

**APPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, MAY 3, 2016 – 5:00 PM**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for May 3, 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; Karla Anderson, Finance Director; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; 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 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.”

Mr. Dwaine Rene informed the Council he was a Grand Forks resident but had previously lived in East Grand Forks. He explained to the Council that about 50 years ago it had been suggested to remove all of the railroad tracks from within the two cities and re-route them either north or south of town. He stated how there are some trains pulling the oil cars through town. He added that for a safety measure both cities should consider this again and that he had brought it up previously at a couple Grand Forks Council meetings. He ended by saying how there could be funds available from Homeland Security for this. Council President Olstad asked if there were any questions. There were none.

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of April 19, 2016.

2. Consider approving the minute summary of the “Closed Session” for the East Grand Forks, Minnesota City Council of April 19, 2016.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of April 26, 2016.

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

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

Voting Nay: None.

SCHEDULED BID LETTINGS:

4. Consider adopting Resolution No. 16-05-44 approving the plans and specifications and ordering advertisement for bids for 2016 Assessment Job No. 1 – Street and Bike Path Improvements.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADOPT RESOLUTION NO. 16-05-44 APPROVING THE PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR 2016 ASSESSMENT JOB NO. 1 – STREET AND BIKE PATH IMPROVEMENTS.

Council member DeMers asked what fund balance was available in the greenway fund for the bike path portion of the project. Ms. Anderson stated that there was over \$85,000 available and there should be sufficient funds to cover the bike path portion of the project. She reminded the Council how \$45,000 is budgeted in this fund each year and since there hasn’t been a project in a couple years it has accumulated. Mr. Emery informed the Council the bid date has been scheduled for 10:00am on June 2nd.

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

Voting Nay: 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.

5. Consider approving the Exempt Gambling Permit for the East Grand Forks Blue Line Club to hold a raffle on June 30, 2016 at Valley Golf Course located at 2407 River Road NW, East Grand Forks, MN 56721.
6. Consider approving the request to install the “Crossing the Border” art project in the greenway on June 18, 2016.
7. Consider approving the labor agreement between the City of East Grand Forks and the Teamsters,

8. Consider approving the labor agreement between the City of East Grand Forks and the AFSCME Council 65 for 2016 and 2017.
9. Consider approving the labor agreement between the City of East Grand Forks and International Association of Fire Fighters Local No. 3423 for 2016 and 2017.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE ITEMS FIVE (5) THROUGH NINE (9).

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

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

10. Regular meeting minutes of the Water, Light, Power, and Building Commission for April 7, 2016.
11. Regular meeting minutes of the Planning Commission for February 11, 2016.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

Council President Olstad stated towards the end of the meeting the Council will recess and move into a closed session.

12. Consider approving the request to purchase five Panasonic Toughbook computers from Bizco for the amount of \$18,100 for the Police Department.

A MOTION WAS MADE BY COUNCIL MEMBER BUCKALEW, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE THE REQUEST TO PURCHASE FIVE PANASONIC TOUGHBOOK COMPUTERS FROM BIZCO FOR THE AMOUNT OF \$18,100 FOR THE POLICE DEPARTMENT.

Mr. Hedlund reminded the Council the request had been made to look into alternatives and at this point the IT department did not have enough time to gather information on possible alternatives. He asked the Council to have this item brought back in three weeks for discussion at the work session. Council member Buckalew asked if the options they were looking into would be better than getting toughbooks. Mr. Hedlund explained he thought the toughbooks are an excellent option but there are alternatives that are available. He reviewed what the options were and possible prices. Council member Pokrzywinski asked if this was okay to put off. Mr. Hedlund said the quote would have expired so they may miss out on that price and that he couldn't imagine the price changing dramatically during this time. He added that the current computers are functioning so he would not have an issue putting this off.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER BUCKALEW, TO TABLE THIS ITEM.

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

Voting Nay: None.

Mr. Hedlund stated that he would have the information ready for the work session in three weeks.

13. Consider adopting Resolution No. 16-05-45 accepting the Local Road Improvement Grant and authorize the execution of the grant agreement between the City of East Grand Forks and the Minnesota Department of Transportation.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 16-05-45 ACCEPTING THE LOCAL ROAD IMPROVEMENT GRANT AND AUTHORIZE THE EXECUTION OF THE GRANT AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND THE MINNESOTA DEPARTMENT OF TRANSPORTATION.

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

Voting Nay: None.

14. Consider adopting Resolution No. 16-05-46 authorizing Marshall Polk Rural Water to install a water line to the new lift station site to provide water service for the amount of \$15,900.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 16-05-46 AUTHORIZING MARSHALL POLK RURAL WATER TO INSTALL A WATER LINE TO THE NEW LIFT STATION SITE TO PROVIDE WATER SERVICE FOR THE AMOUNT OF \$15,900.

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

Voting Nay: None.

15. Consider approving the request to purchase a columbarium from Granite Bronze and for the installation at the cemetery for the total amount of \$19,088.00.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER BUCKALEW, TO APPROVE THE REQUEST TO PURCHASE A COLUMBARIUM FROM GRANITE BRONZE AND FOR THE INSTALLATION AT THE CEMETERY FOR THE TOTAL AMOUNT OF \$19,088.00.

Council member DeMers asked how much was available in the perpetual fund. Council Vice-President Grassel said there was approximately \$200,000 in the fund. Council member Buckalew asked what the time frame would be to get it in place. Mr. Aker stated it takes 12 weeks from when it is order. Council member Buckalew asked how much space this would provide. Mr. Aker stated it would provide space for three years.

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

Voting Nay: None.

16. Consider approving the hiring of Seth Baune as the Building Maintenance Worker and be placed on Grade 7, Step 3 for a salary of \$15.11 per hour with a start date of May 4, 2016.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE THE HIRING OF SETH BAUNE AS THE BUILDING MAINTENANCE WORKER AND BE PLACED ON GRADE 7, STEP 3 FOR A SALARY OF \$15.11 PER HOUR WITH A START DATE OF MAY 4, 2016.

Ms. Ellis apologized for bringing this to the meeting on such short notice. She stated that Mr. Baune is excited to start but because of a pending house sale he would need 30 days of work in prior to the closing which is why he would need to start the following day.

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

Voting Nay: None.

CLAIMS:

17. Consider adopting Resolution No. 16-05-47 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 24005 for a total of \$789.42 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. 16-05-47 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 24005 FOR A TOTAL OF \$789.42 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

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

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Stauss commented how by the end of the month the City will find out about the sales tax and if the City will be receiving help with funding the interconnect. He added how he is glad Senator Stumpf and Representative Kiel representing the City on these items and hopes for a positive outcome.

Council Member Vetter asked the media to help with a public service announcement. He stated that with the increase in the general fund levy last year most citizens in East Grand Forks will qualify for the property tax refund. He explained to get that information out so they apply for it and that it could help them with their taxes.

Mr. Murphy reminded the Council that he was going to be at a conference and would be out of the office starting on Wednesday.

Ms. Ellis informed the Council how the process of updating the transit development plan had started. She stated that a council member would need to be on the steering committee. She added how the State was looking at how to expand services in the area so there will be things to look at. After a short discussion Council member DeMers stated that he would be able to be on the committee.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER DEMERS, TO RECESS THE MAY 3, 2016 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:17 P.M.

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

Voting Nay: None.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER DEMERS, TO RECONVENE THE RECESSED MEETING AT 5:21 P.M.

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

Voting Nay: None.

Council President Olstad stated the Council would be holding a closed session pursuant to MN Statute 13D.05 Sub 3(a) for the performance review of Park & Recreation Director Dave Aker.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER VETTER, TO MOVE INTO CLOSED SESSION.

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

Voting Nay: None.

Discussion followed in Closed Session.

A MOTION WAS MADE BY COUNCIL MEMBER BUCKALEW, SECONDED BY COUNCIL MEMBER DEMERS, TO MOVE INTO OPEN SESSION.

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

Voting Nay: None.

Mr. Murphy stated that at this time the Council can take action if they so choose.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ACCEPT THE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND DAVE AKER.

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

Voting Nay: None.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADJOURN THE MAY 3, 2016 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:02 P.M.

David Murphy, City Administrator/Clerk-Treasurer