

**APPROVED MINUTES  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, JANUARY 20, 2015 - 5:00 P.M.**

**CALL TO ORDER:**

*The Regular Meeting of the East Grand Forks City Council for January 20, 2015 was called to order by Council President Mark Olstad 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, Council President Mark Olstad, Council Vice-President Chad Grassel, Council Members Clarence Vetter, Mike Pokrzywinski, Henry Tweten, and Marc DeMers.*

*Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Mike Hedlund, Police Chief; 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 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.” If you would like to address the City Council, please come up to the podium to do so.”*

**APPROVAL OF MINUTES:**

1. Consider approving the minutes of the “Organizational Meeting” for the East Grand Forks, Minnesota City Council of January 6, 2015.
2. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of January 6, 2015.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of January 13, 2015.

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

*Voting Aye: Tweten, Olstad, Grassel, DeMers, Vetter, and Pokrzywinski.*

*Voting Nay: None.*

*Absent: Buckalew.*

**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 adopting Resolution No. 15-01-10 approving the report of feasibility for 2015 Street Improvements for Seal Coat and Mill and Overlay and setting the public hearing for March 3, 2015.
5. Consider adopting Resolution No. 15-01-11 authorizing the City Engineers to prepare the report of feasibility for Paving in the Replat of Point of Woods 5<sup>th</sup> Addition and Utilities and Street Construction in Point of Woods 6<sup>th</sup> Addition.
6. Consider adopting Resolution No. 15-01-12 waiving the monetary limits on tort liability without purchasing the excess liability coverage.
7. Consider adopting Resolution No. 15-01-13 approving the Council appointments to the various boards and commissions.
8. Consider approving the application for an Exempt Gambling Permit for a raffle for the East Grand Forks Blue Line Club to be held March 28, 2015 at the East Grand Forks VFW Arena at 711 3<sup>rd</sup> St SE and waive the 30-day waiting period.
9. Consider approving the application for an Exempt Gambling Permit for a raffle for the East Grand Forks Police Officers Association to be held April 15, 2015 at the East Grand Forks Police Department at 520 Demers Ave East Grand Forks, MN 56721 and waive the 30-day waiting period.
10. Consider approving Linda Wald on a temporary basis as Secretary/Dispatcher/Jailer from her home.
11. Consider approving the transfer of Officer April Hansen to the Secretary/Dispatcher/Jailer position and allowing her to work as a police officer as needed.
12. Consider approving the hiring of a patrol officer from the current hiring register to fill the position vacated by Officer Hansen.
13. Consider approving the request to start a hiring process for a patrol officer for the police department once the current roster is has been exhausted of candidates.
14. Consider declaring the old cab and chassis as surplus from the Fire Department's Rescue Truck and sell it to the highest bidder accepting no less than \$8,000.

15. Consider approving the nomination of Toby Strom to the Northwest Regional Development Commission as the municipal representative for Polk County.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE ITEMS FOUR (4) THROUGH FIFTEEN (15).**

*Voting Aye: Tweten, Olstad, Grassel, DeMers, Vetter, and Pokrzywinski.*

*Voting Nay: None.*

*Absent: Buckalew.*

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

16. Regular meeting minutes of the Water, Light, Power, and Building Commission for December 4, 2014 and December 18, 2014.

**COMMUNICATIONS:**

17. Included in the packet are updated numbers of the three possible wastewater treatment projects for the Council to review prior to the next work session.

Council member Vetter asked if construction costs had gone done over the last year and a half and said at the public meeting in August of 2013 the estimate for the interconnect was projected to cost over 14 million dollars. Mr. Boppre said what he remembered the interconnect project estimate was always projected to be around nine million dollars. He stated that previously the project was estimated at 9.1 million dollars and recently updated to 9.4 million dollars. He said that he would have to go back and review the numbers from August of 2013 but he thought the cost had always been around nine million dollars. Ms. Anderson added the costs of Lift Station #5 had been previously included but were removed from the cost estimate.

Council member Vetter said the City would have to pay 6% to 7% for services, how the Grand Forks Facility will need to be upgraded and the City would have to pay the percentage for that as well. Mr. Boppre stated the cost for the upgrade was included in the COSA. Discussion followed about if these were the true figures for the projects and if they needed to be updated. Mr. Boppre stated that whatever the Council elects to move forward with they will design. He added that it was his professional opinion if the Council would like to keep control to move forward with a mechanical plant so they would be able to treat anything mandated by the MPCA in the future. Council member Vetter stated he wanted the record to show he does not think these numbers are accurate based on past figures given. Mr. Boppre stated he would review the numbers from 2013. More discussion followed about the fertilizer plant in Grand Forks that will be built, how Grand Forks has been trying to keep their costs down, and what the fund balance would need to be in 2036.

Council member DeMers asked if the fund balance should be higher and if they should also factor in replacement costs. Ms. Anderson said that could be done but at this time staff had put together numbers to make sure there were funds to cover the project and operating costs. Council member DeMers said it would be a policy decision of the Council if they would like to include the costs of replacement or a percentage of the replacement. Discussion followed about which project will be proposed to the Legislators when a delegation goes down the following week and if the Council moves forward with the stabilization pond project they might want to consider another location instead of moving over a million yards of dirt to raise the ponds which could save money.

Council member Pokrzywinski asked if the Council does decide to move forward with a project other than the ponds if someone who helped affirm the vote had to bring it forward. Discussion followed about how the Council had voted to move forward with the stabilization ponds and that Mr. Galstad would bring an explanation to the work session with clarification on who could bring up a motion for reconsideration on the waste water treatment decision.

**OLD BUSINESS:**

18. Reconsider changing the motion dismissing the three day liquor license suspension to a deferment of the three day liquor license suspension for Hugo's Wine and Spirits.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL, TO CHANGE THE MOTION DISMISSING THE THREE DAY LIQUOR LICENSE SUSPENSION TO A DEFERMENT OF THE THREE DAY LIQUOR LICENSE SUSPENSION FOR HUGO'S WINE AND SPIRITS.**

*Voting Aye: Tweten, Olstad, Grassel, DeMers, and Pokrzywinski.*

*Voting Nay: Vetter.*

*Absent: Buckalew.*

**NEW BUSINESS:**

19. Consider adopting Resolution 15-01-14 approving the position of Commander of the Drug Task Force and placing Officer Schrage on Grade 18, Step 4.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION 15-01-14 APPROVING THE POSITION OF COMMANDER OF THE DRUG TASK FORCE AND PLACING OFFICER SCHRAGE ON GRADE 18, STEP 4.**

Ms. Nelson stated she handed out the pay scale and apologized for not including that information in the packet. She added that she highlighted where Officer Schrage currently was and where he would be placed if this was approved. Council member DeMers asked if there was a Memorandum of Understanding done for this. Mr. Murphy stated it was being developed. Council member DeMers stated he would like to amend the motion to include contingent upon approval of the MOU. Council member Pokrzywinski stated he was fine with amending the motion.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION 15-01-14 APPROVING THE POSITION OF COMMANDER OF THE DRUG TASK FORCE AND PLACING OFFICER SCHRAGE ON GRADE 18, STEP 4 CONTINGENT UPON THE APPROVAL OF THE MEMORANDUM OF UNDERSTANDING.**

Council Vice-President Grassel asked how long this appointment will last. Chief Hedlund stated it wasn't in the best interest of anyone to be in this type of position long term. He stated the Officer Schrage had a number of talents that could be useful many areas in the department. He added that he is projecting Officer Schrage will be in this role for about two years because of the expansion of the task force and how they need experienced people. Council President Olstad asked how long the other

commanders were on the task force. Chief Hedlund stated one had been there for about a year and another officer had been commander for about four years. Council member Tweten stated there is concern for limitation and that it should be addressed.

*Voting Aye: Tweten, Olstad, Grassel, DeMers, Vetter, and Pokrzywinski.*  
*Voting Nay: None.*  
*Absent: Buckalew.*

**CLAIMS:**

20. Consider adopting Resolution No. 15-01-15 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 20686 for a total of \$623.82 whereas Council Member Buckalew is personally interested financially in the contract.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 15-01-15 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 20686 FOR A TOTAL OF \$623.82 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.**

*Voting Aye: Tweten, Olstad, Grassel, DeMers, Vetter, and Pokrzywinski.*  
*Voting Nay: None.*  
*Absent: Buckalew.*

21. 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 DEMERS, TO AUTHORIZE THE CITY ADMINISTRATOR/CLERK-TREASURER TO ISSUE PAYMENT OF RECOMMENDED BILLS AND PAYROLL.**

*Voting Aye: Tweten, Olstad, Grassel, DeMers, Vetter, and Pokrzywinski.*  
*Voting Nay: None.*  
*Absent: Buckalew.*

**SUSPENSION OF RULES:**

Council President Olstad stated a motion was needed to suspend rules to discuss and vote on the bids for repair work at the library.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER GRASSEL, TO SUSPEND RULES TO DISCUSS AND VOTE ON THE BIDS FOR REPAIR WORK AT THE LIBRARY.**

*Voting Aye: Tweten, Olstad, Grassel, DeMers, Vetter, and Pokrzywinski.*  
*Voting Nay: None.*  
*Absent: Buckalew.*

Mr. Murphy stated that Mr. Dietrich was there to review the quotes and what was found. Mr. Dietrich stated the quotes were brought in last Friday. He explained that there were three contractors that were looking into the project but only two submitted quotes. He said ICS had submitted a quote for \$28,750 and Construction Engineers submitted a quote for \$31,335. He commented on how the quotes came in close, the engineer estimate was not included because of the scope of the project, and that they will be a part of the entire process. Mr. Dietrich gave a brief overview of the project, how they will be insulating, and fixing the hole in the mechanical room. He added another test will be conducted at the project is complete which should be February 14<sup>th</sup> so they can conduct the test in cold weather.

Council member Vetter asked Ms. Anderson where the money was coming from for this. Ms. Anderson stated it was coming from the CDBG funds, not the general fund. Council member Pokrzywinski asked if they were required to take the low quote or Mr. Dietrich had a recommendation. Mr. Dietrich recommended the Council accept the low quote since bidders were qualified to complete the project.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO AWARD THE JOB OF CAMPBELL LIBRARY THERMAL MODIFICATIONS TO ICS, INC FOR THE AMOUNT OF \$28,750.**

*Voting Aye: Tweten, Olstad, Grassel, DeMers, Vetter, and Pokrzywinski.*

*Voting Nay: None.*

*Absent: Buckalew.*

**COUNCIL/STAFF REPORTS:**

Council Member Tweten reminded the Council there was going to be a hockey game against Thief River Falls starting at 7:30pm.

Council Member DeMers said he had two items. He first asked the President and Council to look into forming a commission to study and possibly update the City Charter at a work session in February. He said the second item was about the Water and Light minutes from December 4<sup>th</sup> meeting. He explained the minutes show a motion accepting the change to water and electric rates as presented and asked Mr. Boyce to elaborate on that. Mr. Boyce explained he submitted the change in rates to Mr. Murphy as required. He added that he couldn't remember everything but the information was available. He went over a few of the changes he remembered. Council member DeMers stated he would appreciate more elaborate minutes from the Commission meetings. Mr. Boyce stated he would bring that concern before the Water and Light Commission.

Council Member Grassel asked Mr. Stordahl to see if he could find out the schedule for garbage and recycling pickups. He stated that he had received a few phone calls regarding the irregularity of pickups and if that information could be made public. Mr. Stordahl stated he would look into that.

Council Member Olstad asked Ms. Nelson to provide the information about the schedule of meetings for the following week. Ms. Nelson stated she would email that information out to the Council.

Mr. Murphy reminded the Council about the upcoming Intergovernmental Retreat which will be on Thursday, February 11<sup>th</sup> at Casa Mexico from 12:00pm to 4:00pm. He added how there will be representatives from Polk County, as many as they can for East Grand Forks City Council, School Board, Northland, EDA Board, and Chamber. He said they needed to reply to the Chamber by February 8<sup>th</sup>. Ms. Nelson asked to have everyone contact her regarding Chamber events and that she would get them registered.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADJOURN THE JANUARY 20, 2015 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:43 P.M.**

*Voting Aye: Tweten, Olstad, Grassel, DeMers, Vetter, and Pokrzywinski.*

*Voting Nay: None.*

*Absent: Buckalew.*

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David Murphy, City Administrator/Clerk-Treasurer