

**APPROVED  
MINUTES OF THE  
OF THE  
EAST GRAND FORKS  
CITY COUNCIL  
TUESDAY, OCTOBER 4, 2011 – 5:00 PM**

**CALL TO ORDER:**

*The Regular Meeting of the East Grand Forks City Council for October 4, 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: 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; Nancy Ellis, Planning & Zoning; 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” for the East Grand Forks, Minnesota City Council of September 20, 2011.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of September 27, 2011.

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

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

*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 request to change the licensing process and authorize the City Administrator/Clerk-Treasurer to sign the all Exempt Gambling, Parades, Bon-Fires, Special Events, and Block Party licenses providing proper documentation.
4. Consider approving the request to conduct a promotional process that will result in a Sergeant Promotional Roster that would be used to fill any Sergeant openings in the upcoming year.
5. Consider approving the Minnesota Municipal Utilities Association Service Agreement for the Safety Management Program split 50/50 between the City and Water & Light Department for beginning October 1, 2011 through September 30, 2012.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE CONSENT MOTIONS NUMBER THREE (3) THROUGH FIVE (5) AS SUBMITTED.**

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

*Voting Nay: None.*

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

6. Regular meeting minutes of the Water, Light, Power and Building Commission for September 1, 2011.

**COMMUNICATIONS: NONE.**

**OLD BUSINESS: NONE.**

**NEW BUSINESS:**

**CLAIMS:**

7. Consider adopting Resolution No. 11-10-94 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 10865 for a total of

\$498.45 whereas Council Member Buckalew is personally interested financially in the contract.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER VONASEK, TO ADOPT RESOLUTION NO. 11-10-94 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBER 10865 FOR A TOTAL OF \$498.45 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.**

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

*Voting Nay: None.*

*Abstain: Buckalew.*

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

|                                     |  |            |
|-------------------------------------|--|------------|
| Acme Electric Companies             | Tools/Mower Blade Grinder Wheel/Choke Knobs      | \$1,562.56 |
| Aker Dave                           | MRPA Convention/Reimb                            | \$780.46   |
| All Seasons Garden Center           | Nursery  | \$55.39    |
| ASCAP                               | ASCAP 9/15/11-9/14/12                            | \$309.00   |
| American Tire Service               | Flat Tire Repair                                 | \$68.60    |
| American Tire Service Inc           | New Tires & Mounted                              | \$474.62   |
| Ameripride Linen & Apparel Services | Linen/Supplies                                   | \$215.26   |
| Anderson Robert                     | VFW/Sr. Center/Riverwalk Center Painting         | \$3,710.00 |
| Baker & Taylor Co                   | Books  | \$381.53   |
| Balco Uniforms Co Inc               | Uniforms - Patrol                                | \$122.00   |
| Barnes Distribution                 | Metric Bolts Inventory                           | \$194.79   |
| Barta Alex                          | Freon Recovery                                   | \$145.00   |
| Big Jim's East Side Tire            | Tires for Sherlock Forest                        | \$917.72   |
| Blue Cross Blue Shield of ND        | EDHA Insurance                                   | \$6,483.10 |
| BNSF Railway Company                | 10CP3 RR Crossing/Central Ave                    | \$120.99   |
| Boespflug Brandon and Katie         | Postage Reimb                                    | \$14.50    |
| Brad Buck Floor Care                | Floor Recoat                                     | \$800.00   |
| Brock White                         | Geotex 401                                       | \$2,100.00 |
| Brodart Co                          | Books  | \$243.94   |
| Butler Machinery Co                 | #194 Gearbox & Bearings/Bearing Flange & Baffles | \$2,815.17 |
| C&R Laundry & Cleaners              | Laundry  | \$5.70     |
| Carquest Auto Parts                 | Hyd Fitting/Hose                                 | \$70.00    |
| Cash Donald Scott                   | Dial-A-Ride Aug 2011                             | \$2,539.23 |
| CDW Government Inc                  | New Server for EDHA Software                     | \$3,676.39 |
| Cole Papers Inc                     | Trash Bags/Towels                                | \$395.37   |
| Complete Pest Control Inc           | Quarterly Pest Control                           | \$1,348.76 |
| CPL SYSTEMS CANADA INC              | Brake Clevis Pins 1/2                            | \$118.06   |
| Custom Stripes Inc                  | Door Decals                                      | \$134.66   |

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| Denney Lumber Company                     | Lumber  | \$61,560.02 |
| Diamond Cleaning Supply Richard Papenfuss | Shop Supplies                                   | \$98.16     |
| Diverse Media Inc                         | DVDs  | \$45.99     |
| Dostal Julie                              | Block Party Permit Refund                       | \$30.00     |
| Eagle Electric                            | Lighting maintenance                            | \$1,418.14  |
| Electric Pump                             | SW Transducer Repair                            | \$694.93    |
| Emphasys Computer Solutions               | Quarterly Software Agreement (June-Aug)         | \$1,826.52  |
| Exponent                                  | Accounting Tech Ad                              | \$166.93    |
| Farm & Home Directory                     | County Plat Map Book                            | \$25.00     |
| Follett Software Company                  | Software support                                | \$600.00    |
| FS Engineering                            | Monthly Services                                | \$47,503.00 |
| G&K Services                              | Mats  | \$81.12     |
| Gaffaney's                                | Shredder/Supplies                               | \$265.49    |
| Gale                                      | Books   | \$244.19    |
| Garden Hut Inc                            | 2 Mower Deck Wing Lift/Trimmer Head/Belts/Parts | \$2,469.34  |
| GF Thur-O-Clean                           | Janitorial Services/Riverview Mall              | \$128.25    |
| GGF Convention & Visitors Bureau          | Aug 11 Lodging Tax/East Grand Inn               | \$741.57    |
| GLSports Inc                              | Caps/Supplies                                   | \$322.78    |
| GW & Sons Construction Inc                | Walkdoors For WW Lift #5 & #1                   | \$3,737.00  |
| H&S Construction                          | Frontage Road Rpr/North Casting Street Rpr      | \$1,090.00  |
| Hajicek Rick                              | Cleaning 9/12-9/23                              | \$285.00    |
| Hamm Gerald                               | Shaft And Choke Lever                           | \$84.23     |
| Hardware Hank                             | WW General Supplies/Gloves/Earplugs/Rags/Paint  | \$498.45    |
| Hart Tony                                 | SFST Training/Fergus Falls/Expense Reimb        | \$97.50     |
| Harvey Michael L.                         | Teach 2 Wrkshp Marvels Grant NW MN Arts Council | \$300.00    |
| Heartland Paper                           | Soap/Floor Sealer/Disinfectant/Bags             | \$382.59    |
| Helgeson Charlotte                        | Reimbursement for Recordkeeping Equipment       | \$813.61    |
| Home of Economy                           | Garbage Can                                     | \$67.22     |
| Hugo's                                    | Meal for Training/Sherlock Playground Co.       | \$209.85    |
| Huizenga Scott                            | ICMA Conference/Expense Reimb                   | \$1,098.34  |
| Integra Telecom                           | Monthly Services                                | \$78.08     |
| Johnson Kelly                             | Repair Siding At SW Lift                        | \$250.00    |
| Jordheim Scott                            | RFP Workshop                                    | \$57.00     |
| K&K Trucking Inc                          | Gravel & Rock For Bridge                        | \$3,280.00  |
| Keith's Security World                    | Keys  | \$10.68     |
| Knutson Printing Company                  | Self-inking stamp                               | \$18.00     |
| Lab Safety Supply                         | Solution To Test Lagoon                         | \$53.83     |
| Larson Brian                              | Boot Reimb                                      | \$75.00     |
| League of MN Cities                       | LMC Training/Fergus Falls                       | \$15.00     |
| League of MN Cities                       | Workers Comp/4th Qtr                            | \$33,003.81 |
| Liberty Business Systems                  | Maintenance Contract                            | \$73.59     |
| Lithia Payment Processing                 | Two Tire Rims & Sensor Band                     | \$387.67    |
| Locators & Supplies Inc                   | White Flags                                     | \$225.43    |

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| Lorene Keehr                         | Signs  | \$160.13    |
| Lynne Gladwin                        | Light Cords Reimb/Strobe Light Reimb/Ranger Reimb    | \$163.27    |
| M&W Services                         | 1508 14th Ave. SE/822 18th St. NW                    | \$240.47    |
| MacQueen Equipment                   | Filters/Sump Door Seals                              | \$610.08    |
| Marco                                | Mtce Agreement                                       | \$69.35     |
| Marco Inc                            | Copier Mtce  | \$288.97    |
| Metro Fire                           | Forcible Entry Tool                                  | \$193.46    |
| Midwest Specialty Sales Inc          | Deweze Parts #136 & #139                             | \$140.97    |
| NFPA                                 | Banners  | \$106.15    |
| Northern Plumbing Supply             | Supplies   | \$144.65    |
| Noyes Brian & Laurie                 | Landscaping Reimb                                    | \$346.49    |
| NW MN Household Hazardous Waste Mgmt | Hazardous Waste Disposal                             | \$461.80    |
| O'Reilly Auto Parts                  | Parts for Air System/Belts for Exhaust System        | \$24.29     |
| Opp Construction                     | Install Retaining Wall                               | \$15,000.00 |
| Orchard Roger                        | 500 Gallons Of Diesel Fuel/Rear End Gear Lube        | \$2,134.76  |
| Pacific Sales & Manufacturing        | Deck & Shake #70 Clear Drum                          | \$1,813.99  |
| Pilon Al                             | Boot Reimb   | \$75.00     |
| Play by Design                       | Additional Construction Days/Airfare                 | \$6,300.00  |
| Polk County Auditor Treasurer        | Postage for County Plat Map Book                     | \$3.00      |
| Polk County Social Services          | Refund Lot/Gabrial Perez                             | \$250.00    |
| Porta Mix Concrete Inc               | Repair By Folsom Farms                               | \$341.40    |
| Prairie Wind BG Inc                  | Antifreeze Test Strips                               | \$36.87     |
| Praxair Distribution                 | Acetylene Tank Fill                                  | \$95.81     |
| Quill Corp                           | Office Supplies                                      | \$244.72    |
| RDO Powerplan OIB                    | #128 Brake Repair/Axle Coolers                       | \$3,224.62  |
| Reliable Office Supplies             | Office Supplies                                      | \$191.70    |
| RJ Zavoral & Sons                    | Regrade Along 8th Ave SE/Black Dirt                  | \$4,647.38  |
| RMB Environmental Lab Inc            | 4 Hr Composite Sampling #1                           | \$43.00     |
| Roberts Bert                         | MWOA School/Expense Reimb                            | \$384.71    |
| Robertson Dennis                     | Light Rails For Rifles/Slings for Bean Bags Shotguns | \$101.71    |
| Roto Rooter                          | Jet Vac Work   | \$5,266.25  |
| Ruttger's Sugar Lake Lodge           | MIAMA Lodging  | \$689.40    |
| Safety Kleen Corp                    | Service  | \$812.15    |
| Schmidt Richard                      | Book   | \$37.95     |
| Seton                                | INV#9315963115 - City Tags                           | \$304.15    |
| Skala Larry                          | Tree Removal   | \$4,950.00  |
| Stauss Lynn                          | Park Rapids/Expense Reimb                            | \$187.05    |
| Steever Kyle                         | SEST DTID AND OPUE Training Fergus Falls             | \$286.48    |
| Stordahl Jason                       | Boot Reimb   | \$75.00     |
| Stordahl Kenley                      | Mowing & Trimming                                    | \$1,500.00  |
| Strata Corp                          | Crushed Cement                                       | \$210.34    |
| Structural Materials                 | EZ Pur Fibre Form                                    | \$19.05     |
| Stuart's Towing                      | Towing   | \$53.44     |

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| Swingen Construction Company | Murray Bridge Repair                    | \$6,800.00   |
| Szczepanski Darren           | Meal Reimb/MPLS                         | \$61.50      |
| Tony Anderson Construction   | 11CP2 Est 1                             | \$80,134.20  |
| Tristeel Manufacturing       | Flange Bearing Assy #194                | \$80.21      |
| True Temp                    | Honeywell Zone Valve Motor              | \$250.52     |
| Valley Truck                 | Battery #375                            | \$144.91     |
| Water & Light Department     | Receivable Corrections/Monthly Services | \$26,094.20  |
| Weigl Publishers Inc.        | Books                                   | \$595.70     |
| Wizard's Enterprises Inc.    | Custodial Services                      | \$490.00     |
| Xcel Energy                  | Monthly Services                        | \$1,535.03   |
| Zavoral Paul                 | 10CP2 Est 3                             | \$25,499.70  |
| Zee Medical Service          | First Aid Kit Refill                    | \$83.25      |
|                              | Total                                   | \$388,215.34 |

**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: Buckalew, Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, and Vonasek.*

*Voting Nay: None.*

**COUNCIL/STAFF REPORTS:**

Council Member DeMers stated that he is looking forward to the budget season.

Council Member Tweten discussed the upcoming function on October 27<sup>th</sup> and suggested City Council and department heads attend. He also gave a brief updated on the LMC meeting that Mr. Huizenga, Council President Buckalew, and Ms Anderson attended.

Council Vice-President Gregoire thanked those involved in the Sherlock Forest Playground and also suggested additional lighting to help with vandalism. Council Member Tweten suggested that Council Vice-President Gregoire attend the Water and Light Meeting.

Council Member Pokrzywinski stated that the new sidewalks look great.

Council President Buckalew also thanked Ms Nelson and Ms Pape for all their work on the playground and all the volunteers involved.

Mr. Huizenga reminded City Council of the budget work session on Wednesday.

Mr. Aker announced that there will be a retirement party for Gladwin Lynne on October 13<sup>th</sup> at 6:00 pm at the Senior Center.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GREGOIRE, TO ADJOURN THE OCTOBER 4, 2011 REGULAR MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:13 P.M.**

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

*Voting Nay: None.*

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Scott Huizenga, City Administrator/Clerk-Treasurer