

**APPROVED MINUTES  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, FEBRUARY 4, 2020 – 5:00 PM**

**CALL TO ORDER:**

*The Council Meeting of the East Grand Forks City Council for February 4, 2020 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, Tim Riopelle, Tim Johnson, and Marc DeMers.*

*Karla Anderson, Finance Director; Jeff Boushee, Interim Fire Chief; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Reid Huttunen, Parks and Recreation Superintendent; David Murphy, City Administrator/Clerk-Treasurer; Keith Mykleseth, Water & Light 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 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. No one came forward for the open forum.

**APPROVAL OF MINUTES:**

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of January 21, 2020.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of January 28, 2020.

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

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

*Voting Nay: None.*

*Absent: Helms.*

**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 approving the Exempt Gambling Permit Application for the East Grand Forks Ducks Unlimited organization to hold a raffle on April 3, 2020 at the Eagles Club located at 227 10<sup>th</sup> St NW East Grand Forks, MN 56721.
4. Consider approving the Exempt Gambling Permit Application for the East Grand Forks Fire Department Relief Association to hold a raffle on June 13, 2020 at the Eagles Club located at 227 10<sup>th</sup> St NW East Grand Forks, MN 56721.
5. Consider adopting Resolution No. 20-02-12 approving the following Board and Commission appointments as presented by the appropriate elected official.
6. Consider adopting Resolution No. 20-02-13 authorizing an external hiring process to fill the Fire Chief position recently vacated from a retirement.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE ITEMS THREE (3) THROUGH SIX (6).**

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

*Voting Nay: None.*

*Absent: Helms.*

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

**NONE**

**COMMUNICATIONS: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

7. Consider approving Ordinance No. 28 4<sup>th</sup> Series amending City Code Chapter 116 entitled “Tobacco Products” to comply with new federal age requirements, to include administrative penalty provisions for failing compliance checks, and by adopting by reference City Code Chapter 1 and Section 10.99 which among other things contain penalty provisions.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER JOHNSON, TO APPROVE ORDINANCE NO. 28 4<sup>TH</sup> SERIES AMENDING CITY CODE CHAPTER 116 ENTITLED “TOBACCO PRODUCTS” TO COMPLY WITH NEW FEDERAL AGE REQUIREMENTS, TO INCLUDE ADMINISTRATIVE PENALTY PROVISIONS FOR FAILING COMPLIANCE CHECKS, AND BY ADOPTING BY**

**REFERENCE CITY CODE CHAPTER 1 AND SECTION 10.99 WHICH AMONG OTHER THINGS CONTAIN PENALTY PROVISIONS.**

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

*Voting Nay: None.*

*Absent: Helms.*

8. Consider approving the extension to the agreement for fire services between the City of East Grand Forks and the surrounding townships for continued fire and rescue services through May 1, 2025.

**A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE THE EXTENSION TO THE AGREEMENT FOR FIRE SERVICES BETWEEN THE CITY OF EAST GRAND FORKS AND THE SURROUNDING TOWNSHIPS FOR CONTINUED FIRE AND RESCUE SERVICES THROUGH MAY 1, 2025.**

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

*Voting Nay: None.*

*Absent: Helms.*

**CLAIMS:**

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

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

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

*Voting Nay: None.*

*Absent: Helms.*

**COUNCIL/STAFF REPORTS:**

Mayor Gander stated he had the privilege of picking the Mayor's Choice at the vintage snowmobile show that was held over the weekend. He said this show was held once a year, it's a benefit for relay for life, and it has been well attended. He continued saying the nice weather over the weekend made him start thinking about spring and what might be coming so he sent an email to staff asking about what was going on. He stated that Jeff Boushee, the current city emergency manager, is working with Public Works, the Water and Light Department, and Polk County. He said they have already met about possible flooding this spring, they will continue meeting on a regular basis, and send updates to the Council. He commented how last fall showed it didn't take overland water to get water into a basement and he encouraged residents put a plan together which could include speaking with their insurance agent so things are in place for this spring. He thanked Mr. Boushee for stepping in as interim fire chief, how he has a good team to work with, and to ask if there was anything he needed.

Ms. Ellis reminded the Council this was a census year, the city was a part of the census complete count committee that was in Grand Forks, and she would be giving updates every couple weeks. She stated that postcards will be sent out in March, they are hoping most people fill out the information online, but there will be remote sites at the school, the library, the Senior Citizen Center, and City Hall. She said all questions can be directed to her.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER JOHNSON, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADJOURN THE FEBRUARY 4, 2020 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:07 P.M.**

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

*Voting Nay: None.*

*Absent: Helms.*

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David Murphy, City Administrator/Clerk-Treasurer