

**APPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 21, 2014 – 5:00 PM**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for January 21, 2014 was called to order by Council Vice-President Leigh 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, Henry Tweten, Mark Olstad, and Chad Grassel.

Dave Aker, Parks & Recreation Superintendent; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Earl Haugen, MPO Executive Director; 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.

Council Vice President informed everyone that Council President Buckalew was participating in this meeting via skype.

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 January 7, 2014.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of January 14, 2014.

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

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

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 declare the 2006 SnoGo Snow Blower as surplus property to be traded towards the purchase a 2013 Snow Blast M-8500 HD Snow Blower from Titan Machinery for the amount of \$65,804.
4. Consider approving city employees to start use of Purchasing Cards by following the Purchasing Card Procedure and signing the Purchasing Card Cardholder Agreement.
5. Consider adopting Resolution No. 14-01-12 supporting the Grand Forks-East Grand Forks Metropolitan Planning Organization for an attachment of a cantilevered path to the Kennedy Bridge.
6. Consider adopting Resolution No. 14-01-10 ordering improvement and preparation of plans and specifications for 2014 City Project No. 3 – Lift Station No. 5 Improvements.
7. Consider adopting Resolution No. 14-01-11 ordering improvement and preparation of plans and specifications for 2014 City Project No. 4 – SCADA Improvements.
8. Consider approving the Memorandum of Understanding between the City of East Grand Forks and Law Enforcement Labor Services, Inc Local No. 152 addressing the 12 month probationary period.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE ITEMS THREE (3) THROUGH EIGHT (8).

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

Voting Nay: None.

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

COMMUNICATIONS:

9. Acknowledge Mr. Dale Gulbranson has successfully passed his probationary period as Ice Arena Manager.

Mr. Aker stated Mr. Gulbranson was not able to attend the meeting.

OLD BUSINESS: NONE

10. Consider approving the request to establish the proposed annexed property to be zoned as R-1 Single Family Residential.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE THE REQUEST TO ESTABLISH THE PROPOSED ANNEXED PROPERTY TO BE ZONED AS R-1 SINGLE FAMILY RESIDENTIAL.

Ms. Ellis asked if there were any questions. She explained where the property was located and how there are plans for a house to be built at this location. She stated that this fit with the land use plan for the area. Ms. Ellis told the council she had informed the Water and Light Department about this annexation. She stated how this will establish the zoning for this property so it can be annexed into city limits.

Voting Aye: Tweten, Olstad, Leigh, Grassel, Vetter, and Buckalew.
Voting Nay: None.

11. Consider adopting Ordinance No. 11, 4th Series Annexing That Part Of Government Lot One (1), Section Eighteen (18), Township One Fifty-One (151) North, Range Forty-Nine (49), West Of The Fifth Principal Meridian, Polk County, Minnesota. (2nd Reading).

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADOPT ORDINANCE NO. 11, 4TH SERIES ANNEXING THAT PART OF GOVERNMENT LOT ONE (1), SECTION EIGHTEEN (18), TOWNSHIP ONE FIFTY-ONE (151) NORTH, RANGE FORTY-NINE (49), WEST OF THE FIFTH PRINCIPAL MERIDIAN, POLK COUNTY, MINNESOTA. (2ND READING).

Voting Aye: Tweten, Olstad, Leigh, Grassel, Vetter, and Buckalew.
Voting Nay: None.

12. Consider approving a three month trial period for Lutheran Social Services to provide meals to Stay, Play, and Learn LLC.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE A THREE MONTH TRIAL PERIOD FOR LUTHERAN SOCIAL SERVICES TO PROVIDE MEALS TO STAY, PLAY, AND LEARN LLC.

Council member Olstad asked what would constitute an end to the trial period and what would happen if there was an issue. Mr. Murphy explained how he had spoken with Carol from LSS who explained how most if not all of the food would be cooked at the same time as the senior meals which would be a similar situation they have in Pequot Lakes. Mr. Murphy explained he will be comparing utility bills from 2013 to bills in 2014 and if they are higher the City will be able to bill the daycare center for the difference. Council member Olstad asked if an agreement was going to be signed for three months with the option to renew for 6 to 9 months. He also asked if Mr. Galstad had reviewed the contract the families will be signing with Stay, Play, and Learn LLC. Mr. Galstad stated he had not seen the documentation for the daycare provider. Discussion followed about if there are any regulations that

need to be followed from the Department of Health. Ms. Nelson stated the daycare provider said they had a certified food manager and the only way they are certified was through the Department of Health. Both Council members Tweten and Leigh stated they were in favor of giving the daycare a chance without subsidizing costs. Council member Olstad stated he thinks the daycare opening up was great but there was the issue of not having an agreement in place.

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

Voting Nay: None.

CLAIMS:

13. Consider adopting Resolution No. 14-01-13 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 17839 for a total of \$432.45 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 14-01-13 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 17839 FOR A TOTAL OF \$432.45 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None.

Abstain: Buckalew.

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

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

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

Voting Nay: None.

SUSPENSION OF RULES: To adopt Resolution 14-01-14 and to authorize the City Administrator/Clerk-Treasurer to issue payment of recommended bills

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER OLSTAD, TO SUSPEND RULES.

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

Voting Nay: None.

A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER GRASSEL, TO AUTHORIZE THE CITY ADMINISTRATOR/CLERK-

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

Voting Nay: None.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 14-01-14 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 17905 FOR A TOTAL OF \$24.95 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None.

Abstain: Buckalew.

COUNCIL/STAFF REPORTS:

Mr. Murphy thanked all of the staff and council that attended the visioning session and added he had made copies of the preliminary report that he had passed out for the council to review.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADJOURN THE JANUARY 21, 2014 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:17 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer