person that has served in the City of East Grand Forks. He told the Council he thinks the City will end up in a much better position after the next legislative session, how the State won't be wasting time in passing a bill to help fund drug task forces, and that they should have the Governor Elect visit to help expedite another bridge since he is interested in infrastructure. He ended by telling everyone to have a good Thanksgiving.

Council President Olstad said he wondered if Council member Tweten would have such a positive outlook if a Republican had been elected governor and how he is also looking forward to the gas tax.

Mr. Murphy stated that Council member DeMers contacted him letting him know he would not be able to attend the meeting and how there is an MPO meeting the next day which he would not be able to attend

either. He added that Council member DeMers suggested that another council member could take his place and to contact Mr. Haugen with questions about the time of the meeting. Mr. Murphy informed the Council the previous week he had attended the Coalition of Greater Minnesota Cities fall conference. He stated legislators are much more optimistic about LGA funding than in the past because Governor-Elect Walz is from out-state, he has seen how the reduction in LGA has affected communities, and he has gone on record saying he would like to see an increase to LGA. He added he was told legislation may be passed this next year specifically for East Grand Forks on how the City's LGA is calculated which was very good to hear.

Mr. Galstad wished everyone Happy Thanksgiving.

Mr. Emery also wished everyone Happy Thanksgiving.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE NOVEMBER 20, 2018 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:16 P.M.**

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

*Voting Nay: None.*

*Absent: DeMers.*

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David Murphy, City Administrator/Clerk-Treasurer