

**UNAPPROVED
MINUTES
OF THE
EAST GRAND FORKS
CITY COUNCIL
Tuesday, October 20, 2009 – 5:00 PM**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for October 20, 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; Ron Galstad, City Attorney; Greg Boppre, City Engineer; Mike Hedlund, Police Chief; Randy Gust, Fire Chief; Charlotte Helgeson, Library Director; and Jim Richter, EDHA Director.

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 October 6, 2009.
2. Consider approving the minutes of the “Budget Work Session” for the East Grand Forks, Minnesota City Council of October 7, 2009.

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3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of October 13, 2009.
4. Consider approving the minutes of the “Budget Work Session” for the East Grand Forks, Minnesota City Council of October 14, 2009.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE ITEMS ONE (1) THROUGH FOUR (4) AS SUBMITTED.

Voting Aye: Buckalew, Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, Grassel

Voting Nay: None.

SCHEDULED BID LETTINGS: NONE.

SCHEDULED PUBLIC HEARINGS: NONE.

CONSENT AGENDA:

5. Consider approving the application for a temporary on-sale liquor license for the Knights of Columbus to be held October 24, 2009 at Sacred Heart for the St. Michaels Fall Fling Fundraiser Event.
6. Consider approving the request to declare 14 seized and forfeited vehicles from the Police Department surplus property and schedule a sealed bid Vehicle Auction from 11-2-09 through 11-5-09.
7. Consider adopting Resolution No. 09-10-66 a Resolution to adjust the City fees and charges presently in effect.
8. Consider approving the request to file the assessment roll and set public hearing date for November 3, 2009 for “2008 Assessment Job No. 2 – Utilities & Street Construction” – Northland Community & Technical College.
9. Consider approving the request to file the assessment roll and set public hearing date for November 3, 2009 for “2009 Assessment Job No. 1 – Storm Sewer, Sanitary Sewer, & Watermain” – 17th Ave. SE.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LEIGH, TO APPROVE CONSENT AGENDA ITEMS 5-9 AS SUBMITTED.

Voting Aye: Buckalew, Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, Grassel

Voting Nay: None

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

10. The minutes of the Water, Light, Power and Building Commission for September 17, 2009.
11. The minutes of the East Grand Forks Campbell Library Board Meeting for October 6, 2009.

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COMMUNICATIONS: NONE.

OLD BUSINESS:

12. Consider approving the request to hire a full-time Police Officer.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER TWETEN, TO APPROVE THE REQUEST TO HIRE A FULL-TIME POLICE OFFICER.

Council Member Pokrzywinski expressed his support for hiring a full-time police officer. He also expressed his concern for potentially reducing minimum staffing levels on patrol shifts in order to reduce overtime.

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

Voting Nay: None.

13. Consider approving the request to hire a full-time Firefighter.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER BUCKALEW, TO APPROVE THE REQUEST TO HIRE A FULL-TIME FIREFIGHTER.

Council Member DeMers said he supported filling the firefighter position. But that he wanted the City to explore ways to share public safety responsibilities between the Police Department and the Fire Department. Council Member Leigh also encouraged staff to explore cost-saving strategies in the future. Council Vice President Tweten relayed a recent experience with the rescue unit in which he found the response to be quick and dependable.

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

Voting Nay: None.

14. Reconsider approving the Winter Parks & Recreation Programs Salaries for 2009 as recommended.

A MOTION WAS MADE BY COUNCIL MEMBER GREGOIRE, SECONDED BY COUNCIL MEMBER TWETEN, TO APPROVE THE WINTER PARKS & RECREATION PROGRAMS SALARIES FOR 2009 AS RECOMMENDED.

Council Vice President Tweten presented an analysis of part-time winter recreation salaries that showed a savings of \$1571 by freezing salaries at 2008 levels. Council Member Tweten said that retaining quality staff was more important than small cost savings. Mayor Stauss said that he vetoed the previous Council action because raising salaries sent the wrong message when the proposed 2010 Budget freezes salaries for full-time staff. Council President Grassel commented that labor negotiations have not started even though the budget freezes salaries. Council Member Buckalew suggested that the Parks and Recreation Department find ways to bring in additional revenue to compensate for the “minute” increased wages.

Mr. Huizenga reminded the Council that the motion required six affirmative votes because the Mayor vetoed the previous approval.

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Voting Aye: Buckalew, Tweten, Gregoire, and Grassel.

Voting Nay: Leigh, Pokrzywinski, DeMers

NEW BUSINESS:

15. Consider adopting Ordinance No. 299 3rd Series, an Ordinance of the City of East Grand Forks, Minnesota, clarifying City Code Chapter 8 a.k.a. the proposed recodified code provision in Title VII, Chapter 72 Entitled "Parking Regulations" by reaffirming section 8.10 D a.k.a. 72.10 (A) definitions commercial district and period of enforcement as ordained in Ordinance No. 296 3rd Series passed December 19, 2006 and to allow parking for loading and unloading for up to 60 minutes. (1st Reading)

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADOPT ORDINANCE NO. 299 3RD SERIES, AN ORDINANCE OF THE CITY OF EAST GRAND FORKS, MINNESOTA, CLARIFYING CITY CODE CHAPTER 8 A.K.A. THE PROPOSED RECODIFIED CODE PROVISION IN TITLE VII, CHAPTER 72 ENTITLED "PARKING REGULATIONS" BY REAFFIRMING SECTION 8.10 D A.K.A. 72.10 (A) DEFINITIONS COMMERCIAL DISTRICT AND PERIOD OF ENFORCEMENT AS ORDAINED IN ORDINANCE NO. 296 3RD SERIES PASSED DECEMBER 19, 2006 AND TO ALLOW PARKING FOR LOADING AND UNLOADING FOR UP TO 60 MINUTES. (1ST READING)

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

Voting Nay: None.

16. Consider approving the Auction Policy to prohibit all City of East Grand Forks employees including elected officials from bidding on all silent auctions.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER BUCKALEW, TO APPROVE THE AUCTION POLICY TO PROHIBIT ALL CITY OF EAST GRAND FORKS EMPLOYEES INCLUDING ELECTED OFFICIALS FROM BIDDING ON ALL SILENT AUCTIONS.

Council Member DeMers questioned whether the policy was too restrictive by precluding all City employees from bidding on auctioned items regardless of role within the City. Council Member Leigh asked if there had been any problems in the past. Mr. Huizenga responded that the City follows state laws regarding sealed bids and that there have not been any issues to date. The proposed policy is more restrictive than state law reduce any appearance of impropriety, even if just perceived.

Motion rescinded by Council Members Buckalew and Pokrzywinski.

CLAIMS:

17. Consider adopting Resolution No. 09-10-67 a Resolution authorizing the City of East Grand Forks to approve purchases from Berts Truck Equipment for the goods referenced in check number 4397 for a total of \$32.06 whereas Council Member Gregoire is personally interested financially in the contract.

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A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 09-10-67 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM BERTS TRUCK EQUIPMENT FOR THE GOODS REFERENCED IN CHECK NUMBER 4397 FOR A TOTAL OF \$32.06 WHEREAS COUNCIL MEMBER GREGOIRE IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

18. Consider adopting Resolution No. 09-10-68 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 4439 for a total of \$1496.62 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT RESOLUTION NO. 09-10-68 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBER 4439 FOR A TOTAL OF \$1496.62 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

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

ABD Publications	Books	\$119.84
Acme Electric Companies	Grease Gun	\$245.51
Advanced Business Methods Inc	Savin Contract/Copier Lease	\$522.62
Alltel	Cell Phone Sept 09	\$378.75
American Tire Service	Tire/Tube/Parts	\$222.15
American Tire Service Inc	Tires #543/Tires & Alignment #768	\$1,159.50
Ameripride Linen & Apparel Services	Mats/Mops/Towels/Misc Supplies	\$228.24
Aqua Water Solutions	Water Service	\$61.85
Baker & Taylor Co	Books	\$314.53
Barta Alex	Maint Repair	\$154.00
Batteries Plus	Batteries	\$405.63
Bert's Truck Equipment	30" Mud Flaps	\$32.06
Borgen Joe	Grilled Pork For Pig Roast	\$100.00
Brite-Way Window Cleaning	Sept Service RW Center	\$50.00
Brodart Co	Books	\$274.37
Business Essentials	Pens/Ink	\$278.00
C&R Laundry & Cleaners	Dry Cleaning PD Sept 09	\$638.20

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Canon Financial Services	Copier Contract	\$180.80
Carson Industries Inc	Computer Cleaning Supplies	\$154.90
Cole Papers Inc	Tissue Disinfectant	\$260.95
Commercial Maintenance Chemical Corp	Lift Station Degreaser	\$391.20
Complete Pest Control Inc	Pest Control	\$74.81
Crookston City	Labor Day Safe & Sober	\$814.76
Dakota TV & Appliance	Door Switch/Dishwasher	\$128.26
Demco Educational Corp	Story Time Supplies	\$96.00
Derrick Robert	Hockey Ref Fees Reimb	\$90.00
Direct USA Online	Reference Books	\$869.00
Eagle Electric	Lift Station #1 Repair/Mikes Pizza/Generator Setup/L8 Repair	\$1,627.96
EGF City Petty Cash Ckng	Reimb Petty Cash Account	\$2,973.46
EGF Firemen's Relief Association	Fire State Aid 2009	\$31,220.00
Electric Pump	#9 Lift - Wear Ring Stationary/Rotary/Service	\$1,640.58
Emphasys Computer Solutions	Quarterly Software Maint Agreement	\$1,739.54
Exponent	Ad-Open House/Fall Clean Up	\$208.00
EZ Locksmith	15ml Master Padlock & Keys	\$345.75
Farmers Elevator Co of Alvarado	Curtail Fin Charge	\$8.90
Filter Care	Washed Filters	\$183.26
Follett Software Company	Software Support	\$600.00
G&K Services	Mats	\$192.45
Gaffaneys	Toner/Ink	\$194.43
Gale	Books	\$243.20
Galstad Jensen & Olson PA	Prof Services	\$11,979.56
Galstad Jensen McCann PA Trust Acct	Land Cost	\$5,092.00
Garden Hut Inc	Inv Parts/Oil Filters/Mower Repair	\$481.53
George's Quick Printing	Business Cards - J Wachter/Winter Brochure	\$1,469.54
GF City Utility Billing	Landfill Sept 09	\$14,325.10
GF Herald	PD & FD Ad For Employment/Pig Roast/ Dinner & Dance	\$2,617.77
Grand Cities Towing	Towing	\$205.00
Grand Forks Taxi Company & CCCU	Dial-A-Ride Sept 09	\$2,246.37
Grzadzieleski Paul	Stump Removal In City	\$2,547.45
GT Publishing	Books	\$24.00
H&S Construction	Prof Services	\$11,947.50
Hajicek Rick	Cleaning Services	\$266.00
Hansen April	Reimb Meal EMS Conf Mahnomen	\$18.75
Hardware Hank	Maint Supplies	\$1,496.62
Heartland Paper	Soap/Tissue/Vac Bags/Floor Wash/Cleaning Supplies/Misc	\$725.90
Home of Economy	Garbage Can	\$89.63
Hugo's	Refreshments For Open House	\$63.98
Huizenga Scott	Reimb Meal/Intergovernmental Meeting/S.Huizenga	\$12.94
Hussey Plumbing	Repair Toilet-Locker Room	\$85.25
International Public Management Association for HR	Police Patrol & Fire Test	\$1,092.50

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Jordheim Scott	Reimb Meal/Gas/Training St.Paul	\$101.20
Kar Products	Inv Parts	\$102.97
Keelan/Holly Rasmusson & GF Abstract	Deferred Loan Repayment	\$5,000.00
Keith's Security World	Keys	\$10.68
Kellermeyer Building Service	Monthly Services-Sept 09	\$3,099.38
League of MN Cities	Registration 09 Regional Meeting/Training Reg/MCSC Cont	\$665.00
Lithia Payment Processing	Reprogram Headlights #311	\$242.77
Lumber Mart	Plywood	\$27.84
Lynne Gladwin	Reimb Hotel/Meal Regional Meeting	\$87.83
M&W Services	Spray Lawn	\$603.84
MacQueen Equipment	Filters #614	\$262.46
Manias Michelle	Reimb Meal Exp/EMS Conf	\$18.75
Menards	Storeroom Apollo Lever/Restroom Lever	\$86.03
Micro-Marketing LLC	Books	\$226.07
Midcontinent Communications	Cable Service	\$793.01
Midcontinent Communications	Advertising	\$2,205.00
Midwest Specialty Sales Inc	Remaining Balance From Invoice 5922	\$57.22
MN Dept of Labor & Industry	Boiler & Pressure Vessel Inspections	\$30.00
MN Dept of Public Safety	CJDN Charges/Mobile Devices	\$1,530.00
MN Hockey	Hockey Registration (185)	\$1,850.00
Newman Signs	Sign Rental	\$2,370.00
O'Reilly Auto Parts	Battery/Brake Rotors/Battery/Paint/Antifreeze	\$568.03
PDQ Sanitary Services	Porta Potty Rental	\$118.00
Penworthy Company	Books	\$227.27
Pesch Dale	Reimb Coaches Clinic	\$70.00
Peterka Jason	Reimb/Light Switch Replacement	\$13.48
Peterson Veterinarian Clinic P.C.	Sept 09 Pound Report	\$580.52
Polk County Auditor Treasurer	2008 Plat Book	\$24.00
Polk County Sheriff's Office	Labor Day Safe & Sober	\$2,860.52
Power Equipment Shop	Maint Repairs	\$194.71
Premium Waters Inc	Water Service	\$55.12
Purcell Neil	Coaching Clinic Reimb	\$55.00
Quill Corp	Office Supplies	\$998.76
Qwest	Phone Service	\$2,310.40
Random House Inc	Book On CD	\$90.00
RDO Equipment Co	Oil Filters Inv	\$711.90
Right Choice Electric Inc	Install Outlet	\$189.60
Signs By Design	1x2 Metal Signs (Leaves)	\$85.40
Skinner Roofing	Roof Repairs Mama Maria's	\$275.00
Stennes Granite	2 o/c Grave	\$950.00
Stordahl Kenley	Mowing & Trimming Lot N of Co 19	\$1,200.00
Summit Fire Protection	Annual Fire Sprinkler Inspection	\$190.00
Sun Dot Communications	DSL City Hall/Sr Center/Sunshine Terrace	\$138.49
Sunshine Terrace	Laundry Money/July - Sept 09	\$150.00

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The H.W. Wilson Comp	Reference Books	\$301.00
Thomas Bouregy & Co	Books	\$139.50
Tiger Direct.com	Secure Digital Card	\$41.63
Titan Access Account	Repairs #171	\$758.09
Tony Dorn Inc	Sept Copier Fees	\$84.66
True Temp	Repair Wire Connection	\$55.00
United States Post Office	2 Rolls .27 Stamp/4 Rolls .44 Stamp	\$230.00
University of North Dakota - Television Ctr	Activities Promotion TV Briefs	\$150.00
US Hockey	Hockey Registration (205)	\$6,150.00
Valley Truck	Battery L#2/Core Credit/Battery	\$180.81
Waste Mgmt	Refuse/Recycle Sept & Aug 09	\$58,338.67
Water & Light Department	Postage & Monthly Service	\$39,940.93
Whitey's Cafe Inc	Dinner	\$79.82
Wilbur-Ellis	Seed	\$107.50
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		\$244,194.71
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A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER BUCKALEW, TO AUTHORIZE THE CITY ADMINISTRATOR/CLERK-TREASURER TO ISSUE PAYMENT OF RECOMMENDED BILLS AND PAYROLL.

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Stauss reminded City Council that he is meeting with the DNR tomorrow at 4:30 p.m.

Chief Hedlund and Chief Gust thanked the City Council for hiring the public safety positions.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER LEIGH, TO ADJOURN THE OCTOBER 20, 2009 REGULAR MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:42 P.M.

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

Voting Nay: None.

Scott Huizenga, City Administrator/Clerk-Treasurer