

**APPROVED MINUTES  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, JULY 1, 2014 – 5:00 PM**

**CALL TO ORDER:**

*The Regular Meeting of the East Grand Forks City Council for July 1, 2014 was called to order by Council President Buckalew at 5:01 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 (5:02pm), Council President Craig Buckalew, Council Vice President Greg Leigh, Council Members Clarence Vetter, Dale Helms, Henry Tweten, Mark Olstad, and Chad Grassel.*

*Karla Anderson, Finance Director; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Ron Galstad, City Attorney; Mike Hedlund, Police 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 June 17, 2014.
2. Consider approving the minute summary of the “Closed Special Session” for the East Grand Forks, Minnesota City Council of June 24, 2014.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of June 24, 2014.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE ITEMS ONE (1) THROUGH THREE (3).**

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

*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.*

4. Consider approving the Fireworks/Pyrotechnic Special Effects Permit for the Grand Forks Sertoma Club on July 4, 2014 beginning at 10:00 pm to approximately 10:20 pm.
5. Consider approving the Private Use of a Public Sidewalk application for Mamma Maria's.
6. Consider approving the application for an Exempt Gambling Permit for a calendar raffle for Sacred Heart Church and School to be held on January 5, 2015 at Sacred Heart School 200 3<sup>rd</sup> St NW, East Grand Forks, MN 56721 and waive the 30-day waiting period.
7. Consider approving the application for an Exempt Gambling Permit for a raffle for the Spring Fling Event to be held on April 18, 2015 at Sacred Heart School 200 3<sup>rd</sup> St NW, East Grand Forks, MN 56721 and waive the 30-day waiting period.
8. Consider approving the temporary liquor license application for the VFW Post 3817 for July 17, 2014 for the Bikes and Bites event in the blocked off boardwalk parking area.
9. Consider approving the lease agreement between the City of East Grand Forks and Driscoll and O'Leary Farms for farming city property in Rhinehart Township commencing April 1, 2014 and terminating on December 31, 2016.
10. Consider adopting Resolution No. 14-07-60 approving the hiring and appointing of the summer seasonal employees.
11. Consider approving the request to advertise internally and hire a Lead Wastewater/Stormwater Operator for the Public Works Department.
12. Consider adopting Resolution No. 14-07-61 approving plans and specifications and ordering the advertisement for bids for the 2014 City Project No. 4 – SCADA System Upgrades.
13. Consider adopting Resolution No. 14-07-62 ordering the plans and specifications for 2014 City Project No. 7 – Civic Center Upgrades.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE ITEMS FOUR (4) THROUGH THIRTEEN (13).**

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

*Voting Nay: None.*

**ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:**

14. Regular meeting minutes of the Water, Light, Power, and Building Commission for May 15, 2014.

**COMMUNICATIONS:**

15. Acknowledge the retirement of Michael Swang effective July 25, 2014 and thank him for over 26 years of service.

Council President Buckalew thanked Officer Swang for his time serving East Grand Forks.

16. Acknowledge the resignation of Lynda Katka effective August 8, 2014 and thank her for her time spent as the accounting technician.

Council President Buckalew thanked Ms. Katka for the time she has been in the Administration Office.

17. Acknowledge the Mayor's veto of Resolution No. 14-06-55.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

18. Consider approving the request to hire three police officers to fill three positions from the current hiring register for the Police Department.

**A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER TWETEN, TO APPROVE THE REQUEST TO HIRE THREE POLICE OFFICERS TO FILL THREE POSITIONS FROM THE CURRENT HIRING REGISTER FOR THE POLICE DEPARTMENT.**

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

*Voting Nay: None.*

19. Consider approving the "Off-sale" Intoxicating Liquor License Application for 99 Bottles located at 316 4<sup>th</sup> St NW Suite 100, East Grand Forks, MN 56721.

**A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE "OFF-SALE" INTOXICATING LIQUOR LICENSE APPLICATION FOR 99 BOTTLES LOCATED AT 316 4<sup>TH</sup> ST NW SUITE 100, EAST GRAND FORKS, MN 56721.**

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

*Voting Nay: None.*

20. Consider approving the transit contract between the City of East Grand Forks and Northland Community and Technical College for transit services for Northland Staff and Students effective July 1, 2014 and terminating on June 30, 2015.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL**

**MEMBER GRASSEL, TO APPROVE THE TRANSIT CONTRACT BETWEEN THE CITY OF EAST GRAND FORKS AND NORTHLAND COMMUNITY AND TECHNICAL COLLEGE FOR TRANSIT SERVICES FOR NORTHLAND STAFF AND STUDENTS EFFECTIVE JULY 1, 2014 AND TERMINATING ON JUNE 30, 2015.**

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

*Voting Nay: None.*

21. Consider adopting Resolution No. 14-07-63 adopting and implementing Standard Operating Procedure Policy for the sale or lease of city owned property.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT RESOLUTION NO. 14-07-63 ADOPTING AND IMPLEMENTING STANDARD OPERATING PROCEDURE POLICY FOR THE SALE OR LEASE OF CITY OWNED PROPERTY.**

Council member Tweten asked if this had been discussed enough. He stated how important policy was, how there wasn't enough muscle in this document, and asked to have it pulled and discussed at the next work session. Mr. Galstad stated that if the council would like stronger language he could review the document but had no comment if the language was strong enough. Council member Olstad stated there had been discussion at the last work session about this but not specifically about the document. He asked when this was brought forward and discussed. Mr. Murphy stated that Ms. Ellis had brought this forward at the last work session. Mr. Galstad added that Ms. Ellis had sent the document to many of the department heads as well as himself for review before it was brought before council. He said how this would be used as a guideline and set as policy. Mr. Galstad stated that he added section nine so the council would be able to use their discretion on a case by case basis.

Council member Olstad stated how this policy goes back and forth between the EDA Director and the City Administrator and how this policy does not distinguish the role of the EDA working with the City. Mr. Murphy stated that the whole council should be comfortable with this policy and if more discussion is needed there shouldn't be any issues if the council needed more time. Mr. Galstad added how if the council would like a joint procedure with the EDA the City Council will have final approval. Discussion followed about how the council would like to make sure they have the right document, how it is their responsibility to formulate policy, how there needs to be an end of commitments being made without council approval, and how the loan in question was not approved by the EDHA but by the City Council in 1999. Council member Grassel explained how the EDHA board was suppose to be the beneficiary of this loan and the funds were to be used for other programs and projects in the EDHA. Council member Helms asked for a clarification on what is being asked of the council. Mr. Galstad stated that the council is voting on the implementation of the procedure.

Council Vice-President Leigh withdrew his motion. Council member Helms withdrew his second to the motion.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO TABLE THIS ITEM UNTIL THE NEXT WORK SESSION.**

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

22. Review of Comprehensive Annual Finance Report by Mr. Joe Martin.

Mr. Martin gave a summary of the Comprehensive Annual Financial Report which included a review of the fund balance, the general fund, the special revenue funds, and the capital project accounts. Mr. Martin then reviewed the management letter and recommendations from the auditors. Discussion followed about how there could be more communication between the auditors and the council. Council President Buckalew thanked Mr. Martin for the presentation.

**CLAIMS:**

23. Consider adopting Resolution No. 14-07-64 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 19126 for a total of \$779.42 whereas Council Member Buckalew is personally interested financially in the contract.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT RESOLUTION NO. 14-07-64 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 19126 FOR A TOTAL OF \$779.42 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.**

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

*Voting Nay: None.*

*Abstain: Buckalew.*

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

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

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

*Voting Nay: None.*

**COUNCIL/STAFF REPORTS:**

Council Member Helms informed the board that he and Mr. Murphy had recently attended the League Conference and learned about something very interesting and would like to bring this up at the next work session. He explained that it was about green cities which can help when the City is applying for a grant, will help on improving the City, and how it can be used as a working tool.

Council Member Tweten commented how in the past the council had went to inspect the parks and buildings to see what needed to be done for maintenance. He asked that the Council President set up a schedule so the council is able to do that again and the department heads should show the council what

they need. Council President Buckalew asked if he should arrange a bus to go around for this. Council member Tweten said yes. Council President Buckalew said he would work with Mr. Murphy to set this up.

Council Member Olstad wished everyone a safe and good 4<sup>th</sup> of July.

Mr. Murphy stated that the council members should have received a copy of an article called Financial Literacy which he added they might find beneficial during budget talks. He said how progress has been made with the Northwest Housing Authority who should be bringing forward a proposal for the council to consider. He stated that once the council decides how they would like to move forward with housing then he can start working on the EDA position.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADJOURN THE JULY 1, 2014 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:42 P.M.**

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

*Voting Nay: None.*

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David Murphy, City Administrator/Clerk-Treasurer