

**APPROVED  
MINUTES  
OF THE  
EAST GRAND FORKS  
CITY COUNCIL  
Tuesday, August 4, 2009 – 5:00 PM**

**CALL TO ORDER:**

*The Regular Meeting of the East Grand Forks City Council for August 4, 2009 was called to order by Council President Dick Grassel 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 Lynn Stauss, Council President Dick Grassel, Council Vice President Henry Tweten, Council Member Marc Demers, Craig Buckalew, Wayne Gregoire, Mike Pokrzywinski, and Greg Leigh.*

**STAFF PRESENT:**

*Scott Huizenga, City Administrator; Michelle French, Executive Assistant; Ron Galstad, City Attorney; Greg Boppre, City Engineer; Charlotte Helgeson, Library Director; Mike Hedlund, Police Chief; Nancy Ellis, Planning & Zoning; Jim Richter, EDHA Director; Randy Gust, Fire Chief; and John Wachter, Public Works Superintendent.*

**DETERMINATION OF A 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.”*

**APPROVAL OF MINUTES:**

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of July 21, 2009.

**A MOTION WAS MADE BY COUNCIL MEMBER GREGOIRE, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE THE “REGULAR MEETING” FOR THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL OF JULY 21, 2009.**

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*Voting Aye: Gregoire, Leigh, Pokrzywinski, DeMers, Grassel, Buckalew, and Tweten.*

*Voting Nay: None.*

2. Consider approving the minutes of the “Work Session” and “Closed Meeting” for the East Grand Forks, Minnesota City Council of July 28, 2009.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER TWETEN, TO APPROVE THE “WORK SESSION” AND “CLOSED MEETING” FOR THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL OF JULY 28, 2009.**

*Voting Aye: Gregoire, Leigh, Pokrzywinski, DeMers, Grassel, Buckalew, and Tweten.*

*Voting Nay: None.*

**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 chose.*

3. Consider accepting the Safe Routes to School grant for \$168,160 to construct a sidewalk to Central Middle School and submit the project to the Metropolitan Planning Organization for inclusion into the 2010 – 2013 TIP.
4. Consider approving the request of Floan-Sanders to continue the LERRD’S certification process at \$45.82/hour, not to exceed \$36,656.00.
5. Consider approving the request to amend the Personnel Policy Manual to reflect that the residency requirement is no longer mandatory for emergency personnel but with the written requirement that all employees may be required to maintain a twenty (20) minute response time in emergency situations.
6. Consider approving the application for a Special Event for the Women’s Pregnancy Center – Walk for Life on October 3, 2009 from 8:45 am to 11:00 am.
7. Consider approving the application for an Exempt Gambling Permit for a raffle for the East Grand Forks Blue Line Club to be held December 16, 2009 at the American Legion, 1009 Central Ave. NW, East Grand Forks, MN 56721 and waive the 30-day waiting period.
8. Consider approving the application for a Parade Permit for the Heritage Foundation, 219 20<sup>th</sup> St. NE, East Grand Forks, MN 56721 on August 15, 2009 from 9:30 A.M. to 10:45 A.M. from Demers Avenue along MN Hwy 220 to 17<sup>th</sup> St. NE and ending on 20<sup>th</sup> St. NE.

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9. Consider approving the request to declare 13 seized and forfeited vehicles from the Police Department and a 1966 Ford Truck F610 from the Public Works Department surplus property and schedule a sealed bid Vehicle Auction from 8-17-09 through 8-21-09.
10. Consider awarding the quote to Opp Construction to repair the intersection of 8<sup>th</sup> Ave. NE and Gateway Drive for \$14,000.00.
11. Consider approving the salary increase for Scott Huizenga, City Administrator for a 3% increase for a total of \$85,490 per year effective August 4, 2009.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE CONSENT MOTIONS NUMBER THREE (3) THROUGH ELEVEN (11) AS SUBMITTED.**

*Voting Aye: Gregoire, Leigh, Pokrzywinski, DeMers, Grassel, Buckalew, and Tweten.*

*Voting Nay: None.*

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

12. The minutes of the Water, Light, Power and Building Commission for July 1, 2009.
13. The minutes of the East Grand Forks Campbell Library Board Meeting for July 28, 2009.

**COMMUNICATIONS:**

14. Acknowledging the retirement of Melvin Hoverson effective July 31, 2009 and “Thank” him for 24 years of dedicated service to the City of East Grand Forks.
15. 2009 1<sup>st</sup> and 2<sup>nd</sup> Quarter Gambling Reports.

**OLD BUSINESS: NONE.**

**NEW BUSINESS:**

16. Consider approving the request to hire a full-time Police Officer and direct Civil Service to advertise.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE THE REQUEST TO HIRE A FULL-TIME POLICE OFFICER AND DIRECT CIVIL SERVICE TO ADVERTISE.**

Council Member Leigh stated that he would like to wait on hiring of both positions to see if funding is available, however, he does feel that safety is important. Mayor Stauss agreed that we need to look at the budget first. Council Member Buckalew asked if it would be possible to have Grand Forks Police Officers on a contractual basis in the event of a shortage. Chief Hedlund stated that they are not certified in the State of Minnesota so that would not be possible.

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Council Vice President Tweten suggested waiting on the hiring of the officers but we need to keep our staff and residents safe. Council Member Pokrzywinski stated that at the work session there seemed to be a consensus on the hiring of the Police Officer and Firefighter. He would like to see the overtime continue to keep everyone safe. Chief Hedlund would like the Council to advertise the position, testing, etc., to cut down on the timing of the hiring process. Council Member Pokrzywinski and Council Member DeMers amended their motions to read as follows.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO AMEND THE MOTION AND APPROVE THE REQUEST TO DIRECT THE CIVIL SERVICE TO ADVERTISE FOR A FULL-TIME POLICE OFFICER WITH THE OPTION TO HIRE AT A LATER DATE.**

*Voting Aye: Gregoire, Leigh, Pokrzywinski, DeMers, Grassel, Buckalew, and Tweten.*  
*Voting Nay: None.*

17. Consider approving the request to hire a full-time Firefighter and direct Civil Service to advertise.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER BUCKALEW, TO AMEND THE MOTION AND APPROVE THE REQUEST TO DIRECT THE CIVIL SERVICE TO ADVERTISE FOR A FULL-TIME FIREFIGHTER WITH THE OPTION TO HIRE AT A LATER DATE.**

*Voting Aye: Gregoire, Leigh, Pokrzywinski, DeMers, Grassel, Buckalew, and Tweten.*  
*Voting Nay: None.*

18. Consider adopting Resolution No. 09-08-54 a Resolution approving plans and specifications and ordering advertisement for bids for “2009 Assessment Job No. 4 – Paving”.

Item tabled.

**CLAIMS:**

19. Consider adopting Resolution No. 09-08-55 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 3793 for a total of \$927.50 whereas Council Member Buckalew is personally interested financially in the contract.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 09-08-55 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBER 3793 FOR A TOTAL OF \$927.50 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.**

*Voting Aye: Gregoire, Leigh, Pokrzywinski, DeMers, Grassel, and Tweten.*  
*Voting Nay: None.*  
*Abstain: Buckalew.*

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

Abel Ellen	Reimb Meal/State Softball/Burnsville	\$92.50
Acme Electric Companies	Sander Belt/Battery Pack/Shop Tools/Bit/Mower Parts	\$443.05
Albrecht Manufacturing	Mower Deck Repair	\$481.12
All Seasons Garden Center	Garden Supplies/Nursery	\$159.97
Allied 100	Medical Supplies	\$134.00
American Tire Service	Inv Parts #113/Flat Repair/Tire Replacement	\$94.12
Ameripride Linen & Apparel Services	Cleaning Supplies/Services	\$305.44
Aqua Water Solutions	Water/Cooler Rental	\$90.56
Aubol Chester	Security Deposit	\$323.90
Baker & Taylor Co	Books	\$101.07
Becker Arena Products Inc	Board Sealer	\$38.65
Blue Cross Blue Shield of ND	EDHA Insurance	\$4,977.20
Brodart Co	Books	\$242.66
Bruce Jay	Cleaning Demers Building	\$75.00
Bydal Designs	Aluminum Panels/Labor/Signs For Directory	\$1,515.51
Channing Bete Company	Medical Supplies	\$75.61
Cole Papers Inc	Alcohol Pads	\$42.60
Community Bank of the Red River Valley	Office Max Charge/2 Chairs	\$384.27
Country Inn & Suites Lino Lakes	Lodging Olson/ Folio # 382633	\$224.97
Crookston City	Safe & Sober Oct-June 09	\$2,248.09
Cummins NPower LLC	Replace Battery & Coolant Heater	\$831.04
Dacotah Paper Co	Garbage Can Liners	\$65.68
Diamond Cleaning Supply	Pull Towels/Cleaning Supplies	\$208.80
Driscoll Diana	Reimb Meal/State Softball/Burnsville	\$92.50
Egeland Kris	Reimb Parking Fee Field Trip	\$5.00
Exponent	09 CP 1 /09 CEP 3/ Library Subscriptions	\$1,050.90
Filter Care	Inv - Washed Filters	\$89.33
Floan Sanders	Profesional Services	\$70,491.25
Forx Radiator	AC & Intake Labor & Parts	\$632.88
Froehlich Francis	Lanscaping Reimb	\$461.00
G&K Services	Mats	\$210.02
Gaffanays	Supplies	\$7.92
Gale	Books	\$140.22
Garden Hut Inc	Oil Filters/Inv Parts #138	\$362.19
George's Quick Printing	Printing	\$158.18
GF Fire Equipment	Recharge Fire Extinguishers/Fire Gloves/Fire Pit Stakes	\$1,116.16
GF Welding & Machine	Fire Pit Stakes	\$381.25
Gopher State Lawn Sprinklers	Sprinkler Repair/Clock Battery	\$92.70
Grand Cities Towing	Towing 95 Chev P/U	\$45.00
Grand Forks Taxi Company	June 2009 Dial A Ride	\$1,824.11
Grassel Chelsey	Meal Reimb/State Softball/Burnsville	\$92.50
Gust Randy	Hotel/Meal Reimb- Gust	\$163.00

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H&S Construction	Street Repair	\$12,131.00
Hajicek Rick	Cleaning Services	\$266.00
Handi Hut Inc	Shelter	\$6,048.00
Hardware Hank	Maint Supplies	\$927.50
Hawkins Chemical	Chlorine	\$2,355.52
Heartland Paper Company	Kleenex/Tissue/Paper Towels	\$198.23
Helgeson Charlotte	Conf Registration/Learning Times/C.Helgeson	\$49.00
Hildi F Inc	GASB 45 Audit Services	\$2,000.00
House of Vacuums	Oreck Gasket	\$4.25
Huizenga Scott	Reimb Mileage/Lodging/Meals - Huizenga MMCI Conf	\$1,011.75
In the Swim	Skimmer Covers	\$133.55
Independent School District #595	Bus Transportation	\$13.60
Integra Telecom	Long Distance Service	\$172.85
Joe Blacks	Board Meal	\$93.57
Johnson Mary	Security Deposit	\$520.63
Kar Products	Inv Parts	\$189.48
Keith's Security World	Storm Lift Key Masters	\$99.52
League of MN Cities	Deductible Delgado Case	\$1,000.00
Lindblad Ethel	Security Keys Returned	\$20.00
Locators & Supplies Inc	Decals Wh/Red & Set Up Charge/Green Paint Marking	\$617.96
M&W Services	Sterilization Park Areas/Weed Control	\$1,318.00
MacQueen Equipment	Inv Parts #194	\$610.81
Marco - Fargo Inc	Copier	\$279.54
McDonald's of EGF	Prisoner Meals	\$11.59
Menards	Treated Lumber/Drive Bits/Maint Supplies	\$638.60
Metropolitan Planning Organization	Transit & Planning Hours/Local Share June 2009	\$7,785.96
Micro-Marketing LLC	Books	\$68.75
MidAmerica Books	Books	\$70.75
Mike's Pizza	Board Meal	\$129.61
MN Commissioner of Transport	Stripe Streets Maintain	\$3,976.36
MN Public Facilities Authority	Principal & Interest PFA Loan Payment	\$98,318.12
Moon Deb	Reimb Mileage Jan - June 2009	\$45.98
Newman Signs	Street Signs	\$8,326.18
Northern Safety Tech	Laptop Screen Support 7"	\$78.86
NW MN Household Hazardous Waste Mgmt	Spring Clean Up	\$294.12
O'Reilly Auto Parts	Maint Supplies	\$248.15
Opp Construction	Paint Stalls08 AJ No3 Est 7/ Stripe Parking Lots/09 CP2	\$218,309.94
Opstad Linda	Deferred Loan Repayment	\$5,000.00
Pamida	Whistles/Supplies	\$110.20
PDQ Sanitary Services	Porta Potty Rental June 09	\$437.00
Penworthy Company	Books	\$124.75
Polk County Recorder	UCC Filing Fee	\$20.00
Polk County Sheriff's Office	Safe & Sober	\$3,016.75
Quill Corp	Film Roll/Letter Tray/Credit Microsoft Wireless	\$17.76

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Qwest	Phone Service/Replace Ck 3581	\$4,712.83
RDO Equipment Co	Inv Parts	\$653.63
Reed Business Information	09 CP 3 Ad For Bid	\$1,146.36
Richter James	Mileage Reimb Jan - June 2009/Postage Reimb	\$134.50
RJ Zavoral & Sons	08 CP2 Est 2 Campground Improvments	\$244,557.04
RMB Environmental Lab Inc	Sec Pond Discharge	\$96.00
Roach Holly	Reimb Meals/State Softball/Burnsville	\$92.50
Rotary Club of East Grand Forks	Rotary Fees July - Sept 2009 Jim Richter	\$100.00
Roto Rooter	Main Line @ 7th St & Bygland Rd	\$250.00
Safety Kleen Corp	Washer Parts/Service	\$455.33
Schiller Karen	Reimb Hotel & Meal Girls State Softball	\$288.52
Sherwin-Williams	Paints/Sprayer Parts/Strainer/Yellow Paint	\$563.02
Spielman Paul	2 Way Radio #144	\$602.92
Spruce Valley Corporation	09 AJ 1 17th Ave Utilities & Street Construction	\$41,583.15
Strata Corp	Gravel	\$501.12
Streichers	Uniforms/Patrol	\$215.92
Taggart Excavation and Septic Service	08 AJ No 2 Est No 7 Northland Tech	\$8,494.00
Thomas Bouregy & Co	Books	\$139.50
Titan Machinery	Inv Parts #171	\$116.92
True Temp	Labor/Rpr First Stage Compressor East RTU/Unit 3 Rpr	\$882.05
UPS	Fee - Shipping	\$4.40
UPS Store	Frieght Alternator #403	\$12.14
Valley Truck	Inv Parts #157	\$94.56
Verizon Wireless	Cell / G Lynne/ Final Billing	\$26.43
Vonasek Laura	Meal Reimb/State Softball/Burnsville	\$92.50
Wagner Construction	08 CP1 Est 11 Wastewater Improv	\$207,961.95
Water & Light Department	Utility Service	\$9,520.44
Wizard's Enterprises Inc.	Cleaning Service	\$490.00
Xcel Energy	Utility Service	\$2,411.92
Zee Medical Service	Refill First Aid Kit	\$80.21
		\$993,941.97

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

*Voting Aye: Gregoire, Leigh, Pokrzywinski, DeMers, Grassel, Buckalew, and Tweten.*  
*Voting Nay: None.*

**COUNCIL/STAFF REPORTS:**

Mayor Stauss announced that the Red River State Recreation Area had to open the newly constructed sites during Catfish Days. He congratulated those involved with the successful event.

Council Member DeMers stated that things are going to continue to get worse financially with the cities due to the Local Government Aid cuts.

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Council Member Buckalew thanked those involved in Catfish Days.

Council Member Gregoire thanked the City in allowing him to attend the conference in Brainerd.

Council Member Leigh would like to assure the Chiefs that safety is important but the City will need to look at the budget.

Council Member Pokrzywinski asked if a task force has been created to discuss the future special assessment policy. He also asked that the bonding bill next year be discussed at a future work session.

Council President Grassel stated that Senator Bach has his name in for Governor. He stated that the new Governor will have a \$7 billion deficit. He nominated Council Member DeMers, Council Member Buckalew, Council Member Pokrzywinski, Mr. Boppre, and Mr. Huizenga to discuss a future special assessment policy. He would like to have two residents as well.

Council President Grassel congratulated everyone on the successful Catfish Days and the 13 year old State Baseball Tournament. He stated that 85 sites were rented at the Red River State Recreation Area.

Mr. Huizenga announced that there will be a special meeting prior to the work session to award the bid for the "2009 City Project No. 1 - Utilities and Street Construction" – 23<sup>rd</sup> Street NW and approve the plans and specifications for 2009 Assessment Job No. 4 – Paving" – 20<sup>th</sup> Ave. SE/13<sup>th</sup> St. SE.

Mr. Galstad congratulated Mr. Richter on the article in the paper. He stated it was well written and positive.

Mr. Boppre stated that 2009 City Project No. 3 bid results will be at the special meeting as well.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADJOURN THE AUGUST 4, 2009 REGULAR MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:29 P.M.**

*Voting Aye: Gregoire, Leigh, Pokrzywinski, DeMers, Grassel, Buckalew, and Tweten.*

*Voting Nay: None.*

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Scott Huizenga, City Administrator/Clerk-Treasurer