

**APPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, FEBRUARY 17, 2015 - 5:00 P.M.**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for February 17, 2015 was called to order by Council President Mark Olstad 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 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; Brad Bail, City Engineer; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Paul Gorte, EDA Director; Rod Hajicek, Police Lieutenant; Charlotte Helgeson, Library Director; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; Alex Schilke, Patrol Officer; 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 “Regular Meeting” for the East Grand Forks, Minnesota City Council of February 3, 2015.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of February 10, 2015.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE ITEMS ONE (1) THROUGH TWO (2).

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

Voting Nay: None.

Absent: Buckalew.

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.

3. Consider adopting Resolution No. 15-02-19 authorizing re-advertising for bids for the 2014 City Project No. 5 – Sand/Salt Storage Building Project.
4. Consider approving the request to purchase two new pumps from Minnesota Pump Works in the amount of \$17,118 for the replacement of two pumps following the pump replacement schedule and declare the pumps that will be replaced as surplus and trade in one to Minnesota Pump Works.
5. Consider adopting Resolution No. 15-02-20 approving the appointments of Ralph Messelt and Josh Grinde to the EDA Board.
6. Consider adopting Resolution No. 15-20-21 accepting the report of feasibility, waiving the public hearing, and ordering the preparation of plans and specifications for 2015 Assessment Job No. 1 – Utilities and Street Construction for Point of Woods 6th Addition.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE ITEMS THREE (3) THROUGH SIX (6).

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

Voting Nay: None.

Absent: Buckalew.

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

7. Regular meeting minutes of the Water, Light, Power, and Building Commission for January 22, 2015.
8. Regular meeting minutes of the Planning Commission from October 9, 2014.

COMMUNICATIONS:

9. Acknowledge the retirement of Jennifer Bushee effective as of February 28, 2015.

Mayor Stauss called Ms. Bushee forward and thanked her for the many years she had been with the City. He stated that Ms. Bushee didn't always have it easy when it came to issuing permits and thanked her for her service.

OLD BUSINESS: NONE

NEW BUSINESS:

10. Consider approving the request for the purchase of a Toro Groundmaster 4110-D in the amount of

\$72,680.64 for the Park and Recreation Department.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER TWETEN, TO APPROVE THE REQUEST FOR THE PURCHASE OF A TORO GROUNDMASTER 4110-D IN THE AMOUNT OF \$72,680.64 FOR THE PARK AND RECREATION DEPARTMENT.

Council member DeMers asked what staff had found. Ms. Nelson stated she had reviewed the Greenway funds. She explained the fee was approved in 2009, collection started in 2010, and the only costs that were covered by these funds included benches for the greenway, a greenway fee, and a bike path project from 2010. Mr. Murphy added the current balance was approximately \$99,000. Council member DeMers asked if the greenway funds were going to be used for this purchase. Mr. Murphy stated yes. Council member DeMers stated his objections again to using these funds for anything other than maintaining trails and trailheads.

Council Vice-President Grassel stated he looked back at the resolution, asked what was covered under maintenance, and if snow removal was included. Council member DeMers explained that had been asked and service type functions of mowing and snow removal were not included as maintenance and that these funds were to replace the trails. Council Vice-President Grassel stated the mower is needed, it had been included in the budget, and any project that has been done regarding the trails will need to be looked into and make sure those funds didn't come from the general fund. Council President Olstad stated he had asked for that to be looked into at the last meeting.

Ms. Ellis informed the Council that majority of the repair work for the trails has been paid for through grants, not much maintenance had been done, and the proposed project for repairing portions of the trail were going to be paid from this fund. She added she could work with Mr. Aker and prepare a capital improvement plan for the greenway trails. Council member Pokrzywinski stated that the fee was to cover the Greenway and not the cemetery and he would be voting no since these funds should be used as intended. Discussion followed about how the trail repair had been added into the cemetery and Lee's Place so they could get a better price and how there was not enough funds in the storm water account to purchase a mower for the greenway. Mayor Stauss commented that people won't want to use the trails if the greenway is not maintained and kept mowed. Council member Tweten stated in order for people to use the trails in the winter the snow needs to be removed. Council member DeMers stated that there are different definitions of maintenance and that snow removal is not maintenance. He added that snow removal or the purchase of a mower was not the intended use of these funds.

Voting Aye: Tweten, and Grassel.

Voting Nay: DeMers, Vetter, Pokrzywinski, and Olstad.

Absent: Buckalew.

11. Consider authorizing staff to finalize a proposal for video broadcasting for Council Meetings and Work Sessions.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO AUTHORIZE STAFF TO FINALIZE A PROPOSAL FOR VIDEO BROADCASTING FOR COUNCIL MEETINGS AND WORK SESSIONS.

Council member Tweten commented that this item could cost between \$8,000 and \$9,000. He added how the rooms are already set up for the meeting, that the public and media have the ability to come and

address the Council or attend the meeting. He asked where the funds were going to be coming from to cover the costs. Council President Olstad stated that this would allow staff to look into this issue further. Council member DeMers stated one thing staff would look at would include where the funds would be coming for both the upfront costs and the long term costs. He added the funds used for this project could help inform the residents.

Voting Aye: DeMers, Vetter, Pokrzywinski, and Olstad.

Voting Nay: Tweten and Grassel.

Absent: Buckalew.

12. Consider authorizing representatives from East Grand Forks to formally request the City of Grand Forks to update the COSA Agreement.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO AUTHORIZE REPRESENTATIVES FROM EAST GRAND FORKS TO FORMALLY REQUEST THE CITY OF GRAND FORKS TO UPDATE THE COSA AGREEMENT.

Mayor Stauss stated he listened to Senator Stumpf on the radio saying the bonding committee couldn't move forward without a decision about which waste water project East Grand Forks will be moving forward with. He added that the City will have to make a decision, see what kind of help the City can get, and what can be afforded. He added that he doesn't think they should be asking Grand Forks for anything until the Council knows for sure which project they will be moving forward with. Council member Tweten stated the City should move forward with a mechanical plant and plan for the future. Council Vice-President Grassel commented that he wasn't on the Council when the first COSA was done and stated that if the COSA is redone they could review the new numbers so everyone had the same information.

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

Voting Nay: Tweten.

Absent: Buckalew.

13. Consider adopting Resolution No. 15-02-23 authorizing the advertisement for bids for the Civic Center Girls Locker Room Renovation Project.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 15-02-23 AUTHORIZING THE ADVERTISEMENT FOR BIDS FOR THE CIVIC CENTER GIRLS LOCKER ROOM RENOVATION PROJECT.

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

Voting Nay: None.

Absent: Buckalew.

CLAIMS:

14. Consider adopting Resolution No. 15-02-22 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 20892 for a total of \$442.42 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 15-02-22 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 20892 FOR A TOTAL OF \$442.42 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None.

Absent: Buckalew.

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

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

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

Voting Nay: None.

Absent: Buckalew.

OTHER:

16. Outstanding Agency Award for East Grand Forks Police Department.

Mr. Bob Tirevold introduced himself as the Law Enforcement Liason with the Office of Traffic Safety for the northwest portion of the State. He informed the Council that he had nominated the East Grand Forks Police Department for this award for their work done for traffic enforcement from October to December of 2014. He presented Officer Schilke with a Stalker Radar for their work which included 6 DWI arrests and 8 drug and felony arrests. He added that the City and many businesses within the city have participated in getting the traffic safety and enforcement messages out to the public. He listed the other recipients that were also recognized for this award. He thanked the Council for their time.

COUNCIL/STAFF REPORTS:

Council Member Vetter told Mr. Aker that if he finds a different funding source that he would be willing to reconsider the request to purchase the mower.

Council Member Pokrzywinski acknowledged Mr. Gorte at his first official council meeting and welcomed him.

Council Member Tweten welcomed Mr. Gorte also.

Council member DeMers congratulated Ms. Bushee on her retirement.

Council President Olstad congratulated the police department on the award they received. He also congratulated Ms. Bushee on her retirement and welcomed Mr. Gorte to the City. He added the Council had been invited to attend the community based charter signing between the City of Grand Forks and the

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Air Base at the Alumni Center taking place that evening starting at 7:00pm. President Olstad stated council members could volunteer to attend the Safety and Service Committee to discuss the COSA which would be at Tuesday, February 24, 2015 by letting Mr. Murphy know they would like to attend.

Mr. Murphy stated that both he and Mr. Gorte had attended the Highway 2 West Manufacturing Association Meeting which was held at Digi-Key in Thief River Falls.

Mr. Galstad welcomed Mr. Gorte.

Mr. Bail thanked Ms. Bushee for her service, stated he appreciated everything that she had done, and wished her a happy retirement.

Ms. Ellis informed the Council the public meeting had been held regarding the proposed bus route changes which two people attended and staff had received five positive comments. She said they will be moving forward with implementing the route changes on April 1st and more information regarding route changes such as a change in ridership will be provided at the end of the year when they will be applying for funding from the State. She added that there was going to be a retirement party for Ms. Bushee in the training room from 1-3 on Friday if the Council would like to attend. Ms. Ellis informed the Council that the new assistant had started and the closing was completed on the sale of the Riverwalk Center.

Ms. Helgeson informed the Council a pressure test had been completed on the library and everyone that has been involved with the recent project was satisfied with the results. She said the next test would be after a big snow, cold snap, and warm day. She also informed the Council a waterline had burst so there was standing water on the floor but it had been taken care of.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE FEBRUARY 17, 2015 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:35 P.M.

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

Voting Nay: None.

Absent: Buckalew.

David Murphy, City Administrator/Clerk-Treasurer