

**APPROVED MINUTES  
OF THE CITY COUNCIL MEETING  
CITY OF EAST GRAND FORKS  
TUESDAY, JUNE 18, 2019 – 5:00 PM**

**CALL TO ORDER:**

*The Council Meeting of the East Grand Forks City Council for June 18, 2019 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 Members Clarence Vetter, Dale Helms, Tim Riopelle, Tim Johnson, 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; and Jason Stordahl, Public Works Director.*

**DETERMINATION OF QUORUM:**

**PLEDGE OF ALLEGIANCE:**

**OPEN FORUM:**

Council President Olstad stated the open forum 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 may be deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate. He asked if anyone who would like to address the City Council would step up to the podium. No one came forward.

**APPROVAL OF MINUTES:**

1. Consider approving the minutes of the “Work Session” for the East Grand Forks Minnesota City Council of May 28, 2019.
2. Consider approving the minutes of the “Council Meeting” for the East Grand Forks Minnesota City Council of June 4, 2019.
3. Consider approving the minutes of the “Special Meeting” for the East Grand Forks Minnesota City Council of June 11, 2019.
4. Consider approving the minutes of the “Work Session” for the East Grand Forks Minnesota City Council of June 11, 2019.

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

*Voting Aye: DeMers, Vetter, Helms, Riopelle, Johnson, and Olstad.*

*Voting Nay: None.*

*Absent: Grassel.*

**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 Exempt Gambling Permit Application for the East Grand Forks Home Run Club to hold a raffle on July 24, 2019 at Stauss Park located at 327 8<sup>th</sup> St NE East Grand Forks, MN 56721 and waive the 30-day waiting period.
6. Consider approving the Exempt Gambling Permit Application for the East Grand Forks Home Run Club to hold a raffle on July 30, 2019 at Stauss Park located at 327 8<sup>th</sup> St NE East Grand Forks, MN 56721 and waive the 30-day waiting period.
7. Consider approving the Exempt Gambling Permit Application for the Minnesota Deer Hunter's Association Minn-Dak Border Chapter to hold a raffle on September 8, 2019 at the American Legion Post 157 located at 1009 Central Ave NW East Grand Forks, MN 56721 and waive the 30-day waiting period.
8. Consider approving the Exempt Gambling Permit Application for the Minnesota Deer Hunter's Association Minn-Dak Border Chapter to hold a raffle on October 26, 2019 at the American Legion Post 157 located at 1009 Central Ave NW East Grand Forks, MN 56721 and waive the 30-day waiting period.
9. Consider approving the Temporary Liquor License Application for the East Grand Forks Association of Fire Fighters for the Cats Incredible event from July 26-28, 2019 located in the LaFave Park area.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE ITEMS FIVE (5) THROUGH NINE (9).**

*Voting Aye: DeMers, Vetter, Helms, Riopelle, Johnson, and Olstad.*

*Voting Nay: None.*

*Absent: Grassel.*

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

10. Regular meeting minutes of the Water, Light, Power, and Building Commission for May 15, 2019 and the closed minute summary for May 15, 2019.

**COMMUNICATIONS: NONE**

**OLD BUSINESS:**

11. Consider adopting Ordinance No. 26 4<sup>th</sup> Series adding Chapter 78 entitled “Utility Task Vehicles” and by adopting by reference City Code Chapter 10 and Section 10.99 which among other things contain penalty provisions. (2<sup>nd</sup> Reading).

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT ORDINANCE NO. 26 4<sup>TH</sup> SERIES ADDING CHAPTER 78 ENTITLED “UTILITY TASK VEHICLES” AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 10 AND SECTION 10.99 WHICH AMONG OTHER THINGS CONTAIN PENALTY PROVISIONS. (2<sup>ND</sup> READING).**

Council member DeMers asked when this would be taking effect. Mr. Galstad said it would have to be voted on and if approved it would need to be published. He stated after the publication it is in effect but people will still need to go through the application and inspection process. Council member DeMers asked if they were administratively ready to handle this. Mr. Murphy said yes but the fee still needed to be set. Mr. Galstad said they would also need to get the sticker for the machines. Mayor Gander stated he had told that some feel the Council had put up some opposition to this and he wanted to address it. He explained Mr. Galstad had to draft an ordinance that fit in with State statute, other city ordinances, and at the same time trying not to be too different from the Grand Forks ordinance. He said he is proud of the work Mr. Galstad had done, this is a good step going forward, and they made sure it was done correctly.

Council member Helms asked what the process would be to change an ordinance. Mr. Galstad said it would be a very similar process to revise an ordinance including the two readings and publication. Council member Riopelle said he had been contacted by an individual regarding the prohibition of driving on the Minnesota highways, he told him it was a State statute, and it was something that needed to be abided by.

*Voting Aye: DeMers, Helms, Riopelle, Johnson, and Olstad.*  
*Voting Nay: Vetter.*  
*Absent: Grassel.*

#### **NEW BUSINESS:**

12. Consider adopting Resolution No. 19-06-34 approving the hiring of JLG Architects and their consultants to conduct a building study and complete a feasibility report for a total of \$10,000.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 19-06-34 APPROVING THE HIRING OF JLG ARCHITECTS AND THEIR CONSULTANTS TO CONDUCT A BUILDING STUDY AND COMPLETE A FEASIBILITY REPORT FOR A TOTAL OF \$10,000.**

*Voting Aye: DeMers, Vetter, Helms, Riopelle, Johnson, and Olstad.*  
*Voting Nay: None.*  
*Absent: Grassel.*

13. Consider adopting Resolution No. 19-06-35 authorizing the 2019 budget to be amended for the purchase of R-22 refrigerant from Midwest Refrigeration for a total of \$25,180 with funds from the city reserves.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 19-06-35 AUTHORIZING THE 2019**

**BUDGET TO BE AMENDED FOR THE PURCHASE OF R-22 REFRIGERANT FROM MIDWEST REFRIGERATION FOR A TOTAL OF \$25,180 WITH FUNDS FROM THE CITY RESERVES.**

Mayor Gander asked to have the Council to explain how it was decided to use the reserve fund for this purchase. He asked if there was a way to find savings instead of using the reserves. Council member Riopelle said this \$25,000 could possibly net the Council \$75,000 in the future. Mayor Gander said he understood it was a low price at this time, he supports the expenditure, but the question is regarding where the funding was coming from. Council Olstad said \$25,000 has been spent on things that \$25,000 should not have been spent on in the past.

Mr. Huttunen explained there could be enough in funds between the repairs and maintenance that was budgeted for the three ice arenas at the end of the year to cover this purchase but he cannot say for certain because there can be things that are unforeseen. Council member DeMers said he agrees they need to protect the reserves as much as possible but he does not see this as taking from the reserves rather a change in state. He commented how this is a good rate, the City already has an interested buyer for when it is ready to be sold, and again this is a change in state. Mr. Huttunen stated this can sit in inventory for a long time and at some point if it is no longer needed they can determine when it should be sold. Discussion followed about the source of funds being used, how city funds were used for a street project in the past few years, and these funds are reserve funds that are allocated for emergencies. Council member Helms stated the cost for R-22 changes regularly, it had more than likely changed three times since it has been brought to the Council last week, and the cost could be three times this amount. He added at this time they need to move on it or forget it.

*Voting Aye: DeMers, Vetter, Helms, Riopelle, Johnson, and Olstad.*

*Voting Nay: None.*

*Absent: Grassel.*

14. Consider adopting Resolution No. 19-06-36 approving the East Grand Forks Transition Plan for Public right-of-ways which include the evaluation and implementation of the Transition Plan.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 19-06-36 APPROVING THE EAST GRAND FORKS TRANSITION PLAN FOR PUBLIC RIGHT-OF-WAYS WHICH INCLUDE THE EVALUATION AND IMPLEMENTATION OF THE TRANSITION PLAN.**

*Voting Aye: DeMers, Vetter, Helms, Riopelle, Johnson, and Olstad.*

*Voting Nay: None.*

*Absent: Grassel.*

15. Consider adopting Resolution No. 19-06-37 approving the change of a six-month probationary period to a one-year probationary period for the Fire Department new employees.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 19-06-37 APPROVING THE CHANGE OF A SIX-MONTH PROBATIONARY PERIOD TO A ONE-YEAR PROBATIONARY PERIOD FOR THE FIRE DEPARTMENT NEW EMPLOYEES.**

Council member Helms asked what the reasoning was for this change. Chief Larson explained the biggest reason of because of all training requirements and it is difficult to complete the training in that six-month period. He said he had checked with other fire departments, it is common to have a one-year probationary period, and it better suits the City to have a one-year probationary period.

*Voting Aye: DeMers, Vetter, Helms, Riopelle, Johnson, and Olstad.*

*Voting Nay: None.*

*Absent: Grassel.*

16. Consider adopting Resolution No. 19-06-38 approving the hiring of Hunter Olson as a Firefighter at a salary of \$21.49 per hour.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 19-06-38 APPROVING THE HIRING OF HUNTER OLSON AS A FIREFIGHTER AT A SALARY OF \$21.49 PER HOUR.**

*Voting Aye: DeMers, Vetter, Helms, Riopelle, Johnson, and Olstad.*

*Voting Nay: None.*

*Absent: Grassel.*

17. Consider approving the Off-sale Non-Intoxicating Malt Liquor License renewal for Orton's Point Tesoro located at 504 Rhinehart Dr SE East Grand Forks, MN 56721. – This business is in good standing with the City.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE OFF-SALE NON-INTOXICATING MALT LIQUOR LICENSE RENEWAL FOR ORTON'S POINT TESORO LOCATED AT 504 RHINEHART DR SE EAST GRAND FORKS, MN 56721. – THIS BUSINESS IS IN GOOD STANDING WITH THE CITY.**

*Voting Aye: DeMers, Vetter, Helms, Riopelle, Johnson, Olstad, and Grassel.*

*Voting Nay: None.*

**CLAIMS:**

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

*Voting Aye: DeMers, Vetter, Helms, Riopelle, Johnson, and Olstad.*

*Voting Nay: None.*

*Absent: Grassel.*

**COUNCIL/STAFF REPORTS:**

Mayor Gander commented how he had been away for a week and that is was nice to be back home and back to work.

Council Member Helms said he is looking for people to work in the burger stand during Heritage Days this year so if anyone was interested to contact him and they would appreciate any help they can get. He stated the event is a week earlier than they have been in the past. He also invited everyone to stop by the library because the remodel is done, the gardens are planted, and people should stop by to check it out.

Mr. Galstad thanked the Council for the kind words of encouragement and reminded everyone the Chamber After Hours event was going to be taking place at Hugo's on Thursday from 4:30pm to 7pm.

Mr. Gorte said the previous evening the Minnesota Chamber was in East Grand Forks for a statewide policy tour. He stated topics discussed included tax competitiveness, healthcare, workplace mandates, transportation and infrastructure, workforce development, and energy and environment. He added they received input from local residents to help set the lobbying agenda for next year. He also added Forx Builders was hosting an open house at the project house in East Grand Forks from 5pm to 7pm and this is the 35<sup>th</sup> year they have worked with Northland Community and Technical College.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADJOURN THE JUNE 18, 2019 REGULAR COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:21 P.M.**

*Voting Aye: DeMers, Vetter, Helms, Riopelle, Johnson, and Olstad.*

*Voting Nay: None.*

*Absent: Grassel.*

---

David Murphy, City Administrator/Clerk-Treasurer