

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

**CALL TO ORDER:**

*The Council Meeting of the East Grand Forks City Council for Tuesday, August 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, Dale Helms, Tim Riopelle, Tim Johnson, and Marc DeMers.*

**DETERMINATION OF A QUORUM:**

*The Council President Determined a Quorum was present.*

**PLEDGE OF ALLEGIANCE:**

**APPROVAL OF MINUTES:**

1. Consider approving the minutes of the “Regular Council Meeting” for the East Grand Forks, Minnesota City Council from July 21, 2020.

**A MOTION WAS MADE BY COUNCIL MEMBER JOHNSON, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE THE MINUTES OF THE “REGULAR COUNCIL MEETING” FOR THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL FROM JULY 21, 2020.**

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

*Voting Nay: None.*

**SCHEDULED BID LETTINGS: NONE**

**SCHEDULED PUBLIC HEARINGS:**

2. Public Hearing regarding the Replat of Lot 5 and Lot 6 Block 1 Emerson Estates Third Addition.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER RIOPELLE, TO OPEN THE PUBLIC HEARING.**

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

*Voting Nay: None.*

Ms. Ellis informed the Council there were no comments from the neighborhood or the public.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER JOHNSON, TO CLOSE THE PUBLIC HEARING.**

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

*Voting Nay: 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.*

Council President Olstad asked if any council member would like to have an item pulled. Council member Helms asked to have item 4 pulled.

3. Consider approving the final plat for Lot 5 and Lot 6 Block 1 Emerson Estates Third Addition with the requirement of the submittal of a digital file to the Planning Office.
4. Consider approving the Special Event Application for the Spud Jr for a Grand Opening Celebration to be held on August 22, 2020 and close a portion of 3<sup>rd</sup> Street NW.
5. Consider approving the revised Interest Rate Policy for the loans issued by the Economic Development Authority.

**A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE ITEMS THREE (3) AND FIVE (5).**

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

*Voting Nay: None.*

4. Consider approving the Special Event Application for the Spud Jr for a Grand Opening Celebration to be held on August 22, 2020 and close a portion of 3<sup>rd</sup> Street NW.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE THE SPECIAL EVENT APPLICATION FOR THE SPUD JR FOR A GRAND OPENING CELEBRATION TO BE HELD ON AUGUST 22, 2020 AND CLOSE A PORTION OF 3<sup>RD</sup> STREET NW.**

Council member Helms said he asked to have this pulled because he did not like how advertising started after the work session before official approval. He added this was also a trial run and depending on how things go it could affect other events and he is concerned about keeping this to 250 people. Council President Olstad stated it was his understanding there were only 250 tickets available for this event. Council member DeMers asked what the City’s enforcement policy for an event like this, if the police department is involved, and how more people may try to get into the event. Ms. Nelson stated they were going to be using the same security firm that had been used for the Rockin Up North Fest, how the Police Department do monitor events regardless the size of the event, and there could be a couple officers in attendance.

Council member DeMers asked how the rules will be enforced and the City may want to consider how to handle situations before they happen. Chief Hedlund stated staff has expressed concern about this event, the main event is popular which could draw a larger crowd, and could attract more people to the area. He added he believes the department should have two officers at the event to help with security and underage alcohol enforcement. He told the Council for previous events the department has paid overtime which has not been billed to the event organizers and they have needed to bring in additional people instead of pulling officers off the streets. Mr. Galstad informed the Council the executive orders are being monitored to make sure the appropriate guidelines are being followed, they are still trying to work through the Governor's orders on enforcement, and they will sit down with the event organizers to go through things. Council member Johnson stated he hopes everything goes well with this event, so be it if people gather outside of the space as long as they social distance, and he would welcome more of these events.

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

*Voting Nay: None.*

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

**NONE**

**COMMUNICATIONS:**

6. Police Department Hiring Process Update – The backgrounds are being completed on the applicants for the Police Officer position and the Administrative Assistant/Dispatcher/Jailer position. During this process a police officer resigned from their position creating an opening, certified candidates were still available from the recent hiring, and a background has been started on a candidate. Pending the positive completion of backgrounds, the formal request to hire these positions will come before the Council.

Council President Olstad asked if Chief Hedlund had anything else to add. Chief Hedlund informed the Council an RCA position has been submitted for the hiring of the administrative assistant position, the background was being finalized, and they are ready to move forward on that hire. He added they were still working on the backgrounds on both the officers they were looking to hire and could potentially be ready for the next council meeting.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

7. Consider adopting Resolution No. 20-08-48 approving the promotion of Paul Hansen to Assistant Chief at a salary of \$34.41 per hour.

**A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 20-08-48 APPROVING THE PROMOTION OF PAUL HANSEN TO ASSISTANT CHIEF AT A SALARY OF \$34.41 PER HOUR.**

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

*Voting Nay: None.*

8. Consider adopting Resolution No. 20-08-49 approving the promotion of Tanner Petterson to Engineer at a salary of \$26.87 per hour.

**A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 20-08-49 APPROVING THE PROMOTION OF TANNER PETTERSON TO ENGINEER AT A SALARY OF \$26.87 PER HOUR.**

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

*Voting Nay: None.*

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

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

*Voting Nay: None.*

**COUNCIL/STAFF REPORTS:**

Mayor Gander commented it has been a privilege to serve as the East Grand Forks Mayor over the past four years and he had filed paperwork for re-election so voters can decide if they would like him to serve another four years. He thanked Mr. Stordahl and Mr. Emery for the work they had done on 20<sup>th</sup> Street NW, for coming up with a patch for the frost boil area, how they are still working on a long term solution for this area by utilizing the current assessment policy, and he along with those working on the project are available for questions.

Council Member Helms thanked Chief Hedlund, Chief Boushee, and their crews. He said they saved him from a big disaster last week, they did a great job, and to keep up the good work.

Council Member Johnson said he was sorry to hear the swimming pool closed and he hoped it would open back up soon.

Council Member DeMers asked if there were any updates regarding the guidelines for the CARES Act dollars and how those funds can be used because it needs to be used or allocated by November. Mr. Murphy asked if Mr. Gorte had more information. Mr. Gorte stated the guidelines were still being developed, it would be discussed at next week's work session, the Council can say what their priorities are, the Economic Development Board was discussing how funds could be used once City expenses were addressed, and he along with Ms. Anderson started talking with Mr. Chuck Whiting at Polk County

because some of the funds that Polk County received are supposed to go to businesses in need throughout Polk County. Council member DeMers asked if the funds were for the City or to Economic Development. Mr. Gorte said it is federal dollars given to Minnesota, the State then allocated funds to the cities and counties, and these are general funds that can be used for COVID related expenses. He added again the county had received funds that were supposed to be set aside for economic development. Discussion followed about how it was not clear if the COVID funds had been received, how this will be brought to the next work session for further discussion, and the funds need to be spent by November. Mr. Gorte stated more direction was supposed to be coming from the US Department of Treasury on how the funds can be used.

Mayor Gander stated how Mr. Seifert had indicated the cities he serves would have no problem demonstrating the need and have the qualifying expenditures for COVID related activities. He added how they need information from the Economic Development Department on what the current unmet need is in the business community, how the Council would need to decide how much in funding should be allocated for businesses, and the Council will need to determine how the funds would be spent. Council member DeMers said there is also a need and it is important to get kids back into school full time. He added how this would have an economic and business impact, he was not sure if they would be able to something for the schools, but if there is an opportunity they should act upon. He said the sooner the better to start these conversations because decisions will need to be made soon. Council President Olstad asked to have any guidance in writing, he did not want the Council making decisions based upon an interpretation, and this will allow the Council to make the right decisions. Mayor Gander said that will include guidance from the EDA on what the unmet business needs. Council President Olstad asked if this was coming from the EDA or from Mr. Murphy and Ms. Anderson. Mayor Gander said they could also get guidance from the Coalition of Greater Minnesota Cities.

Mr. Huttunen stated two employees had tested positive for COVID, based on contact tracing with the Department of Health, it was determined the pool needed to be shut down for a period of time. He said he felt strongly this was not an outbreak among the pool employees, in both cases it was unrelated to work, but there is a number of employees that have to quarantine. He added they were hopeful the pool will be opened sooner rather than later and they were working on the schedule for the remaining employees that did not have to quarantine. He stated the health of employees and patrons is the most important thing and at this time they are hopefully the pool will be open again shortly.

#### **ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER JOHNSON, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADJOURN THE AUGUST 4, 2020 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:23 P.M.**

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

*Voting Nay: None.*

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David Murphy, City Administrator/Clerk-Treasurer