

**APPROVED MINUTES  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, SEPTEMBER 16, 2014 – 5:00 PM**

**CALL TO ORDER:**

*The Regular Meeting of the East Grand Forks City Council for September 16, 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, Dale Helms, Henry Tweten, Mark Olstad, and Chad Grassel.*

*Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Brad Bail, City Engineer; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; 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 “Special Meeting” for the East Grand Forks, Minnesota City Council of August 19, 2014.
2. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of September 2, 2014.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of September 9, 2014.

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

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

*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 request purchase two pumps for Lift Station #1 from Minnesota Pump Works in the amount of \$58,806 to be paid for from the waste water fund.
5. Consider approving the Exempt Gambling Application from Grand Forks Red River Lions Club for a raffle on November 13, 2015 at the American Legion at 1009 Central Ave NW, East Grand Forks, MN 56721 with no waiting period.
6. Consider approving the Special Event Application for the Grand Forks Run for Fun/Wild Hog Half Marathon for September 27, 2014.
7. Consider approving the Special Event Application for the Family Adventure Race for September 27, 2014.
8. Consider approving the Snow Removal Agreement between the City of East Grand Forks and the residents living on the private drive in Pinehurst Court NW.
9. Consider adopting Resolution No. 14-09-87 authorizing staff to negotiate the purchase of property from BNSF not to exceed \$40,000 for the new location of Lift Station #5.
10. Consider adopting Resolution No. 14-09-88 approving the request to utilize the Metropolitan Planning Organization assistance in updating the East Grand Forks Land Use Plan with the use of in-house staff and consultants.
11. Consider adopting Resolution No. 14-09-89 authorizing the final payment of \$76,288.29 to be made to the Corps of Engineers for the flood control project.
12. Consider the request to start the hiring process for a Code Enforcement Officer for the Community Development Office.
13. Consider approving an agreement between the City of East Grand Forks and Indepth Inspections to continue the inspection contract until the Code Enforcement Officer position is filled or six months, whichever is less.

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

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

*Voting Nay: None.*

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

- 14. Regular meeting minutes of the Water, Light, Power, and Building Commission from August 21, 2014.
- 15. Regular meeting minutes of the Cemetery Commission from August 27, 2014.
- 16. 2014 First and Second Quarterly Financial Reports.

**COMMUNICATIONS: NONE.**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

- 17. Consider approving the Point of Woods 6<sup>th</sup> Addition Plat along with submitting a digital file to the Planning Office and submit a signing the development agreement.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE THE POINT OF WOODS 6<sup>TH</sup> ADDITION PLAT ALONG WITH SUBMITTING A DIGITAL FILE TO THE PLANNING OFFICE AND SUBMIT A SIGNED THE DEVELOPMENT AGREEMENT.**

Ms. Ellis explained how this was the second phase of the Point of Woods 5<sup>th</sup> Addition for Outlot C. She added how the Water & Light Department has worked with Mr. Peabody to resolve the curb stop issue, Brandon Boulevard would be connecting up with Rhinehart Drive, and the only other item needed was a signed developer's agreement.

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

*Voting Nay: None.*

- 18. Consider approving the Point of Woods PUD concept development plan for Phase 2.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE THE POINT OF WOODS PUD CONCEPT DEVELOPMENT PLAN FOR PHASE 2.**

Ms. Ellis explained that this was originally planned for twin homes but is now going to be single family and even though the council had seen this before this was ensuring it had formal approval.

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

*Voting Nay: None.*

**CLAIMS:**

- 19. Consider adopting Resolution No. 14-09-90 a Resolution authorizing the City of East Grand Forks to

approve purchases from Hardware Hank the goods referenced in check numbers 19715 for a total of \$1969.53 whereas Council Member Buckalew is personally interested financially in the contract.

**A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT RESOLUTION NO. 14-09-90 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 19715 FOR A TOTAL OF \$1969.53 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.**

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

*Voting Nay: None.*

*Abstain: Buckalew.*

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

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

Mr. Grassel asked w

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

*Voting Nay: None.*

**COUNCIL/STAFF REPORTS:**

Mayor Stauss stated he was not going to be in town to start the half marathon and asked if there was anyone on the council that would like to volunteer to take his place. Council Vice-President Leigh said he would.

Council Member Buckalew informed the council that they will be receiving an evaluation form for Mr. Murphy's review. He asked that they get turned back in to Ms. Nelson by September 30<sup>th</sup>.

Council Member Tweten stated how the council will be taking a tour of some of the parks that could be considered for upgrades. He asked to have the department heads and local media to join the council on this tour. He added how parks are an asset to the community and said how funding for suggested upgrades could come from the proceeds from the sale of City lots.

Council Member Leigh announced there was going to be a pig roast at the Senior Center on Sunday from 10:30am until 1:30pm and everyone was welcome to attend.

Mr. Murphy thanked Ms. Ellis for completing training in Economic Development and had been an invaluable help to him during this interim time.

Mr. Galstad stated that he was working with WSN and the property owners to work out an issue on 5<sup>th</sup> Ave NE that have come up due to the sidewalk project.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE SEPTEMBER 2, 2014 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:15 P.M.**

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

*Voting Nay: None.*

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David Murphy, City Administrator/Clerk-Treasurer