

**APPROVED
MINUTES OF THE
OF THE
EAST GRAND FORKS
CITY COUNCIL
TUESDAY, SEPTEMBER 6, 2011 – 5:00 PM**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for September 6, 2011 was called to order by Council President Buckalew 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 Craig Buckalew, Council Vice President Wayne Gregoire, Council Members Marc DeMers, Ron Vonasek, Henry Tweten, Mike Pokrzywinski, and Greg Leigh.

STAFF PRESENT:

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Greg Boppre, City Engineer; Michelle French, Executive Assistant; Ron Galstad, City Attorney; Randy Gust, Fire Chief; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Scott Huizenga, City Administrator; Jim Richter, EDHA Director; 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.” 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 “Regular Meeting & Closed Meeting” for the East Grand Forks, Minnesota City Council of August 16, 2011.
2. Consider approving the minutes of the “Special Meeting & Work Session” for the East Grand Forks, Minnesota City Council of August 30, 2011.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER VONASEK, TO APPROVE ITEMS ONE (1) AND TWO (2) AS SUBMITTED.

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

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 choose.

3. Consider approving the Parade Permit for the Midwest Shrine Association – KEM Shriners on August 8, 2012 from 6:30 p.m. to 9:00 p.m. and August 11, 2012 from 10:30 am to 1:00 pm pending MnDot approval.
4. Consider approving the application for a Block Party for 18th Ave. SE on September 17, 2011 from 2:00 pm to 12:00 am.
5. Consider approving the application for a Block Party for 5th Ave. SE on September 24, 2011 from 5:00 pm to 11:30 pm.
6. Consider approving the application for a Special Event for Altru Cancer Center, Tour de Forks bike ride/walk/run on September 11, 2011 from 1:00 p.m. to 3:00 p.m.
7. Consider approving the application for a Special Event for Northern Plains HD, walk/run on September 24, 2011 from 8:00 a.m. to 12:00 p.m.
8. Consider approving the application for an Exempt Gambling Permit for a raffle for Red River Lions to be held November 17, 2011 at the American Legion Club, 1009 Central Ave NW, East Grand Forks, MN 56721 and waive the 30-day waiting period.
9. Consider adopting Resolution No. 11-09-73 a Resolution approving the 2012 Safe Routes To School Bygland Road Sidewalk grant funding for 2012 City Project No. 3, order improvements and preparation of plans and specifications and ask GF-EGF MPO to program project in the 2012-2015 TIP.
10. Consider adopting Resolution No. 11-09-74 a Resolution amending corporate authorization to ACH origination and for online banking.
11. Consider adopting Resolution No. 11-09-75 a Resolution authorizing or reauthorizing membership in the 4M Fund.
12. Consider adopting Resolution No. 11-09-76 a Resolution approving Lease Agreement No. 11874 between the City of East Grand Forks and the Department of Natural Resources, Region 1

commencing on December 1, 2011 and continuing through November 30, 2013 to rent approximately 1,250 square feet of shop and storage space in the northeast quarter of the building known as South Point Fire Hall located at 243 5th Avenue SE.

13. Consider approving the Civic Recreation Center and VFW Memorial Arena Lease Agreement between the City of East Grand Forks and the Independent School District No. 595 for \$93,500 for the 2011-2012 school year.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO APPROVE CONSENT MOTIONS NUMBER THREE (3) THROUGH THIRTEEN (13) AS SUBMITTED.

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

Voting Nay: None.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

14. Regular meeting minutes of the Water, Light, Power and Building Commission for August 4, 2011.

COMMUNICATIONS:

15. Consider approving the successful completion of the six month probationary period of Ryan Swang, Fire Fighter, in the East Grand Forks Fire Department.

OLD BUSINESS: NONE.

NEW BUSINESS:

16. Consider adopting Resolution No. 11-09-77 a Resolution approving the 2011 tax levy collectable in 2012 for a total amount of \$3,065,582 and set the Truth in Taxation Hearings for December 6, 2011 at 7:00 p.m. with a continuance hearing December 20, 2011, at 7:00 p.m. if necessary.

A MOTION WAS MADE BY COUNCIL MEMBER GREGOIRE, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 11-09-77 A RESOLUTION APPROVING THE 2011 TAX LEVY COLLECTABLE IN 2012 FOR A TOTAL AMOUNT OF \$3,075,679 AND SET THE TRUTH IN TAXATION HEARINGS FOR DECEMBER 6, 2011 AT 7:00 P.M. WITH A CONTINUANCE HEARING DECEMBER 20, 2011, AT 7:00 P.M. IF NECESSARY.

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

Voting Nay: None.

17. Consider adopting Resolution No. 11-09-78 a Resolution to approve the 2012 preliminary budget.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 11-09-78 A RESOLUTION TO APPROVE THE 2012 PRELIMINARY BUDGET.

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

Voting Nay: None.

18. Consider adopting Ordinance No. 2 - 4th Series, an Ordinance of the City of East Grand Forks, Minnesota, amending City Code Section, Table of Special Ordinances, Table 1. Entitled "Franchise" by extending the term of the franchise to the East Grand Forks Water and Light Department pursuant to City Code Title V, Chapter 50, Section 50.04 entitled "Electric Energy Franchise" to December 31, 2015; and by adopting by reference City Code Chapter 1. and Section 10.99 which among other things, contain penalty provisions. (2nd Reading)

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT ORDINANCE NO. 2 - 4TH SERIES, AN ORDINANCE OF THE CITY OF EAST GRAND FORKS, MINNESOTA, AMENDING CITY CODE SECTION, TABLE OF SPECIAL ORDINANCES, TABLE 1. ENTITLED "FRANCHISE" BY EXTENDING THE TERM OF THE FRANCHISE TO THE EAST GRAND FORKS WATER AND LIGHT DEPARTMENT PURSUANT TO CITY CODE TITLE V, CHAPTER 50, SECTION 50.04 ENTITLED "ELECTRIC ENERGY FRANCHISE" TO DECEMBER 31, 2015; AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 1. AND SECTION 10.99 WHICH AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS. (2ND READING)

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

Voting Nay: None.

CLAIMS:

19. Consider adopting Resolution No. 11-09-79 a Resolution authorizing the City of East Grand Forks to approve purchases from Berts Truck Equipment the goods referenced in check number 10540 for a total of \$98.12 whereas Council Member Gregoire is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER VONASEK, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 11-09-79 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM BERTS TRUCK EQUIPMENT THE GOODS REFERENCED IN CHECK NUMBER 10540 FOR A TOTAL OF \$98.12 WHEREAS COUNCIL MEMBER GREGOIRE IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

Voting Aye: Pokrzywinski, DeMers, Vonasek, Buckalew, Tweten, and Leigh.

Voting Nay: None.

Abstain: Gregoire.

20. Consider adopting Resolution No. 11-09-80 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 10581 for a total of \$1,151.04 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 11-09-80 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK

THE GOODS REFERENCED IN CHECK NUMBER 10581 FOR A TOTAL OF \$1,151.04 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

Voting Aye: Pokrzywinski, DeMers, Vonasek, Tweten, Gregoire, and Leigh.

Voting Nay: None.

Abstain: Buckalew.

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

Acme Electric Companies	Weed Supplies/Hedge Trimmer/Mallet/Jimmy Bar/Hex Bit	\$1,018.11
Advanced Business Methods Inc	Copier Lease	\$500.62
Aker Dave	Expense Reimb Brainerd	\$259.64
Amazon.com	Books	\$95.94
American Society of Civil Engineers	Membership Fees	\$157.50
American Tire Service	Tires For 4100D Toros & #837/New Tires#113/Flat Rpr	\$1,460.50
Ameripride Linen & Apparel Services	Cleaning Services/Supplies	\$773.74
Anderson Robert	VFW Painting	\$4,970.00
Apollo Electric Inc	Fountain Work	\$383.22
Baker & Taylor Co	Books	\$252.77
Batteries Plus	Batteries	\$56.52
Beiswenger Bethany	Dick Grassel Playground Dedication Music	\$75.00
Bert's Truck Equipment	Lights/Hyd Return Pressure Guage	\$98.12
Blue Cross Blue Shield of ND	EDHA Insurance	\$6,483.10
BNSF Railway Company	10CP3 RR Crossing/Central Ave.	\$110.18
Bobcat of Grand Forks	Replace Rear Transaxle/ A/C/Muffler	\$10,383.13
Border States Trophy & Awards	Plaque For Volunteer	\$40.00
Brekke Steven	Repair Sewer Break	\$3,105.00
Brodart Co	Books	\$226.74
Bydal Designs	Design/Sign For Career Expo	\$639.76
C&R Laundry & Cleaners	Shirt Cleaning	\$5.70
Carquest Auto Parts	Fittings For Remote/Shorten Hyd Hose	\$178.14
Century Link	Monthly Services	\$1,009.03
Coalition of Greater MN Cities	2011 CGMC Summer Conf/M Demers/Huizenga/2012 Dues	\$11,454.00
Cole Papers Inc	Supplies	\$497.60
Crookston Daily Times	Newspaper Subscription	\$122.00
Deluxe Business Checks & Solutions	Checks/Envelopes	\$315.12
Department of Public Safety	CJDN Connect	\$1,530.00
Diamond Cleaning Supply Richard		
Papenfuss	Sanitizer/General Shop Supplies	\$223.83
Eagle Electric	Flood Repairs To Eagle Point/Energy Conservation/City Hall	\$7,909.81
EGF Police Petty Cash	Postage	\$9.94
Electric Pump	Remove Pumpex Pumps	\$876.00

Emphasys Computer Solutions	Remote Elite Training	\$4,600.00
Explorer Post #38	Squad Car Cleaning	\$140.00
Exponent	OrdNo. 1 -4th Series/Sherlock Forest/Tree Rmvl/Disclosures	\$904.13
EZ Locksmith	Keys For SW Lifts	\$72.50
Filter Care	Washed Filters For Inventory	\$429.36
Fire Safety USA	Uniform Pants	\$405.00
Flood Control America LLC	Base Gasket	\$3,502.50
Forx Rent All	Wireless PA	\$58.70
FS Engineering	Monthly Services/10AJ2/10CP2/10CP5/11CP2/Interconnect/10CP1	\$45,805.61
G&K Services	Mats	\$114.67
Gaffaney's	Supplies	\$976.35
Gale	Books	\$93.58
Garden Hut Inc	Filter/Oil/Cap/Switches	\$278.18
GF Fire Equipment	Fire Extinguisher Service	\$60.00
GF Welding & Machine	Die/Shop Tool/Oilite Bushings/Threaded Rod/O-Ring	\$62.03
GGF Convention & Visitors Bureau	June & July 2011 Lodging Tax/Plaza	\$1,355.03
Godfathers Exterminating Inc	Insects	\$133.59
Grand Cities Towing	Towing	\$80.00
Grand Forks City	2nd Qtr Transit 2011	\$68,824.00
H&S Construction	Repairs Off Of River Road	\$3,900.00
Hajicek Rick	Cleaning 8/8-8/26	\$570.00
Hardware Hank	Rags/Supplies/Garbage Can/Grass Seed/Pip for Levee/Paint	\$1,151.04
Hawkins Chemical	Chlorine	\$593.16
Heartland Paper	Paper/Tissue/Cleaner/Towels	\$1,716.38
Hjelle Jerod	Landscaping Reimb	\$500.00
Hough Inc of Detroit Lakes	10AJ2 Est3 Northstar Terrace	\$14,518.99
Hugo's	Picnic Items/Open House Treats/Supplies for Summer Program	\$141.81
	ICMA Pre-Conference Registration/Ticket to Milwaukee/Rep	
Huizenga Scott	Kiel/Labtop Case	\$681.43
Integra Telecom	Monthly Services	\$76.77
Integrated Process Solutions Inc	Check RTU Fault Alarm	\$285.00
Johnson Sandy	Landscaping Reimb	\$500.00
Keith's Security World	Key Locks	\$38.30
Lab Safety Supply	Mirror/Gloves/Clock/Post Sleeve	\$247.63
Landa Cletus	Boot Reimb	\$75.00
	Regional Mtg - Bemidji/Buckalew/Tweten/Huizenga/Preventing	
League of MN Cities	Harassment	\$270.00
Liberty Business Systems	Maint Contract	\$73.59
Lithia Payment Processing	Axle Additive Inventory/Instrument Cluster#543/Credit	\$393.95
Lorene Keehr	No Waste Sign	\$53.38
Lumber Mart	Concrete Mix For Itts Willi	\$172.18
Lynne Gladwin	Poster Board/Marker/Breaker	\$42.70
M&W Services	Monthly Services	\$1,159.48

Madsen Specialties	Resurface Tennis Courts	\$17,961.00
Marco	Copier Maint/Fees	\$87.25
Marco Inc	Copier Mtce	\$299.65
McDonald's of EGF	Prisoner Meals	\$27.83
McFarlane	HVAC System	\$2,650.00
Metropolitan Planning Organization	Local Share July 2011/Planning Hours	\$11,093.70
Micro-Marketing LLC	CDs	\$542.87
MidAmerica Books	Books	\$138.21
Midcontinent Communications	Monthly Services	\$1,276.68
Midwest Home Service	Anchors	\$21.00
Mike's Pizza	Board Meeting	\$67.73
MN Department of Health (MDH)	Water Supply System Operator Renewal/Wachter	\$23.00
MN Dept of Revenue VOID****	Sales & Use Tax 2011	\$929.00
MN Drivers & Vehicle Services	08 Chevy Impala Tabs	\$11.00
Nasco Fort Atkinson	Supplies	\$128.78
Nate's Canopy-Tent Rental	Canopy Rental	\$200.00
National Tactical Officers Association	Training Course/Schrage	\$527.00
Newman Signs	Signs/2 Installation Charges	\$1,891.97
Northern Inn Inc.	Lodging	\$76.86
Northern Plumbing Supply	Supplies/Hose Adapter/Vacuum Break	\$641.89
Northern Safety Tech	Strobe Light & Map Light For Police Cars	\$1,209.77
Northland Custom Exteriors Inc	Sunshine Terrace Improvements	\$1,960.00
O'Reilly Auto Parts	Inventory Parts/Alternator#147/Credit/Engine Block Heaters	\$342.78
Opp Construction	Levee Seeding After Flood/Playground	\$19,700.00
Penworthy Company	Books	\$125.92
Play by Design	Community Design/Organization Day/Airfare/Design Development	\$20,396.22
Polk County DAC	Shredding Services/Police	\$73.81
Polk County Recorder	Filing Fee/Johnson	\$46.00
Porta Mix Concrete Inc	Cement For Itt's Williams Place/Landscape Rock	\$668.25
Power Equipment Shop	Grill	\$60.53
Praxair Distribution	Cylinder Rental	\$22.59
Premium Waters Inc	Water Station #2	\$60.50
Quill Corp	Supplies/Credit	\$947.46
Radio Shack Corporation	Misc Parts For Wiring	\$55.03
RDJ Specialties Inc	Suckers(Advertising)	\$198.32
RDO Powerplan OIB	Oil Pan Drain Valve #129	\$63.34
Reliable Office Supplies	Office Supplies	\$124.12
RJ Zavoral & Sons	Demolition Of Sherlock Playground/Black Dirt/Valve Rpr	\$14,542.19
Robert & Sandra Johnson/Am. Federal Bank	New Construction Loan	\$5,000.00
Roto Rooter	29 Hrs Easement/ Jetting/Fill Dead Manhole w/Cement/Hard Stool	\$5,602.50
Rubberecycle	Rubber Mulch	\$43,657.50
Sirchie Fingerprint Labs	Evidence Tags	\$58.69

Solem Robin	Reimb Boot Exp/Robin Solem	\$69.99
Spray Advantage	Supplies For Sprayer	\$165.25
Springsted	08CP1 Professional Services 6/20/11-7/11/11	\$2,000.00
Stennes Granite	Open/Close Stauss & Morris/Interment/Daby & Metcalf/Disinternment Perez	\$2,525.00
Stone's Mobile Radio Inc	Repair Pager	\$104.62
Stordahl Kenley	Mowing & Trimming	\$4,500.00
Strata Corp	Gravel	\$347.99
Strategic Insights Inc	License Renewal: Plan-It! Captial Planning Software	\$721.41
Stuart's Towing	Towing	\$213.76
Sunshine Terrace	Petty Cash Reimb	\$98.70
SunSource	Hydro Parts #136	\$586.36
Supply Distribution Center	Toner Cartridge Xerox Copies	\$489.85
Surplus Center	Reflectors For Ballards	\$21.46
Taser International	Taser Kit	\$814.95
Thomas Bouregy & Co	Books	\$139.50
Tiger Direct.com	Fax Machine	\$272.95
Tim Shea's Nursery & Landscaping	Landscape Project	\$1,630.00
UPS	Part Sent For Jetter	\$31.04
Valley Truck	Hyd Filters Inventory/Toggle Switch #136	\$16.84
Van Steenwyk Matthew	Expense Reimb Interview for Finance Director	\$1,521.88
Verizon Wireless	Wifi Cards & Monthly Services	\$705.53
Vilandre Heating & A/C	Closed Sewer Valve	\$233.18
Walter Daniel & Jessica	Landscaping Reimb	\$319.93
Waste Mgmt	Monthly Services	\$1,880.47
Water & Light Department	Monthly Services	\$62,505.54
WDAZ TV	Campground Promo	\$1,785.00
Wizard's Enterprises Inc.	Custodial Services	\$490.00
Xcel Energy	Monthly Services	\$1,342.98
Xerox Corporation	Base Charge For July	\$21.79
Zavoral Paul	2010 CP2 Est2 Bygland Rd Sidwalk	\$126,519.92
Zee Medical Service	First Aid Kit Refills	\$136.53
	Total	\$576,000.14

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

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Council Member Leigh stated that the sidewalk along Bygland Road turned out great.

Council Member Pokrzywinski inquired about updating the population signs when entering East Grand Forks. Mr. Huizenga stated that MnDot is in charge of the updates.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LEIGH, TO ADJOURN THE SEPTEMBER 6, 2011 REGULAR MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:10 P.M.

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

Voting Nay: None.

Scott Huizenga, City Administrator/Clerk-Treasurer