

**APPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JUNE 21, 2016 – 5:00 PM**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for June 21, 2016 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, Craig Buckalew, Henry Tweten, and Marc DeMers.

Karla Anderson, Finance Director; Dan Boyce, Water & Light Manager; Mark Dragich, Interim Parks & Recreation Director; 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.”

APPROVAL OF MINUTES:

1. Consider approving the minutes and summary of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of June 6, 2016.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of June 14, 2016.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER BUCKALEW, TO APPROVE ITEMS ONE (1) AND TWO (2).

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

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.

Council member DeMers requested to have item 8 pulled.

3. Consider approving the Change Order No. 1 request for the 2014 City Project No. 3 Lift Station No. 5 Replacement for the amount of \$55,036.
4. Consider approving the Change Order No. 6 request for the 2012 City Project No. 6 Pool Renovation for the amount of \$1,252.
5. Consider adopting Resolution No. 16-06-57 formally accepting the grant from the Department of Natural Resources and authorize staff to submit documentation to collect the funds.
6. Consider authorizing the Fire Department to hire Paid on Call Firefighters as needed to maintain but not to exceed 25 Paid on Call members.
7. Consider approving the request to purchase a Cougar Smart Flow sprayer from Clarke for the amount of \$9,358.09 and five GPS Units for the amount of \$3,576.25.
8. Consider approving the request to rehabilitate the aggregate portion of River Road for the amount of \$8,000 which is the City’s portion of the project.
9. Consider approving a Temporary Liquor License Application for the East Grand Forks Association of Fire Fighters for an event taking place from July 29-31, 2016 with contracted liquor license services being provided by the VFW Post 3817.
10. Consider approving the Special Event Application for the Bikes and Bites Event for July 21, 2016.
11. Consider approving a Temporary Liquor License Application for the VFW Post 3817 for the Bikes and Bites Event on July 21, 2016.
12. Consider adopting Resolution No. 16-06-58 appointing election judges and designating polling locations.

A MOTION WAS MADE BY COUNCIL MEMBER BUCKALEW, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE ITEMS THREE (3) THROUGH SEVEN (7) AND NINE (9) THROUGH TWELVE (12).

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

Voting Nay: None.

- 8. Consider approving the request to rehabilitate the aggregate portion of River Road for the amount of \$8,000 which is the City’s portion of the project.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER BUCKALEW, TO APPROVE THE REQUEST TO REHABILITATE THE AGGREGATE PORTION OF RIVER ROAD FOR THE AMOUNT OF \$8,000 WHICH IS THE CITY’S PORTION OF THE PROJECT.

Council member DeMers commented that he was going to abstain when voting on this item.

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

Voting Nay: None.

Abstain: DeMers.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

- 13. Regular meeting minutes of the Water, Light, Power, and Building Commission for June 2, 2016.
- 14. Regular meeting minutes and closed meeting summary of the Economic Development Board for May 3, 2016.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

- 15. Consideration of the liquor license applications for the premise location at 415 2nd St NW Suite 2, East Grand Forks, MN 56721.

Council President Olstad stated the Council had been asked by the patrons to table this item until Monday when the Council would meet in a closed session and also hold special session on Tuesday. He said again the request was coming from Dan Stauss. He asked for questions or discussion. Council member DeMers asked to review the schedule. Council President Olstad stated that Monday, the 27th would be the closed session and the special session would be held on Tuesday, the 28th.

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

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

Voting Nay: Tweten.

- 16. Consider adopting the Short Term Sheltering Plan to establish a safe place for residents to evacuate their residence to a place of refuge during a storm or other emergencies where evacuation is called for.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT THE SHORT TERM SHELTERING PLAN TO ESTABLISH A SAFE PLACE FOR RESIDENTS TO EVACUATE THEIR RESIDENCE TO A PLACE OF REFUGE DURING A STORM OR OTHER EMERGENCIES WHERE EVACUATION IS CALLED FOR.

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

Voting Nay: None.

CLAIMS:

17. Consider adopting Resolution No. 16-06-60 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 24345 for a total of \$1,944.40 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 16-06-60 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 24345 FOR A TOTAL OF \$1,944.40 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

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

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

Voting Nay: None.

SUSPENSION OF RULES:

Council President Olstad asked for a motion to suspend the rules to consider combining Fund 402 – Levy project fund with Fund 609 – Storm water/Flood protection fund.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL, TO SUSPEND THE RULES TO CONSIDER COMBINING FUND 402 – LEVY PROJECT FUND WITH FUND 609 – STORM WATER/FLOOD PROTECTION FUND.

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

Voting Nay: None.

Council President Olstad reviewed the resolution which explained the levy project was complete and how during the audit process it was brought up to combine the project fund with the maintenance fund. He asked Ms. Anderson to explain further. Ms. Anderson stated that Fund 402 was used for the levy project, money was kept in this fund until FEMA had finished closing out the project, and now that has been finalized. She added that they are looking at combining the two funds so the remaining project funds could be used for continued maintenance on the levy system. She said that auditors stated Fund 402 needed to be closed out since that was the project fund and the money could then be added to Fund 609 which was an enterprise fund as of 12/31/15.

Council member Pokrzywinski asked how much there was to transfer over. Ms. Anderson stated that Fund 402 had a balance of \$142,000 and Fund 609 had a negative balance of \$76,000. She informed the Council that Fund 609 is used for all of the levy maintenance so that was the justification of combining the two. Council member DeMers asked why Fund 609 had a negative balance. Ms. Anderson stated it was because there wasn't enough of a fee charged but that it had been raised last year.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 16-06-61 AUTHORIZING THE FINANCE DIRECTOR TO CLOSE FUND 402 AND TRANSFER THE 2015 ACTIVITY TO FUND 609.

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Council Member Pokrzywinski commented how nice the weather had been, the attendance at the pool seems to be high, and that he hope it continues. He asked that the Council get provided numbers mid-season so they can get an idea of what the attendance has been.

Council member DeMers asked if the Council was going to meet before the scheduled meeting. Council President stated the Council was going to meet with their legal counsel at the closed session on Monday.

Council President Olstad stated the pool grand opening was going to be rescheduled until July 14th, more information would be available soon, and sponsors were going to be invited to attend.

Mr. Murphy informed the Council that he would be out of the office on Friday for a funeral.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER BUCKALEW, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE JUNE 21, 2016 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:13 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer