

**APPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 7, 2014 – 5:00 PM**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for January 7, 2014 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 Greg Leigh, Council Members Clarence Vetter, Henry Tweten, Mark Olstad, and Chad Grassel.

Dave Aker, Parks & Recreation Superintendent; 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; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; Jim Richter, EDHA Director; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

PLEDGE OF ALLEGIANCE:

Council President Buckalew said that before the meeting began he would like to have a moment of silence in honor of Mr. Vonasek. After the moment of silence Council President Buckalew stated how Mr. Vonasek will be missed and how thoughts and prayers go out to his family and friends.

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.”

ANNUAL BUSINESS:

1. SET TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS

Consider adopting Resolution No. 14-01-01 a Resolution to set time and hour of regular City Council Meetings and Work Sessions.

Council President Buckalew asked what time and days the meeting will be set at. Council member Tweten stated the time of the meetings and days were included in the resolution. It was stated for the record council meetings would be held on the first and third Tuesday of the month, work sessions would be held on the second and fourth Tuesday of the month, and both would start at 5:00pm.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT RESOLUTION NO. 14-01-01 A RESOLUTION TO SET TIME

AND HOUR OF REGULAR CITY COUNCIL MEETINGS AND WORK SESSIONS.

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

Voting Nay: None.

2. DESIGNATE OFFICIAL NEWSPAPER

Consider adopting Resolution No. 14-01-02 a Resolution to designate The Exponent as the official newspaper.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 14-01-02 A RESOLUTION TO DESIGNATE THE EXPONENT AS THE OFFICIAL NEWSPAPER.

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

Voting Nay: None.

3. DESIGNATE FINANCIAL DEPOSITORIES

Consider adopting Resolution No. 14-01-03 a Resolution to designate the following financial depositories.

- (A) American Federal
- (B) Frandsen Bank & Trust
- (C) Morgan Stanley-Smith Barney
- (D) Multi-Bank Securities
- (E) Dain Rausher
- (F) PMA - 4M Fund

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADOPT RESOLUTION NO. 14-01-03 A RESOLUTION TO DESIGNATE THE FOLLOWING FINANCIAL DEPOSITORIES.

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

Voting Nay: None.

4. DESIGNATE ACH ORIGINATION & ONLINE BANKING

Consider adopting Resolution No. 09-01-04 a Resolution authorizing Persons listed below (subject to any expressed restrictions) is authorized for ACH origination and for online banking:

Name and Title

- (A) Lynn Stauss, Mayor
- (B) David Murphy, City Administrator/Clerk-Treasurer
- (C) Megan Nelson, Executive Assistant
- (D) Terry Knudson, Accounting Technician
- (E) Karla Anderson, Finance Director
- (F) Lynda Katka, Accounting Technician

Ms. Nelson stated that before a motion was made there needs to be a correction to the resolution number which should read 14-01-04 instead of 09-01-04.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 14-01-04 A RESOLUTION AUTHORIZING PERSONS LISTED BELOW (SUBJECT TO ANY EXPRESSED RESTRICTIONS) IS AUTHORIZED FOR ACH ORIGINATION AND FOR ONLINE BANKING.

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

Voting Nay: None.

APPROVAL OF MINUTES:

5. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of December 17, 2013.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE MINUTES FOR THE DECEMBER 17TH REGULAR MEETING.

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

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.

6. Consider approving the application for an Exempt Gambling Permit for a raffle for the Knights of Columbus #5341 organization to be held April 1, 2014 at the Sacred Heart Catholic Church, 200 3rd St NW, East Grand Forks, MN 56721 and waive the 30-day waiting period.
7. Consider adopting Resolution No. 14-01-05 designating “C&H Insurance” as the insurance agency to handle City Policy for 2014.
8. Consider adopting Resolution No. 14-01-06 approving the 2014 Administrative Services Agreement with Discovery Benefits, Inc.
9. Consider adopting Resolution No. 14-01-07 approving the following Boards & Commission appointments and reappointments as presented by the appropriate elected officials.
10. Consider adopting Resolution No. 14-01-08 enabling elected and/or appointed officials of the City of East Grand Forks to be covered by the Minnesota Workers Compensation Law.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER OLSTAD, TO APPROVE ITEMS SIX (6) THROUGH TEN (10).

Mr. Galstad stated how the exempt gambling permit was marked for a religious organization and should be changed to a non-profit. Council President Buckalew asked Ms. Nelson to have this changed.

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

Voting Nay: None.

**ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:
NONE**

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

11. Consider adopting the 2014 Medical Eligibility Policy that is required by the Affordable Care Act and will take effect as of January 1, 2014.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT THE 2014 MEDICAL ELIGIBILITY POLICY THAT IS REQUIRED BY THE AFFORDABLE CARE ACT AND WILL TAKE EFFECT AS OF JANUARY 1, 2014.

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

Voting Nay: None.

12. Consider approving the Amended Drug Task Force Joint Powers Agreement which allows for another member on the task force from U.S. Customs and Border Protection Agency.

A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE THE AMENDED DRUG TASK FORCE JOINT POWERS AGREEMENT WHICH ALLOWS FOR ANOTHER MEMBER ON THE TASK FORCE FROM U.S. CUSTOMS AND BORDER PROTECTION AGENCY.

Council Vice-President Leigh asked Chief Hedlund who was going to be appointed and if they were from the area. Chief Hedlund stated the person appointed to the Task Force was from the area and added as of now has been committed to the Task Force for the next three years.

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

Voting Nay: None.

CLAIMS:

13. Consider adopting Resolution No. 14-01-09 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 17703 for a total of \$962.20 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. 14-01-09 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM

HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 17703 FOR A TOTAL OF \$962.20 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None.

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

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

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Council Member Buckalew told the council they will be finding a replacement for Ward 2 and that each council member had been handed an application so if they know of someone or someone is interested in the position they could give them a copy of the application. He also thanked the fire department for all of the work they have been doing and mentioned what an important service this is to have in the community.

Council Member Tweten told the council the fire department had over 100 calls this year. He asked if the council will be getting a breakdown of the calls. Chief Larson corrected Council member Tweten by stating they had over 1000 calls this year and that the council will be provided with a breakdown of what those calls were.

Council Member Leigh thanked the department heads for showing up and thanked Mr. Stordahl for getting the streets sanded.

Mr. Boppre wished everyone a Happy New Year.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO ADJOURN THE JANUARY 7, 2014 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:11 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer