

**APPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 5, 2016 – 5:00 PM**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for January 5, 2016 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, Craig Buckalew, Henry Tweten, and Marc DeMers.

Dave Aker, Parks & Recreation Superintendent; 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; 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.”

ANNUAL BUSINESS:

1. SET TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS

Consider adopting Resolution No. 16-01-01 a Resolution to set time and hour of regular City Council Meetings and Work Sessions.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 16-01-01 SETTING THE TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS AND WORK SESSIONS.

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

2. DESIGNATE OFFICIAL NEWSPAPER

Consider adopting Resolution No. 16-01-02 a Resolution to designate The Exponent as the official newspaper.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 16-01-02 DESIGNATING THE EXPONENT AS THE OFFICIAL NEWSPAPER.

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

Voting Nay: None.

3. DESIGNATE FINANCIAL DEPOSITORIES

Consider adopting Resolution No. 16-01-03 a Resolution to designate the following financial depositories.

- (A) American Federal
- (B) Frandsen Bank & Trust
- (C) Morgan Stanley-Smith Barney
- (D) Multi-Bank Securities
- (E) Dain Rausher
- (F) PMA - 4M Fund

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADOPT RESOLUTION NO. 16-01-03 DESIGNATING THE FINANCIAL DEPOSITORIES.

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

Voting Nay: None.

4. DESIGNATE ACH ORIGINATION & ONLINE BANKING

Consider adopting Resolution No. 16-01-04 a Resolution authorizing Persons listed below (subject to any expressed restrictions) is authorized for ACH origination and for online banking:

Name and Title

- (A) Lynn Stauss, Mayor
- (B) David Murphy, City Administrator/Clerk-Treasurer
- (C) Megan Nelson, Executive Assistant
- (D) Terry Knudson, Accounting Technician
- (E) Karla Anderson, Finance Director
- (F) Audrey Passa, Accounting Technician

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 16-01-04 AUTHORIZING PERSONS AUTHORIZED FOR ACH ORINATION AND FOR ONLINE BANKING.

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

Voting Nay: None.

APPROVAL OF MINUTES:

5. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of November 24, 2015.
6. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of December 15, 2015.
7. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of December 21, 2015.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER BUCKALEW, TO APPROVE ITEMS FIVE (5) THROUGH SEVEN (7).

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

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.

8. 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, 2016 at the East Grand Forks Police Department, 520 Demers Ave, East Grand Forks, MN 56721 and waive the 30-day waiting period.
9. Consider adopting Resolution No. 16-01-05 designating “C&H Insurance” as the insurance agency to handle City Policy for 2016.
10. Consider adopting Resolution No. 16-01-06 approving the 2016 Administrative Services Agreement with Select Account.
11. Consider adopting Resolution No. 16-01-07 enabling elected and/or appointed officials of the City of East Grand Forks to be covered by the Minnesota Workers Compensation Law.
12. Consider adopting Resolution No. 16-01-08 approving the following Boards & Commission appointments and reappointments as presented by the appropriate elected officials.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER BUCKALEW, TO APPROVE ITEMS EIGHT (8) THROUGH TWELVE (12).

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

Voting Nay: None.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

13. Regular meeting minutes of the Water, Light, Power, and Building Commission for December 3, 2015.

14. Regular meeting minutes of the Economic Development Authority for December 1, 2015.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

15. Consider adopting Resolution No. 16-01-09 waiving the monetary limits on tort liability without purchasing excess liability.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 16-01-09 WAIVING THE MONETARY LIMITS ON TORT LIABILITY WITHOUT PURCHASING EXCESS LIABILITY.

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

Voting Nay: None.

16. Consider adopting Resolution No. 16-01-11 accepting responsibility as the sponsoring agency for the transportation alternative project for the Bygland Road bike lane facility.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADOPT RESOLUTION NO. 16-01-11 ACCEPTING RESPONSIBILITY AS THE SPONSORING AGENCY FOR THE TRANSPORTATION ALTERNATIVE PROJECT FOR THE BYGLAND ROAD BIKE LANE FACILITY.

Ms. Ellis informed the Council that this resolution was a part of the TAP application and she reminded them this had been discussed in November. She stated how the resolution explains how the City would maintain the bike lanes and since they would be on the street there wouldn't be an issue of keeping the snow cleared in the winter. She added the application was due Friday, she will present in February, and the City will be informed by April if the project was approved.

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

Voting Nay: None.

CLAIMS:

17. Consider adopting Resolution No. 16-01-10 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 23156 for a total of \$491.60 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 16-01-10 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 23156 FOR A TOTAL OF \$491.60 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None.

Abstain: Buckalew.

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

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

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Stauss thanked the Water and Light Department along with Public Works for how nice the decorations looked and for how clean the streets have been.

Council Member DeMers informed the Council that the City had been awarded a \$25,000 grant from the Knight Foundation for the broadcasting of the Council Meetings. He asked to have this item added to the work session agenda for discussion.

Council President Olstad informed everyone that Mr. Murphy will be back the following day. He also told them there will be a meeting with representatives from East Grand Forks and Grand Forks regarding the interconnect and COSA agreement. He added the information discussed at this meeting would be brought back to a work session.

Mr. Galstad wished everyone a Happy New Year.

City Council Meeting

January 5, 2016

Mr. Boppre also wished everyone a Happy New Year and added that he is looking forward to working with the Council this year.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE JANUARY 5, 2016 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:11 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer