

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

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for July 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 Members Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

Karla Anderson, Finance Director; Brad Bail, City Engineer; Dan Boyce, Water & Light Manager; Mark Dragich, Interim Parks & Recreation Director; Nancy Ellis, City Planner; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; Jason Stordahl, Public Works Director and Corey Thompson, IT Manager.

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 of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of June 21, 2016.
2. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of June 28, 2016.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of June 28, 2016.
4. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of June 29, 2016.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER TWETEN, TO APPROVE ITEMS ONE (1) THROUGH FOUR (4).

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

Voting Nay: None.

Absent: Grassel

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.

5. Consider approving the Parade Permit Application for the Potato Bowl Parade to take place on September 17, 2016.
6. Consider adopting Resolution No. 16-07-62 appointing election judges for the 2016 elections.
7. Consider approving the Exempt Gambling Permit Application for the East Grand Forks Home Run Club for a raffle to be held on July 28, 2016 at Stauss Park Baseball Field.
8. Consider adopting Resolution No. 16-07-63 rejecting all bids that were opened on June 14, 2016 for 2014 City Project No. 5 – Sand/Salt Storage Shed.
9. Consider approving a Temporary Liquor License Application for the Eagles Club 350 for a Heritage Days event on August 19, 2016 at the Heritage Village.

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

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

Voting Nay: None.

Absent: Grassel.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

NONE

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

10. Consider approval of the Replat of Outlots 77-80 and 94 of Auditor's Plat of Outlots 65 through 94 with shown utility and road/access easements, requiring a digital file to be submitted to the planning office, and providing a reciprocal parking and ingress/egress access easement paperwork to be reviewed and recorded with the plat.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE REPLAT OF OUTLOTS 77-80 AND 94 OF AUDITOR'S PLAT OF OUTLOTS 65 THROUGH 94 WITH SHOWN UTILITY AND ROAD/ACCESS EASEMENTS, REQUIRING A DIGITAL FILE TO BE SUBMITTED TO THE PLANNING OFFICE, AND PROVIDING A RECIPROCAL PARKING AND INGRESS/EGRESS ACCESS EASEMENT PAPERWORK TO BE REVIEWED AND RECORDED WITH THE PLAT.

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

Voting Nay: None.

Absent: Grassel.

11. Consider approval of the Green Acres PUD concept development plan including the required changes of listing setbacks for the garages, listing the number of parking spaces required for each building and the actual number of spaces per lot, and have an ingress/egress easement agreement written regarding the shared spaces.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE THE GREEN ACRES PUD CONCEPT DEVELOPMENT PLAN INCLUDING THE REQUIRED CHANGES OF LISTING SETBACKS FOR THE GARAGES, LISTING THE NUMBER OF PARKING SPACES REQUIRED FOR EACH BUILDING AND THE ACTUAL NUMBER OF SPACES PER LOT, AND HAVE AN INGRESS/EGRESS EASEMENT AGREEMENT WRITTEN REGARDING THE SHARED SPACES.

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

Voting Nay: None.

Absent: Grassel.

12. Consider adopting Resolution No. 16-07-64 authorizing the finance director to transfer the cash amount of \$824,533.56 from Fund 680 to Fund 101.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 16-07-64 AUTHORIZING THE FINANCE DIRECTOR TO TRANSFER THE CASH AMOUNT OF \$824,533.56 FROM FUND 680 TO FUND 101.

Council President Olstad said he did have one question and commented how these funds were from the sale of mall. He stated how the transfer is being done now and asked if this transfer should have been

done last year. Ms. Anderson said yes, that it came up during the audit because the fund balance was at 21% and the State's says a fund balance should be between 35% and 50%. She added she explained to the auditors during the budgeting process the Council agreed that money would not be spent and that it would be part of the balancing of the budget so taxes wouldn't have to be raised any more. She stated the auditor said it should be done by resolution so they know it will be assigned to balance the budget. Council member DeMers asked what Fund 101 was. Ms. Anderson said it was the general fund.

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

13. Consider approving the 2AM Liquor License for Up North Pizza & Pub located at 314 4th St NW, East Grand Forks, MN 56721.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE 2AM LIQUOR LICENSE FOR UP NORTH PIZZA & PUB LOCATED AT 314 4TH ST NW, EAST GRAND FORKS, MN 56721.

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

14. Consider approving the transit contract between the City of East Grand Forks and Northland Community and Technical College for the school year of 2016-2017.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE THE TRANSIT CONTRACT BETWEEN THE CITY OF EAST GRAND FORKS AND NORTHLAND COMMUNITY AND TECHNICAL COLLEGE FOR THE SCHOOL YEAR OF 2016-2017.

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

CLAIMS:

15. Consider adopting Resolution No. 16-07-65 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 24463 for a total of \$3,312.10 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. 16-07-65 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 24463 FOR A TOTAL OF \$3,312.10 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None.

Abstain: Buckalew.

Absent: Grassel.

16. 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: Olstad, DeMers, Vetter, Pokrzywinski, Buckalew, and Tweten.

Voting Nay: None.

Absent: Grassel.

COUNCIL/STAFF REPORTS:

Council Member Pokrzywinski acknowledged a guest in the audience which is his brother who was visiting from Duluth.

Council Member Tweten commented how Duluth is quite a city with quite a history.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE JULY 5, 2016 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:09 P.M.

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

Voting Nay: None.

Absent: Grassel.

David Murphy, City Administrator/Clerk-Treasurer