

**APPROVED MINUTES
OF THE CITY COUNCIL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 20, 2019 – 5:00 PM**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for August 20, 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 Vice-President Chad Grassel, Council Members Clarence Vetter, Dale Helms, Tim Riopelle, Tim Johnson, and Marc DeMers.

Karla Anderson, Finance Director; 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:

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 “Council Meeting” for the East Grand Forks Minnesota City Council of August 6, 2019.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks Minnesota City Council of August 13, 2019.

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

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

Voting Nay: None.

SCHEDULED BID LETTINGS:

3. Consider adopting Resolution No. 19-08-54 approving the plans and specifications and order advertisement for bids for 2019 Assessment Job No. 1 – 6th Ave NE Street Improvements.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT RESOLUTION NO. 19-08-54 APPROVING THE PLANS AND SPECIFICATIONS AND ORDER ADVERTISEMENT FOR BIDS FOR 2019 ASSESSMENT JOB NO. 1 – 6TH AVE NE STREET IMPROVEMENTS.

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

Voting Nay: 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 adopting Resolution No. 19-08-55 approving the appointment of Rich Nickelson to the Cemetery Commission.
5. Consider approving the Exempt Gambling Permit Application for the Northern Lights Figure Skating Club hold a raffle on January 25, 2020 at the Civic Center located at 300 15th St NE East Grand Forks, MN 56721 and waive the 30-day waiting period.
6. Consider approving the Bon-fire Application for Sacred Heart to allow a bon-fire on September 15, 2019 from 7:45pm to 8:45pm.
7. Consider approving the Special Event Application for the Blue Line Club to hold the BLC Fallfest at the O’Leary Park area that include live music, a cooking competition contingent upon MN Dept of Health approval, games, bouncy houses, and food and liquor services contracted through Up North Pizza Pub.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE ITEMS FOUR (4) THROUGH SEVEN (7).

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

Voting Nay: None.

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

8. Regular meeting minutes and minute summary of the Water, Light, Power, and Building Commission for July 17, 2019.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

9. Consider awarding the VFW Arena Roof Repair project to GW & Son's Construction for a total cost of \$24,785.00.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER HELMS, TO AWARD THE VFW ARENA ROOF REPAIR PROJECT TO GW & SON'S CONSTRUCTION FOR A TOTAL COST OF \$24,785.00.

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

Voting Nay: None.

10. Consider adopting the Recreation Participation Policy and out of town resident participation request form which will be effective beginning with the 2019-2020 winter activity season.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT THE RECREATION PARTICIPATION POLICY AND OUT OF TOWN RESIDENT PARTICIPATION REQUEST FORM WHICH WILL BE EFFECTIVE BEGINNING WITH THE 2019-2020 WINTER ACTIVITY SEASON WITH THE ADDITION UNDER SECTION B, SUBSECTION B, NUMBER 4 PARAGRAPH A TO INCLUDE THE PARK AND RECREATION COMMISSION WILL MAKE A RECOMMENDATION TO THE CITY COUNCIL.

Council Vice-President Grassel said if this is going to be done with the Park and Recreation Commission it will also need to be done with the other boards and commissions and everything will need to come back to the Council. Council member Vetter said everything does come back from the MPO for both councils to vote on, EDA have their own bylaws, and the Park and Recreation Commission's bylaws says it is supposed to make recommendations to the Council. Council Vice-President Grassel said the Commission is supposed to help govern because they had just been handling things within the department before. Discussion followed about how there have been a few requests over the last couple years that have been handled within the department, the commission is there to help advise in these decisions, prior to this the department had made the decision, and in the past there were mixed answers given.

Council member DeMers stated the answers given should be consistent, there could be mixed messages using the commission as a sounding board, and this decision should be made by the office. Mr. Huttunen said the policy and form was developed to be able to answer these kinds of requests and he is okay if they would like to continue with just having the department make the decision if that is what the policy states. Council member DeMers commented how there wasn't much time between registration and the activity starting and asked if there would be enough time to have these requests being reviewed by the commission. Discussion followed about the time frame from receiving these requests and how quickly they would be able to be reviewed. Council President Olstad said the decision needed to be made by Mr. Huttunen and it should not have to come in front of the Council. Mayor Gander stated how the commission has an advisory role, having public input is important, but the decision should be made by the department head. He added this sets the parameters for the future. Mr. Galstad suggested setting up an appeals process.

Council President Olstad asked if there were any other questions on the motion. Council member Vetter stated the wording should be updated and be brought back. Mayor Gander suggested voting on this next week at a special meeting. Council President Olstad said they could hold a special meeting if the wording

could be done before registration starts. Council member Vetter asked if anyone has asked for this. Mr. Huttunen said there was one request which started this process. Council member Vetter stated they should table this item until the following week and withdrew his motion. Council member DeMers said he also withdrew his second to the motion.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER DEMERS, TO TABLE THIS ITEM.

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

Voting Nay: None.

11. Consider approving the agreement between the City of East Grand Forks and USA Hockey to adopt comply with the SafeSport Program.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE THE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND USA HOCKEY TO ADOPT COMPLY WITH THE SAFESPORT PROGRAM.

Council President Olstad asked if there were any answers to the questions from the work session. Mr. Huttunen told the Council said he had received some answers but not all. He explained anyone in a leadership role other than coaches need to be listed, they will have to be certified, and the staff would be listed, but the city council did not need to be included on the list. He stated the three staff in the office are already certified and had a background check done so the City complies with the agreement. He added it was suggested to create a committee to help in this process, the chair could be a paid staff person or a volunteer, and the creation of the committee can be discussed at a future work session. He added they have suggested that locker rooms be monitored by coaches or team managers since they already have a background check and are certified. He said starting next year the background checks will be a cost to the City at \$30 per person.

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

Voting Nay: None.

12. Consider adopting the East Grand Forks Locker Room Policy and the Youth Hockey Policy and Guidelines for Locker Room Use for compliance with the SafeSport Program.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT THE EAST GRAND FORKS LOCKER ROOM POLICY AND THE YOUTH HOCKEY POLICY AND GUIDELINES FOR LOCKER ROOM USE FOR COMPLIANCE WITH THE SAFESPORT PROGRAM.

Council member Vetter asked if this was specific to hockey and if there was going to be a different one for each sport. Mr. Huttunen said this was specific to hockey from USA Hockey, there is a part that is specific to the City, and they are talking with figuring skating group to come up with a policy for the locker room, and the SafeSport policy is different for figure skating compared to hockey. He continued saying how the summer sports do not have a US governing body but staff is starting to talk about how this will be developed for all of the sports.

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

Voting Nay: None.

13. Consider adopting Resolution No. 19-08-56 approving the loan agreement and business subsidy agreement between the East Grand Forks Economic Development Authority and Delisle Properties LLC for a loan of \$150,000 at 1% interest to be paid back in 10 years.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT RESOLUTION NO. 19-08-56 APPROVING THE LOAN AGREEMENT AND BUSINESS SUBSIDY AGREEMENT BETWEEN THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AUTHORITY AND DELISLE PROPERTIES LLC FOR A LOAN OF \$150,000 AT 1% INTEREST TO BE PAID BACK IN 10 YEARS.

CLAIMS:

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

Voting Nay: None.

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

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Gander updated the Council on the governor's fishing opener, it is being coordinated by the Convention and Visitors Bureau, the application is due in November of this year to host the opener on May 15, 2021, events will start on May 13th, businesses are being notified, and they are starting a social media campaign for this. He added the City is not a shoe-in for this event and there will be about six cities competing for this.

Mayor Gander stated Heritage Days was a huge success, the parade was well attended, and thanked police, fire, and all others who helped make the route possible. He said the hotdish contest was great with 16 kinds of hotdishes that were entered, and he would leave the rest to Council member Helms to talk about. He ended by saying that Rockin Up North Fest was another example of a great event that can happen, he thanked the organizers of that event, there was great attendance for this event, and he thanked staff for helping with the coordinating of permits and road closures for this event. He added he hoped to see more events like this in the future.

Council Member Helms thanked the Mayor and Council members Olstad and Riopelle, Mr. Murphy, and Mr. Gorte for helping out in the burger stand over the weekend. He said it went so well they had to shut down early because they ran out of food. He said it was the first time he had participated in the hotdish contest and the judges had a great time participating. He thanked the fire and police department for helping out with the parade.

Council Member Riopelle thanked Chief Hedlund for cleaning up his parking lot and they appreciate him going out and doing this on his own time.

Council Member Johnson said it was nice to see the scouts attending the meeting.

Mr. Murphy said Heritage Days was very good success for his father-in-law because he was able to see the Canadian version of the Oliver tractor for the first time ever.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER HELMS, TO ADJOURN THE AUGUST 20, 2019 REGULAR COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:35 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer