

**APPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, MARCH 18, 2014 – 5:00 PM**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for March 18, 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: Mayor Lynn Stauss, Council President Craig Buckalew, Council Vice President Greg Leigh, Council Members Clarence Vetter, Henry Tweten, Mark Olstad, and Chad Grassel.

Karla Anderson, Finance Director; Brad Bail, City Engineer; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Mike Hedlund, Police Chief; Gary Larson, Fire Chief; Michelle Manias, Patrol Sergeant; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; Jim Richter, EDHA Director; John Schroeder, Proxy for City Attorney; and Jason Stordahl, Public Works Director.

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 March 4, 2014.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of March 11, 2014.

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

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

Voting Nay: None.

Absent: Helms.

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 application for an Exempt Gambling Permit for a raffle for the East Grand Forks Fire Department Relief Association organization to be held June 14, 2014 at the Fraternal Order of Eagles Club, 227 10th St NW, East Grand Forks, MN 56721 and waive the 30-day waiting period.
4. Consider adopting Resolution No. 14-03-27 entering into an agreement with the State of Minnesota to provide fixed route transportation services in East Grand Forks for 2014.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO APPROVE ITEMS THREE (3) AND FOUR (4).

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

Voting Nay: None.

Absent: Helms.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

5. Special meeting minutes of the Economic Development/Housing Authority Commission for February 7, 2014.
6. Regular meeting minutes of the Economic Development/Housing Authority Commission for February 11, 2014.

COMMUNICATIONS:

7. Acknowledge the retirement of Michelle Manias effective May 30, 2014 and thank her for her years of dedicated service to the City of East Grand Forks.

Ms. Manias said it has been fun working for the City. Council President Buckalew thanked Ms. Manias for the years she has helped keep the community safe and for the times she has gone above and beyond for the community which included saving lives.

OLD BUSINESS: NONE

NEW BUSINESS:

8. Consider approving a contract for a Building Envelope Forensic Expert for \$165 up to \$190 per hour for services provided.
 - a. The information regarding this item will be presented during the council meeting.

Mr. Murphy stated that this item needed to be tabled and it will be brought forward at the next work

session. He informed the council they were looking at hiring a Canadian firm who has had lots of experience dealing with buildings in cold weather climates but the license they need to work in the United States has not been approved yet but should be by the work session next Tuesday.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER OLSTAD, TO TABLE THIS ITEM UNTIL THE NEXT WORK SESSION.

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

Council President Buckalew stated that there was information about the Canadian firm handed out and more copies were available by contacting Ms. Nelson.

- 9. Consider approving the renewal of a six month contract with Indepth Inspections for building inspection services.

A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER LEIGH, TO APPROVE THE RENEWAL OF A SIX MONTH CONTRACT WITH INDEPTH INSPECTIONS FOR BUILDING INSPECTION SERVICES.

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

- 10. Consider approving Ordinance No. 12, 4th Series amending Title XI of the City Code by adding a new chapter to define and regulate Adult Uses and amending Chapter 152 of the City Code regarding location of Adult Uses. (1st Reading)

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE ORDINANCE NO. 12, 4TH SERIES AMENDING TITLE XI OF THE CITY CODE BY ADDING A NEW CHAPTER TO DEFINE AND REGULATE ADULT USES AND AMENDING CHAPTER 152 OF THE CITY CODE REGARDING LOCATION OF ADULT USES. (1ST READING)

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

- 11. Consider adopting Resolution No. 14-03-28 ordering advertisement for bids for 2013 City Project No. 1 – Sidewalk Improvements (TE).

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADOPT RESOLUTION NO. 14-03-28 ORDERING ADVERTISEMENT FOR BIDS FOR 2013 CITY PROJECT NO. 1 – SIDEWALK IMPROVEMENTS (TE).

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

Voting Nay: None.

Absent: Helms.

12. Consider adopting Resolution No. 14-03-29 approving the plans and specifications and ordering advertisement for bids for 2014 Assessment Job No. 1 – 17th Street Reconstruction.

A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT RESOLUTION NO. 14-03-29 APPROVING THE PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR 2014 ASSESSMENT JOB NO. 1 – 17TH STREET RECONSTRUCTION.

Council member Tweten said how Mr. Boppre commented the City could use 30% or 40% for assessing this project. He added how the council has assessed projects at 30% and if that was to change it would need to be discussed at a work session. Council Vice-President Leigh said he was in favor of completing 17th Street NE and added how some businesses on 2nd Ave NE were charged when 15th Street was redone. He then asked if there was another project that these funds could be used on like streets in the Industrial Park area. Mr. Boppre stated that the report of feasibility will be presented at the next work session and that will show who will be getting assessed for this project which would be the other half of the block on 2nd Ave NE. He added that the City has a policy of assessing 30% on state aid roads and how this is a federal project. He explained these funds need to be used on the federal roads system which does not include the streets in the Industrial Park.

Mayor Stauss asked if asphalt would help at all on the roads in the Industrial Park. Mr. Boppre said it might help for a year but eventually would crack in the same places the road was cracked. He said how adding asphalt would be like throwing money away since there are more issues that just the cracks like how wet the ground is in that area. Mayor Stauss asked for a recommendation that will help dry out the soil when the streets are being worked in the Industrial Park.

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

Voting Nay: None.

Absent: Helms.

13. Consider adopting Resolution No. 14-03-30 authorizing the City Engineers to begin the design phase of the Waste Water Project.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 14-03-30 AUTHORIZING THE CITY ENGINEERS TO BEGIN THE DESIGN PHASE OF THE WASTE WATER PROJECT.

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

Voting Nay: None.

Absent: Helms.

CLAIMS:

14. Consider adopting Resolution No. 14-03-31 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 18297 for a total of \$504.81 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 14-03-31 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 18297 FOR A TOTAL OF \$504.81 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None.

Absent: Helms.

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

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

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

Voting Nay: None.

Absent: Helms.

COUNCIL/STAFF REPORTS:

Mayor Stauss commented how the discussion of streets came up and asked if a street repair priority list could be created with approximate cost estimates for each project for the next five years. Mr. Boppre told the council the ICON system is up and running and this system could provide that list the mayor is requesting. He stated how the council will be shown a power point presentation explaining how staff can utilize the ICON system and prioritize projects.

Council President Buckalew asked Mr. Stordahl if there are any flood projections. Mr. Stordahl stated that at this time the flood forecast is low to moderate flood level and how the council will receive an update when needed. Council President Buckalew added that it was good to be back.

Council Member Tweten commented that some of the council members had gone south and he welcomed them back.

Mr. Murphy commented that the question regarding special assessments for the 17th St NE project will be addressed in the new assessment policy.

Mr. Schroeder stated that Mr. Galstad sends his apologies for his recent absences. Mr. Murphy added that Mr. Schroeder will be filling in for Mr. Galstad when he is absent.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER OLSAD, TO ADJOURN THE MARCH 18, 2014 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:19 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer