

**APPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, MAY 6, 2014 – 5:00 PM**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for May 6, 2014 was called to order by Council President Buckalew 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: Council President Craig Buckalew, Council Vice President Greg Leigh, Council Members Clarence Vetter, Dale Helms, Henry Tweten, and Chad Grassel.

Karla Anderson, Finance Director; Brad Bail, City Engineer; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Charlotte Helgeson, Library Director; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; 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 April 15, 2014.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of April 22, 2014.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE ITEMS ONE (1) AND TWO (2).

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

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 April 3, 2014 and April 17, 2014.

COMMUNICATIONS:

Mr. Murphy stated he had two items to share. He said the first item was that Mayor Stauss is currently hospitalized and how our thoughts and prayers are with him and his family at this time. He stated that The EDHA Director Richter is on paid administrative leave until the outcome of a meeting in the near future. He added that the results from the independent audit would be ready soon and those results would be brought forward.

OLD BUSINESS:

4. Consider approving the rezone of Lot 1 Block 3 Garden Valley Addition from R-1 to PUD to split the lot and twinhome into two parcels/properties.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO APPROVE THE REZONE OF LOT 1 BLOCK 3 GARDEN VALLEY ADDITION FROM R-1 TO PUD TO SPLIT THE LOT AND TWINHOME INTO TWO PARCELS/PROPERTIES.

Ms. Ellis informed the council that Mr. Galstad reviewed the documentation and met with both her and Mr. Bail regarding this issue. She stated that if the building cannot be brought up to code then the council should not approve these items. Council Vice-President Leigh asked since the motion was already made to just vote no. Mr. Murphy stated that could happen and explained it would be better to make a motion to deny these items instead of just voting no. Mr. Galstad stated he had spoken to Mr. Parsons who was not going to be moving forward with this request. Council member Helms asked if denying this request would prevent a future request like this. Ms. Ellis said it would not.

COUNCIL VICE-PRESIDENT LEIGH WITHDREW HIS MOTION AND COUNCIL MEMBER TWETEN WITHDREW HIS SECOND OF THE MOTION.

5. Consider adopting Resolution No. 14-04-36 approving the Garden Valley Addition PUD Development Plan for the split of the twinhome with the understanding that any changes, additions, or construction would require an amendment to the PUD plan.
6. Consider approving the final approval of the Garden Valley 6th Resubdivision on the conditions that a digital file is submitted to the Planning Office and the homeowners work with the

Inspections Department to meet building code requirements for privately owned twinhomes.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER VETTER, TO DENY THE APPROVAL OF ITEMS FOUR, FIVE, AND SIX.

Council member Vetter asked if the reasons for denial had to be in writing and what they were. Mr. Galstad stated the City cannot change the by-laws of condominiums and that the owner no longer wanted to move forward with this request.

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

Voting Nay: None.

NEW BUSINESS:

7. Consider awarding the 2014 street crack sealing job to Northwest Asphalt and Maintenance at \$0.48 per linear foot for 100,000 linear feet of cracks.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER HELMS, TO AWARD THE 2014 STREET CRACK SEALING JOB TO NORTHWEST ASPHALT AND MAINTENANCE AT \$0.48 PER LINEAR FOOT FOR 100,000 LINEAR FEET OF CRACKS.

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

Voting Nay: None.

8. Consider awarding the annual sewer cleaning job to Jet-Way Multiple Services at \$0.85 per linear foot for up to \$40,000.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LEIGH, TO AWARD THE ANNUAL SEWER CLEANING JOB TO JET-WAY MULTIPLE SERVICES AT \$0.85 PER LINEAR FOOT FOR UP TO \$40,000.

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

Voting Nay: None.

9. Consider approving the request to purchase a John Deere 1023E Sub-Compact Utility Tractor from True North Equipment for the amount of \$21,590.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER TWETEN, TO APPROVE THE REQUEST TO PURCHASE A JOHN DEERE 1023E SUB-COMPACT UTILITY TRACTOR FROM TRUE NORTH EQUIPMENT FOR THE AMOUNT OF \$21,590.

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

Voting Nay: None

10. Consider adopting Resolution No. 14-05-40 approving plans and specifications and ordering advertisements for bids for 2014 City Project No. 2 – Sidewalk Improvements.

Council President Buckalew stated this item was going to be pulled from the agenda because more documentation was needed.

CLAIMS:

11. Consider adopting Resolution No. 14-05-41 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 18652 for a total of \$1,657.52 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. 14-05-41 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 18652 FOR A TOTAL OF \$1,657.52 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None

Abstain: Buckalew.

12. 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 HELMS, TO AUTHORIZE THE CITY ADMINISTRATOR/CLERK-TREASURER TO ISSUE PAYMENT OF RECOMMENDED BILLS AND PAYROLL.

Council member Vetter asked to have check 18682 pulled. Ms. Anderson asked why and if more documentation was needed. Council member Vetter stated a discussion was needed regarding this check. Council member Grassel asked to amend his original motion.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER HELMS, TO AUTHORIZE THE CITY ADMINISTRATOR/CLERK-TREASURER TO ISSUE PAYMENT OF RECOMMENDED BILLS AND PAYROLL WITH THE EXCEPTION OF CHECK NUMBER 18682.

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Council Member Tweten said he would like the City Administrator to prepare a letter thanking the students who cleaned up our City. He added how this shows the University people value East Grand Forks and the consideration is appreciated. He continued by stating the council should discuss having

a seal coat done to the cemetery road at the next work session. He explained that this is needed to maintain and keep up the high standard the City has in the cemetery.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO ADJOURN THE MAY 6, 2014 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:14 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer