

**APPROVED MINUTES  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, JULY 2, 2013 - 5:00 P.M.**

**CALL TO ORDER:**

*The Regular Meeting of the East Grand Forks City Council for July 2, 2013 was called to order by Council President Craig 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 Greg Leigh, Council Members Clarence Vetter, Ron Vonasek, Henry Tweten, Mark Olstad, and Chad Grassel.*

*Karla Anderson, Finance Director; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Karl Lindquist, Interim City Administrator; Megan Nelson, Executive Assistant; Jim Richter, EDHA Director; and Jason Stordahl, Public Works Director.*

**DETERMINATION OF 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 June 18, 2013.
2. Consider approving the minutes of the Waste Water Public Forum for the East Grand Forks, Minnesota City Council of June 18, 2013.

**A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE ITEM ONE (1) THROUGH TWO (2).**

*Voting Aye: Buckalew, Tweten, Olstad, Leigh, Grassel, Vetter, and Vonasek.*

*Voting Nay: None.*

**SCHEDULED BID LETTINGS: NONE**

**SCHEDULED PUBLIC HEARINGS: NONE**

**CONSENT AGENDA: NONE**

*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.*

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

3. Regular meeting minutes of the Water, Light, Power, and Building Commission for June 6, 2013.
4. Regular meeting minutes of the Cemetery Commission for June 19, 2013.

**COMMUNICATIONS:**

5. Acknowledge that Ms. Wald has successfully completed her six month probationary period for Secretary/Dispatch/Jailer.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

6. Consider approving the purchase of a 2012 John Deere 5115M tractor with a 5 year warranty and declare a 1992 John Deere 2775 tractor as surplus to trade in to True North Equipment for \$48,271.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO APPROVE THE PURCHASE OF A 2012 JOHN DEERE 5115M TRACTOR WITH A 5 YEAR WARRANTY AND DECLARE A 1992 JOHN DEERE 2775 TRACTOR AS SURPLUS TO TRADE IN TO TRUE NORTH EQUIPMENT FOR \$48,271.**

*Voting Aye: Buckalew, Tweten, Olstad, Leigh, Grassel, Vetter, and Vonasek.*

*Voting Nay: None.*

7. Consider approving the Request For Bids for cleaning City Hall, the Police Department, and the Public Works building.

**A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER LEIGH, TO APPROVE THE REQUEST FOR BIDS FOR CLEANING CITY HALL, THE POLICE DEPARTMENT, AND THE PUBLIC WORKS BUILDING.**

*Voting Aye: Buckalew, Tweten, Olstad, Leigh, Grassel, Vetter, and Vonasek.*

*Voting Nay: None.*

8. Consider approving the Transit Title VI Plan required by the Federal Transit Administration for the City of East Grand Forks.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE THE TRANSIT TITLE VI PLAN REQUIRED BY THE FEDERAL TRANSIT ADMINISTRATION FOR THE CITY OF EAST GRAND FORKS.**

*Voting Aye: Buckalew, Tweten, Olstad, Leigh, Grassel, Vetter, and Vonasek.*

*Voting Nay: None.*

**CLAIMS:**

9. Consider adopting Resolution No. 13-06-67 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 16170 for a total of \$994.83 whereas Council Member Buckalew is personally interested financially in the contract.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VONASEK, TO ADOPT RESOLUTION NO. 13-06-67 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 16170 FOR A TOTAL OF \$994.83 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.**

*Voting Aye: Tweten, Olstad, Leigh, Grassel, Vetter, and Vonasek.*

*Voting Nay: None.*

*Abstain: Buckalew*

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

**A MOTION WAS MADE BY COUNCIL MEMBER VONASEK, SECONDED BY COUNCIL MEMBER LEIGH, TO AUTHORIZE THE INTERIM CITY ADMINISTRATOR TO ISSUE PAYMENT OF RECOMMENDED BILLS AND PAYROLL.**

Council member Vetter asked Mr. Lindquist if he was waiting until the end of the time to submit a billing statement for his services because all the council has seen are timesheets. Mr. Lindquist informed him that he didn't think he could be an independent contractor which was reinforced by Brady Martz so he asked to be put on payroll. Council member Vetter asked that the contract be renegotiated since there are benefits with being on payroll which were not included in the contract. Ms. Anderson stated he was put on payroll at \$69.67 and with the amount being paid in taxes it equals to \$75.00 per hour. Council member Vetter asked that this issue be put on an agenda of a work session for discussion.

*Voting Aye: Buckalew, Tweten, Olstad, Leigh, Grassel, Vetter, and Vonasek.*

*Voting Nay: None.*

**COUNCIL/STAFF REPORTS:**

Council Member Vetter asked if anyone had given the contractors the permission to be staging on the city lot at the corner of 5<sup>th</sup> Street and 3<sup>rd</sup> Avenue or if they were renting this space. Mr. Richter stated

that the City allowed the staging on this space. Council member Vetter asked if they will be putting it back to the way it was. Mr. Richter stated he would make sure this area is restored to how it was before the staging took place.

Council Member Buckalew wished everyone a Happy 4<sup>th</sup> of July and to be safe.

Council Member Leigh stated he had a question for Megan. He started by saying everyone drives by this lot located next to Hugo's and commented on how awful it looks with so much of the grass being so tall. Ms. Nelson stated she had the phone number to the property owner and would call the next day to have this addressed.

Mr. Lindquist commented on the waste water public forum minutes on how detailed they were. He stated people who are not able to attend the meeting will be referring to them and asked the council members to make sure they read the minutes to make sure they are accurate. He asked Mr. Marquardt to fill in the council on the preliminary budget. Mr. Marquardt informed the council the preliminary budget is almost complete. He said the only things left to input were salaries and the revenue side. He stated he was waiting for some more information to come in regarding revenue and then he would be able to finish. Mayor Stauss asked if there is a way to monitor or study to see how much sales go down in border towns with the rise in taxes at the state level. Council President Buckalew said there is something on the Minnesota Department of Revenue site that would allow people to see how much has been taken in sales tax in towns but not specific businesses.

Attorney Galstad added that the Mayor of Moorhead and the Moorhead Chamber of Commerce are completing a study regarding how businesses of Moorhead are being affected by the rise in taxes.

Engineer Boppre informed the council he had been contacted by Grand Forks to set up a meeting with the city engineers, the mayor, interim city administrator, and some representatives from the council from East Grand Forks regarding the flood control project and concerns about the proposed flood control project of the Fargo/Moorhead area that could affect our water levels by over one foot. Mr. Boppre ended by saying how the cities will have to come up with a reply to the proposed project by July 13<sup>th</sup>.

Chief Hedlund informed the council the Police Department had received the new Ford Interceptor. He stated how it was already to go and received very good reviews from the officers who had driven it.

#### **ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADJOURN THE JULY 2, 2013 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:17 P.M.**

*Voting Aye: Buckalew, Tweten, Olstad, Leigh, Grassel, Vetter, and Vonasek.*

*Voting Nay: None.*

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Karl Lindquist, Interim City Administrator