

**APPROVED MINUTES SUMMARY  
OF THE CITY COUNCIL & EDHA BOARD  
CLOSED SPECIAL MEETING  
CITY OF EAST GRAND FORKS  
MONDAY, MARCH 24, 2014 – 5:00 PM**

**CALL TO ORDER:**

*The Closed Special Meeting of the East Grand Forks City Council for March 24, 2014 was called to order by Council Vice-President Leigh at 5:02 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 Vice President Greg Leigh, Council Members Clarence Vetter, Henry Tweten, Mark Olstad, and Chad Grassel.*

**CALL TO ORDER:**

*The Closed Special Meeting of the East Grand Forks Economic Development/Housing Authority Board for March 24, 2014 was called to order by Council President Wogaman at 5:02 P.M.*

**CALL OF ROLL:**

*On a call of Roll the following members of the East Grand Forks Economic Development/Housing Authority Board were present: President George Wogaman, Vice-President Justin Hecht, Secretary Nan Larson (5:07 PM), Board members Chip Shea, Chad Grassel, and Mark Olstad.*

*David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; and Jim Richter, EDHA Director*

**DETERMINATION OF QUORUM:**

*Council President Buckalew Determined a Quorum was present for the City Council. EDHA President Wogaman Determined a Quorum was present for the EDHA Board.*

Mr. Murphy introduced Ms. Tietjen, a specialist in employment law with Kennedy and Graven, who would be a part of the meeting via skype. Ms. Tietjen stated that this would be a concurrent meeting. She gave an overview of the process that would need to be followed and explained how both entities would have to vote separately to close the meeting. Ms. Tietjen added that a brief statement needs to be made summarizing what took place in the closed session once the closed part of the meeting had ended.

Ms. Tietjen went on to explain how the City Council will exit and the EDHA will vote to go back into a closed session for discussion of the purchase or sale of property. Mr. Murphy added the EDHA Board will have to make a recommendation regarding this issue to the City Council.

**DECLARE A CLOSED SPECIAL MEETING:**

1. Closed session is to evaluate the job performance of the EDHA Director. Closed session is to be performed according to the exception to the open meeting law pursuant to Minnesota Statute 13D.05, Subd. 3(a).

**A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER VETTER, TO CLOSE THE SPECIAL MEETING TO EVALUATE THE JOB PERFORMANCE OF THE EDHA DIRECTOR. CLOSED SESSION IS TO BE PERFORMED ACCORDING TO THE EXCEPTION TO THE OPEN MEETING LAW PURSUANT TO MINNESOTA STATUTE 13D.05, SUBD. 3(A).**

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

*Voting Nay: None.*

*Absent: Helms and Buckalew.*

**DECLARE A CLOSED SPECIAL MEETING:**

**A MOTION WAS MADE BY BOARD MEMBER GRASSEL, SECONDED BY BOARD MEMBER OLSAD, TO CLOSE THE SPECIAL MEETING TO EVALUATE THE JOB PERFORMANCE OF THE EDHA DIRECTOR. CLOSED SESSION IS TO BE PERFORMED ACCORDING TO THE EXCEPTION TO THE OPEN MEETING LAW PURSUANT TO MINNESOTA STATUTE 13D.05, SUBD. 3(A).**

*Voting Aye: Shea, Olstad, Hecht, Grassel, and Wogaman.*

*Voting Nay: None.*

*Absent: Knoff and Larson.*

**Discussion followed in the joint closed session.**

**A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER OSLTAD, TO CLOSE THE CLOSED PORTION OF THE MEETING AND RETURN TO OPEN SESSION.**

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

*Voting Nay: None.*

*Absent: Helms and Buckalew.*

**A MOTION WAS MADE BY BOARD MEMBER OLSAD, SECONDED BY BOARD MEMBER SHEA, TO CLOSE THE CLOSED PORTION OF THE MEETING AND RETURN TO OPEN SESSION.**

*Voting Aye: Shea, Olstad, Hecht, Grassel, Wogaman, and Larson.*

*Voting Nay: None.*

*Absent: Knoff.*

Ms. Tietjen stated during the closed session staff discussed performance issues of the EDHA Director and is obtaining further direction from the City Council and EDHA Board and making some motions consistent with that further direction.

Mr. Murphy asked for authorization from the City Council to hire Abdo, Eick, & Meyers as proposed.

**A MOTION WAS MADE COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO AUTHORIZE THE CITY ADMINISTRATOR TO HIRE ABDO, EICK, & MEYERS AS PROPOSED.**

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

*Voting Nay: None.*

*Absent: Helms and Buckalew.*

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADJOURN THE MARCH 24, 2014 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:26 P.M.**

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

*Voting Nay: None.*

*Absent: Helms and Buckalew.*

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David Murphy, City Administrator/Clerk-Treasurer