

**AGENDA  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, AUGUST 2, 2016 – 5:00 PM**

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF A QUORUM:**

**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 July 19, 2016.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of July 26, 2016.

**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.

3. Consider approving the Parade Application Permit for Heritage Days for August 18, 2016.

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

Regular meeting minutes of the Water, Light, Power, and Building Commission for June 16, July 7, and July 14, 2016.

Regular meeting minutes of the Economic Development Authority Board for June 7, 2016.

Regular meeting minutes of the Cemetery Commission for April 29, 2016.

Regular meeting minutes of the Planning Commission for June 9, 2016.

**COMMUNICATIONS: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

4. City Engineer/State Aid Engineer
5. Request to Consider Amending Transportation Improvement Program
6. Request for Off-Sale Liquor License at VFW

**CLAIMS:**

7. Consider adopting Resolution No. 16-07-70 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 24544 for a total of \$488.77 whereas Council Member Buckalew is personally interested financially in the contract.
8. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

**COUNCIL/STAFF REPORTS:**

**ADJOURN:**

**Upcoming Meetings**

- Work Session – Tuesday, August 9, 2016 – 5:00 PM – Training Room  
Regular Council Meeting – Tuesday, August 16, 2016 – 5:00 PM – Council Chambers  
Work Session – Tuesday, August 23, 2016 – 5:00 PM – Training Room  
Regular Council Meeting – Tuesday, September 6, 2016 – 5:00 PM – Council Chambers

**UNAPPROVED MINUTES  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, JULY 19, 2016 – 5:00 PM**

**CALL TO ORDER:**

*The Regular Meeting of the East Grand Forks City Council for July 19, 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.*

*Karla Anderson, Finance Director; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Mark Dragich, Interim Parks & Recreation Director; 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; 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 of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of July 5, 2016.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of July 12, 2016.

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

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

*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.

3. Consider adopting Resolution No. 16-07-66 appointing an alternate judge for the 2016 election cycle.
4. Consider approving the request to declare the list of vehicles, snowmobile, and bicycles as surplus and to be sold at auction.
5. Consider adopting Resolution No. 16-07-67 authorizing an agreement between the City of East Grand Forks and MNDOT allowing MNDOT to act as the agent for the City accepting federal aid funds for eligible transportation related projects.
6. Consider adopting Resolution No. 16-07-68 authorizing signing authority allowing access to Minnesota government access accounts for electronic court records and documents.
7. Consider approving the renewal application for a 2AM License for the VFW Post 3817 located at 312 Demers Ave, East Grand Forks, MN 56721.
8. Consider approving the Special Event Application from the Blue Moose for an event on September 24, 2016.
9. Consider approving the Special Event Application from the East Grand Forks Association of Firefighters Local 3423 for an event on July 29-31, 2016 contingent up the Administration Office receiving a copy of insurance for the event.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE ITEMS THREE (3) THROUGH NINE (9).**

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

*Voting Nay: None.*

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

**NONE**

**COMMUNICATIONS: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

10. Consider adopting Resolution No. 16-07-69 accepting and awarding the bid for the 2015 City Project No. 1 – Wastewater Interconnect to R.J. Zavoral and Sons for the amount of \$5,469,157.05 contingent upon PFA funding being granted for this project.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADOPT RESOLUTION NO. 16-07-69 ACCEPTING AND AWARDING THE BID FOR THE 2015 CITY PROJECT NO. 1 – WASTEWATER INTERCONNECT TO R.J. ZAVORAL AND SONS FOR THE AMOUNT OF \$5,469,157.05 CONTINGENT UPON PFA FUNDING BEING GRANTED FOR THIS PROJECT.**

Mr. Boppre informed the Council that he had spoke with Ms. Nancy Johnson from the PFA, that everything was in order for PFA funding for this project, and they will be waiting to see if the State calls a special session and passes a bonding bill before signing the loan agreement. Ms. Anderson said Ms. Johnson informed her that as of now the rate was 1%.

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

*Voting Nay: None.*

*Abstain: DeMers.*

11. Consider approving the Cornerstone Partnership Memo of Understanding between the City of East Grand Forks Park District and Altru Health System.

**A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE THE CORNERSTONE PARTNERSHIP MEMO OF UNDERSTANDING BETWEEN THE CITY OF EAST GRAND FORKS PARK DISTRICT AND ALTRU HEALTH SYSTEM.**

Council member Vetter asked if they would be using two plus years of this budget to pay for turf. Council Vice-President Grassel said the plan was to budget for it and pay for it over time. Ms. Anderson explained the turf could be purchased using the capital finance fund which could then be paid back by using these funds over a few years. Council member Vetter asked what would happen if this agreement only lasts four years. Ms. Anderson said when they had priced out turf it was around \$90,000 so it would only take a couple years to pay this back. Council Vice-President Grassel stated that hopefully future councils will abide by the terms of the agreement. Mayor Stauss thanked the representatives that were present from Altru and added how this was a good gesture on their part and good for the community.

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

*Voting Nay: None.*

Council Vice-President Grassel introduced Mr. Brad Wehe and Ms. Jill Wilson who were the main people he had worked with on this plan and thanked them on behalf of the City. Mr. Wehe told the Council that he appreciates this opportunity and he thanked the Council for the partnership. He added that the power of the partnership is what will make this successful, how they could see things in short

order, and that he looks forward to future discussions of operations of health and wellness. He thanked the Council again.

**CLAIMS:**

12. Consider adopting Resolution No. 16-07-70 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 24544 for a total of \$488.77 whereas Council Member Buckalew is personally interested financially in the contract.

**A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 16-07-70 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 24544 FOR A TOTAL OF \$488.77 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.**

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

*Voting Nay: None.*

*Abstain: Buckalew.*

13. 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 DEMERS, TO AUTHORIZE THE CITY ADMINISTRATOR/CLERK-TREASURER TO ISSUE PAYMENT OF RECOMMENDED BILLS AND PAYROLL.**

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

*Voting Nay: None.*

**COUNCIL/STAFF REPORTS:**

Mayor Stauss commented how nice the town looks and what a big crowd there was at the pool and campground. He announced that after 29 years of serving on the Council and the City he will not be running in the next election. He said that he's had some health problems and that it is time to turn things over to someone else.

Council Member Buckalew thanked Mayor Stauss for his years of service, how he was at the forefront of the flood effort, and that he did a heck of a job. He commented on the amenities the City has, how they took a lot of work, and how many hours were spent by the Mayor to make sure things got done. He thanked the Mayor again. He continued by acknowledging a resident of Ward 3 in the crowd who was considering running for Council. He added how he did get to the pool opening and how residents will be able to enjoy the facility for years to come.

Council President Olstad thanked everyone who attended the grand opening at the pool. He said how great it was to see all of the people at the pool today. He also thanked the Mayor for his years of service to the City.

Mr. Boppre told the Council staff was going to be meeting with Grand Forks about the interconnect project the following day. He added how the contractor will be starting on the project on August 15<sup>th</sup>, that there will be weekly meetings with the contractor since it is a big job, and that they will be keeping the Council informed. He stated that if the Council has any questions during the process to give Mr. Emery a call. Council President Olstad commented that a ground breaking ceremony was being planned. Mr. Murphy said they are looking for an accessible site where the ceremony could take place.

Mr. Gorte told the Council the EDA Board had approved a loan for Eastdale. He explained this loan will allow Eastdale to remain on this side of the river and allow them to expand. He asked for questions and there were none.

Chief Hedlund informed the Council a meet and greet/ice cream social event was being organized for Thursday, August 11<sup>th</sup>. He said all of the city departments will be represented and the event will be taking place in the parking lot as well as in city hall. He commented they were trying to get the community together and expose them to the different departments, equipment, and things that are going on in the City. Council President Olstad commented the notice stating a quorum of council members may be present had been posted. He added that another notice should be posted if other board members or commissioners were going to be present at the event as well.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE JULY 19, 2016 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:15 P.M.**

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

*Voting Nay: None.*

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David Murphy, City Administrator/Clerk-Treasurer



# City of East Grand Forks

600 DeMers Ave · P.O. Box 373 · East Grand Forks, MN 56721  
218-773-2483 · 218-773-9728 fax www.eastgrandforks.net

## APPLICATION FOR PARADE

License Fee: \$100.<sup>00</sup>

Organization Information		
<u>Heritage Days</u>	<u>701 741 3630</u>	
Organization Name	Organization Phone Number	
<u>1504 Cedar Dr NE</u>	<u>EGF</u>	<u>MN 56721</u>
Organization Address	City	State Zip

Applicant Information		
<u>Travis McDonald</u>	<u>701 741 3630</u>	
Applicant Name	Applicant Phone Number	
<u>1504 Cedar Dr NE EGF, MN 56721</u>	<u>trcdgob@gmail.com</u>	
Applicant Address	City, State, & Zip	Email Address

Parade Information		
<u>8/18/16</u>	<u>7:00 pm</u>	<u>7:45 pm</u>
Date of Event	Start Time	End Time
Route of Parade Travel (include map)		
Composition of Parade (cars, band, animals)		
Notes		

I hereby certify that I have completely filled out the entire above application, together and that the application is true, correct, and accurate.

Travis McDonald  
Signature of Applicant

7-18-16  
Date

Travis McDonald  
Print Name

\_\_\_\_\_  
Title

#5142

# EGF Parade Route



**RESOLUTION NO. 16 – 07 – 66**

**RESOLUTION APPOINTING ALTERNATE JUDGES**

Council Member, supported by Council Member, introduced the following resolution and moved its adoption:

BE IT RESOLVED, By the City Council of the City of East Grand Forks that the following election judge is appointed to serve as needed for the August 9, 2016 Primary Election and November 8, 2016 General Election.

Alternate Judge: Robert Bratzold

BE IT FURTHER RESOLVED, the administrator/clerk-treasurer is authorized to re-balance judges to different wards as needed in order to comply with state election laws; and

BE IT FURTHER RESOLVED, the judge’s hourly compensation is fixed at the following: chair judge at \$13.00 per hour, and regular judge at \$12.00 per hour.

*Voting Aye:* .  
*Voting Nay:* None.  
*Absent:* None.

The President declared the resolution passed.

Passed: August 2, 2016

Attest:

\_\_\_\_\_  
City Administrator/Clerk-Treasurer

\_\_\_\_\_  
President of the Council

I hereby approve the foregoing resolution this 2<sup>nd</sup> day of August, 2016.

\_\_\_\_\_  
Mayor

Resurrection Cemetery Commission Meeting  
Thursday, April 29, 2016  
3:45 p.m.  
City Hall – Conference Room

MINUTES

The East Grand Forks Resurrection Cemetery Commission met Thursday, April 29, 2016 at City Hall at 3:45 pm. Chairman Dave Tucker called the meeting to order at 3:50 p.m.

Present were: Chairman Tucker, Commissioner Julie Marek, Commissioner George Wogaman, Alderman Chad Grassel and Executive Secretary Dave Aker. Guests included Phil Amundson.

Alderman Grassel made a motion to accept the minutes for November 23, 2015, motion was seconded by Commissioner Wogaman, motion passed.

Executive Secretary Aker reviewed the financial minutes for November and December of 2015, and for January, February and March of 2016. Commissioner Wogaman motioned that we accept the financial minutes; Alderman Grassel seconded the motion and motion passed. Chairman Tucker reviewed the Annual Financial Statement for 2015, Alderman Grassel motioned that we accept the Annual Statement for 2015; seconded by Commissioner Wogaman; motion carried.

**OLD BUSINESS:**

Secretary Aker had prices for a new columbarium put together, they would like to keep the columbarium the same so Granite Bronze had a price of \$12,963.00. That is 4% higher than the one we bought in 2010, the total cost of putting in the columbarium is \$19,088.00. This would come out of the perpetual fund and we would pay it back with sales from the columbarium. Alderman Grassel made the motion that we accept the bid; Commissioner Marek seconded; motion carried.

The commission talked about how we should raise the price in the new columbarium, after a lengthy conversation Alderman Grassel made a motion that said individual niches would be \$850 for the lower niches, \$950 for the middle niches and \$1,000 for the eye level niches. The companion side would be \$1,700 \$1,900 for the middle and \$2,000 for the eye level niches; Commissioner Wogaman second the motion; motion carried. They have to be brought to City Council.

Secretary Aker brought prices for a garage but said that Karla Anderson, the finance director told him that in 2017 we could build a garage. Alderman Grassel said he had talked to City Attorney Ron Galstad and we could use the perpetual fund as long as it involved maintenance of the cemetery. Alderman Grassel asked if we had two bids for the garage, Secretary Aker said he had two bids. Alderman Grassel made the motion we build the garage; Commissioner Wogaman

**NEW BUSINESS:**

Secretary Aker told the commission he would get in contact with Wayne Gregoire to put out the flag holders, they have to be ready by Thursday, May 26 at noon. He said if Wayne cannot do it he would have his park workers put them in.

Secretary Aker also stated that three new rows of slabs have been added, there wasn't enough fill to do the last 32' so they will do that one next year. He also stated that the fill at the pool was brought out to the cemetery and used. They will take the dirt from the cemetery and use that as fill.

Alderman Grassel talked about getting rid of the marble columbarium, that it's an eye sore. The commission agreed to talk about it at the next meeting.

Commissioner Marek adjourn the meeting until the week of July 18, 2016; Alderman Grassel second the adjournment; motion passed.

## **APPROVED MINUTES OF THE REGULAR MEETING OF THE BOARD MEMBERS OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AUTHORITY (EDA)**

A regular meeting of the Board Members of the East Grand Forks Economic Development Authority was held at Noon on June 7, 2016, in the East Grand Forks City Hall Training Room, on the first floor in the South Wing, East Grand Forks, MN.

1. **Roll Call:**

Meeting was called to order by President Hecht at 12:03 am.

EDA Board present at roll, President Hecht, Board Members Mike Pokrzywinski, George Wogaman, Ralph Messelt, and Josh Grinde. Mark Olstad was present to finish out Chad Grassel's term. Grassel has work related issues that prevent him from completing the term.

Absent: Daniel Black

Staff present: Paul Gorte, Economic Development Director; Brenda Ault, Executive Assistant; Ron Galstad, City Attorney; Karla Anderson, Finance Director arrived at 12:05 and David Murphy, City Administrator arrived at 12:35

Also Present: None

Roll Call: President Hecht determined a quorum was present.

2. **Approval of minutes of the May 3, 2016 Regular Meeting:**

A Motion was made by Board Member Pokrzywinski, seconded by Board Member Grinde, to approve the minutes from the May 3, 2016 Regular Meeting. M/S/P- Pokrzywinski, Grinde; 6-0, mc.

**Approval of minutes of the May 3, 2016 Closed Meeting:**

A Motion was made by Board Member Wogaman, seconded by Board Member Messelt, to approve the minutes from the May 3, 2016 Closed Meeting. M/S/P- Wogaman, Messelt; 6-0, mc.

3. **Bills and Communications:**

- a. Review of Accounts Payable for May 17, 2016:
- b. Approval of the Accounts Payable for June 7, 2016:

A Motion was made by Board Member Grinde, seconded by Board Member Pokrzywinski, to approve the Accounts Payable for June 7, 2016. M/S/P- Grinde, Pokrzywinski; 6-0, mc.

4. **Reports:**

a. Delinquencies Update:  
ED Gorte reported that there are no delinquencies.

b. FORX After Hours event:

ED Gorte informed the group that about 30 people attended the event. He has been invited to come back at another time and speak about the City's lots that are available. He also stated that informational packets about the lots have been placed at the Valley Golf Course.

June 7, 2016

MINUTES OF THE REGULAR MEETING OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AUTHORITY (EDA) (continued)

5. **Unfinished Business:**

a. EGF Residential Development Waters Edge Incentive Program Update:

ED Gorte explained that a builder had backed out of the program and another builder, who had been on the waiting list to build, had taken his place. An additional builder has put a \$1000 down on a lot, so a total of 4 houses will be under construction shortly.

b. Educators in Industry Request:

ED Gorte stated that the group has agreed to have Mr. Sanger give a presentation of his experience, when his internship is complete.

6. **New Business:**

a. Bydal:

ED Gorte stated that he had received a check for the June payment.

b. Signs at Coulee View and Waters Edge:

Board Member Grinde submitted pictures for the group to review, he would like to see the signs updated with the sold lots. ED Gorte stated he had contacted a sign painter and from \$300-\$400 the signs could be updated. Board member Pokrzywinski stated he would like to see the signs freshened up and updated. The Board instructed ED Gorte to go ahead and have the signs redone.

c. Midco Advertising:

ED Gorte informed the group that he had talked, with a representative from Midco, about the possibility of advertising the City owned lots, which we could do with local TV ads on a popular do it yourself program during sweeps month, for \$3000-\$6000. Another option would be to have them develop banners, to advertise, on the city's website, at a cost of \$2000. Board member Pokrzywinski stated he would be interested in how many people they estimate would be watching, but felt we should be targeting the builders. President Hecht stated he would rather list the lots on the MLS site with the realtors. After discussion, the group felt they would prefer to wait and see how the lots sell this summer.

d. City Policy on Sale, Lease, or Option of City-owned Land:

Since the policy was lengthy and Board Members expressed an interest in having more time to study the policy, the item was tabled and will be put on the agenda for the next regular meeting.

7. **Other:**

a. Boardwalk Bar & Grill:

CA Galstad informed the Board that a potential transfer of assets will be on June 30<sup>th</sup>, from the Boardwalk Bar & Grill to Jane Moss, and the current loan document states that a transfer cannot occur without written approval from the Board. The proposed transfer

June 7, 2016

MINUTES OF THE REGULAR MEETING OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AUTHORITY (EDA) (continued)

would move the assets used as collateral. He inquired what the Board would like him to do if this occurs. After discussion,

A Motion was made by Board Member Grinde, seconded by Board Member Pokrzywinski, to call the note based on the transaction discussed, for the transfer of assets would put the loan into default. M/S/P- Grinde, Pokrzywinski; 6-0, mc.

b. Cutting Edge Loan:

CA Murphy was present to inform the Board that CP Ellis had informed him that the Pete Swenson had stopped by the office to state that they were moving to Bismarck and the loan is still showing up as outstanding and they cannot purchase a house until it is cleared off. CA Murphy inquired what the Board would like done, should the loan be written off or should he inform them that the loan needs to be paid. CA Galstad stated that the business has declared bankruptcy, they had sold some property and paid another loan off, but this one was still outstanding. They had stated at the time that they needed some time to make a plan and then they had not come back with a pay off plan. The Board informed CA Murphy to contact Mr. Swenson and inform him that the loan is outstanding and needs to be paid.

8. **Adjournment**

A motion was made by Board member Olstad, seconded by Board member Grinde, to adjourn the meeting at 1:50 pm. M/S/P- Olstad, Grinde; 6-0, mc.

The next regular meeting is **July 19, 2016 at Noon**, in the **East Grand Forks Training Room, First Floor in the South Wing, East Grand Forks City Hall**, East Grand Forks, MN.

Respectfully Submitted,  
Brenda Ault  
Executive Assistant

**EAST GRAND FORKS  
REGULAR  
PLANNING COMMISSION MINUTES  
Thursday, June 9, 2016 – 12:00 Noon  
East Grand Forks City Council Chambers**

**CALL TO ORDER**

Chairman Mike Powers called the June 9, 2016, meeting of the East Grand Forks Planning Commission to order at 12:00 p.m.

**CALL OF ROLL**

On a Call of Roll the following members were present: Chairman Mike Powers  
Commissioners Chad Erickson, Randy Boushey, Marc DeMers, and Niel McWalter

Absent: Commissioner Gary Christianson and Kevin Marcott

Guest(s) present: Scott Stauss, Judd Stauss, Jeff Olson and Steve Emery from Water & Light. Jairo Viafara, Senior Transportation Planner, GF-EGF MPO, arrived at 12:07 and Dan Boyce, Water & Light Superintendent arrived at 12:09.

Staff present: Nancy Ellis, East Grand Forks City Planner; Ron Galstad, City Attorney and Brenda Ault, Executive Assistant, Jason Stordahl, Public Works Director.

**DETERMINATION OF A QUORUM**

A quorum was present.

**COMMUNICATION**

None

**APPROVAL OF THE MINUTES OF THE April 14, 2016, REGULAR MEETING:**

A Motion was made by Commissioner DeMers, Seconded by Commissioner Erickson to approve the minutes from the April 14, 2016 Regular Meeting. M/S/P- DeMers, Erickson; 5-0, mc.

**OLD BUSINESS**

None

**NEW BUSINESS**

**PUBLIC HEARING: Matter of Preliminary Approval of the Replat of Outlots 77, 78,79,80 and 94 of Auditor's Plat of Outlots 65 through 94 Section 36, Township 152 North, Range 50 West to the City of East Grand Forks**

A Motion was made by Commissioner Demers, was seconded by Commissioner Boushey to open to a Public Hearing. M/S/P- Demers, Boushey; 5-0, mc.

CP Ellis stated that we have received an application from Judd Stauss and Scott Stauss (Roger Hagen and Green Acres, property owners) to Replat Outlots 77, 78, 79, 80 and 94 of Auditor's Plat of Outlots 65 though 94. Outlot 78 will be divided and a portion sold to Green Acres to build a new apartment complex. The remaining outlots will be reconfigured – property lines moved – to have each building on a separate lot. This is being done for financial purposes (each building should be on its own lot for financing and future sales). In total, 7 new lots will be platted and ingress/egress easements will be dedicated. Ingress and egress, as well as, parking for each building will cross property lines. If each lot is owned by a different person, these access easements must be dedicated on the plat and a reciprocal parking and access easement agreement must be recorded with the plat. The paperwork will be provided for the City Council and our City Attorney's review.

This plat proposal will also require a PUD amendment. The Planning Commission will review the new PUD concept plan showing the development of a new apartment building, parking and ingress/egress easements for approval.

She stated that no developer's agreement is necessary. All access to the new building will be an extension to the current access easements. Right-of-Way for future 17<sup>th</sup> St. NE (to the south of the lots) and 20<sup>th</sup> St NE (to the north of the lots) will be dedicated on this plat.

She inquired whether Judd Stauss or Scott Stauss had anything additional to add, they indicated they did not.

A Motion was made by Commissioner Erickson, was seconded by Commissioner Boushey to close the Public Hearing. M/S/P- Erickson, Boushey; 5-0, mc.

CP Ellis then stated that representatives from the Water & Light Department and Public Works Department were present and available to if the Planning Commission would like to ask questions.

Chairman Powers asked Mr. Olson if he had anything he wanted to address; Mr. Olson stated that the design needs to be studied, and the utilities located, to determine if they

would need to be moved. At that point, an engineering firm would need to be brought in and the utilities moved; these costs would be passed on to the applicants. He also stated that he feels a 10 foot easement is needed to handle the present utilities as well as any new utilities that will need to be added. Some discussion was held on where to add the easement, such as on the west side of Lot A, however, it was determined that it should be on the east side to keep it on the applicant's property.

CP Ellis stated that a 10' easement would be added to the east side of B, C and D. Before the extensions of 17<sup>th</sup> and 20<sup>th</sup> are built, Lot 1 will need to be platted and developed. A development agreement will be necessary at that point. Both of the Stauss's indicated that would be fine with them.

CP Ellis that she recommends preliminary approval of the Replat of Outlot B Block 2 Point of Woods 5<sup>th</sup> Addition to the City of East Grand Forks with shown utility and road/access easements and with the following comments:

- 1) Submit a digital file to planning office.
- 2) Provide Reciprocal Parking and Ingress/Egress access easement paperwork to be reviewed and recorded with the plat.
- 3) Add the 10' utility easement to the west side of Lots B, C, and D.

A motion was made by Commissioner Demers, was seconded by Commissioner Boushey, to approve the Replat as recommended by CP Ellis. M/S/P- Demers, Boushey; 5-0, mc.

**PUBLIC HEARING: Matter of Approval of the PUD Amendment for the Green Acres PUD Concept Plan**

A Motion was made by Commissioner Demers, was seconded by Commissioner Boushey to open to a Public Hearing. M/S/P- Demers, Boushey; 5-0, mc.

CP Ellis stated that a new PUD needs to be done, because the old PUD does not cover what they would like to do with the property. The Stauss's are seeking approval of an amendment to the Green Acres PUD concept plan; by adding an apartment building, garages and limited outdoor parking spaces. This also includes ingress/egress easements across other platted parcels. (Applicant has requesting preliminary approval of the Replat of Outlots 77, 78, 79, 80 and 94 of Auditor's Plat of Outlots 65 through 94 Section 36, Township 152 North, Range 50 West to the City of East Grand Forks, MN.) She further explained that PUD is the current zoning for Outlots, Apartment Buildings. The surrounding zoning/land use is North: R-1 zoning, vacant NCTC property, West: R-2 zoning, mobile home park, South: PUD zoning, 4-plex apartments, East: Outside City Limits, Vacant Land/Rural homes. The parcel is located east of 5<sup>th</sup> Ave NE and between 17<sup>th</sup> St NE and 20<sup>th</sup> St NE.

The concept development plan can address a number of items: road design, building square footage, stormwater drainage, driveways, fencing, green boulevard initiative, building setbacks and impervious coverage of lots. Upon review of the existing PUD CP Ellis further explained that:

- 1) It appears that the impervious coverage per lot meets the R-3 requirements.
- 2) 20<sup>th</sup> St NE Right-of-Way is shown on Outlot 94 and extends as ROW on Lot B.
- 3) The setback for the garages is unclear. It should be shown on the PUD plan
- 4) If each apartment is going to be shown on a separate parcel/lot, the PUD plan should show the number of parking spaces required for each building on that lot and the actual number of spaces per lot.
- 5) If the number of parking spaces does not meet the requirements, this should be noted on the plat as community spaces and it should be written in to the Ingress/Egress easement agreement document as shared spaces. If each lot and building is sold to separate individuals, then it will need to be in the agreement paperwork.

CP Ellis recommended approval of the Green Acres PUD concept development plan with the following changes to the Concept Plan:

- 1) The setback for the garages is unclear. It should be shown on the PUD plan
- 2) If each apartment is going to be shown on a separate parcel/lot, the PUD plan should show the number of parking spaces required for each building on that lot and the actual number of spaces per lot.
- 3) If the number of parking spaces does not meet the requirements, this should be noted on the plat as community spaces and it should be written in to the Ingress/Egress easement agreement document as shared spaces. If each lot and building is sold to separate individuals, then it will need to be in the agreement paperwork.

A Motion was made by Commissioner Erickson, was seconded by Commissioner McWalter to close the Public Hearing. M/S/P- Erickson, McWalter; 5-0, mc.

A motion was made by Commissioner Demers, was seconded by Commissioner Erickson, to approve the Green Acres PUD concept development plan with the changes outlined by CP Ellis: M/S/P- Demers, Erickson; 5-0, mc.

### **BIKE AND PEDESTRIAN PLAN UPDATE**

Mr. Viafara was present to review the draft of the plan update with the Board. He went over some of the comments brought to the stakeholders of the Technical Advisory Committee. He invited the Board Members to come to the various workshops and events the MPO has planned, some of the things to be discussed are visioning, goals and outreach; assessment of existing conditions & trends; what needs evaluation; identification of strategies, programs & funding activities.

### **OTHER BUSINESS**

EAST GRAND FORKS  
PLANNING COMMISSION MEETING  
THURSDAY, June 9, 2016

CP Ellis informed the Board that there were open houses throughout the city today that they are invited to attend. The Transit Development Plan will be changing, because of consumers changing needs and she will continue to update them.

**ADJOURNMENT**

Chairman Mike Powers adjourned the meeting at 12:53 pm.

Respectfully submitted by,

Brenda Ault  
Executive Assistant



Minnesota Department of Public Safety  
**ALCOHOL AND GAMBLING ENFORCEMENT DIVISION**  
 444 Cedar St., Suite 222, St. Paul, MN 55101-5133  
 (651) 201-7507 FAX (651)297-5259 TTY(651)282-6555  
 WWW.DPS.STATE.MN.US



**APPLICATION FOR OFF SALE INTOXICATING LIQUOR LICENSE**

**No license will be approved or released until the \$20 Retailer ID Card fee is received**

Workers compensation insurance company. Name Security Walk Ops (Amtrust) Policy # SWC1076088

Licensee's MN Sales and Use Tax ID # 8147301 To apply for a MN sales and use tax ID #, call (651) 296-6181

Licensee's Federal Tax ID # 41-0497367

**If a corporation, an officer shall execute this application If a partnership, a partner shall execute this application.**

Licensee Name (Individual, Corporation, Partnership, LLC) <u>VFW Post 3817</u>	Social Security #	Trade Name or DBA	
License Location (Street Address & Block No.) <u>312 Demers Ave</u>	License Period From <u>7-1-16</u> To <u>7-1-17</u>	Applicant's Home Phone # <u>218-773-2481</u>	
City <u>East Grand Forks</u>	County <u>POLK</u>	State <u>MN</u>	Zip Code <u>56721</u>
Name of Store Manager <u>Patricia Sauskojus</u>	Business Phone Number <u>218-773-2481</u>	DOB (Individual Applicant)	

**If a corporation or LLC state name, date of birth, Social Security # address, title, and shares held by each officer. If a partnership, state names, address and date of birth of each partner.**

Partner Officer (First, middle, last)	DOB	SS#	Title	Shares	Address, City, State, Zip Code
<u>Wendell Timothy Saerlien</u>	[REDACTED]	[REDACTED]	<u>Commander</u>		<u>288 Circle Mills Rd Grand Forks, ND 58201</u>
<u>Craig Charles Danula</u>	[REDACTED]	[REDACTED]	<u>De. Vrc</u>		<u>2144 21st Ave NE McKinock, ND 58258</u>
<u>Cory Frederick Rudgeon</u>	[REDACTED]	[REDACTED]	<u>Quartermaster</u>		<u>East Grand Forks MN, 56721</u>
<u>William Lexton Bridges</u>	[REDACTED]	[REDACTED]	<u>Adjutant</u>		<u>1504 Aspen Dr. NE East Grand Forks MN 56721</u>

- If a corporation, date of incorporation \_\_\_\_\_, state incorporated in \_\_\_\_\_, amount paid in capital \_\_\_\_\_. If a subsidiary of any other corporation, so state \_\_\_\_\_ and give purpose of corporation \_\_\_\_\_. If incorporated under the laws of another state, is corporation authorized to do business in the state of Minnesota?  Yes  No NA
- Describe premises to which license applies: such as (first floor, second floor, basement, etc.) or if entire building, so state.  
Entire Building Main (West) Floor
- Is establishment located near any state university, state hospital, training school, reformatory or prison?  Yes  No If yes state approximate distance. \_\_\_\_\_
- Name and address of building owner: VFW Post 3817  
Has owner of building any connection, directly or indirectly, with applicant?  Yes  No
- Is applicant or any of the associates in this application, a member of the governing body of the municipality in which this license is to be issued?  Yes  No If yes, in what capacity? \_\_\_\_\_
- State whether any person other than applicants has any right, title or interest in the furniture, fixtures or equipment for which license is applied and if so, give name and details. NA
- Have applicants any interest whatsoever, directly or indirectly, in any other liquor establishment in the state of Minnesota?  
 Yes  No If yes, give name and address of establishment. \_\_\_\_\_

8. Are the premises now occupied or to be occupied by the applicant entirely separate and exclusive from any other business establishment?  Yes  No
9. State whether applicant has or will be granted, an On sale Liquor License in conjunction with this Off Sale Liquor License and for the same premises.  Yes  No  Will be granted ALREADY HAVE ON SALE LICENSE
10. State whether applicant has or will be granted a Sunday On Sale Liquor License in conjunction with the regular On Sale Liquor License.  Yes  No  Will be granted ALREADY HAVE SUNDAY LICENSE
11. If this application is for a County Board Off Sale License, state the distance in miles to the nearest municipality. N/A
12. State Number of Employees \_\_\_\_\_
13. If this license is being issued by a County Board, has a public hearing been held as per MN Statute 340A.405 sub2(d)? \_\_\_\_\_
14. If this license is being issued by a County Board, is it located in an organized township? **If so, attach township approval.**

1. State whether applicant or any of the associates in this application, have ever had an application for a liquor license rejected by any municipality or state authority; if so, give dates and details. NO
2. Has the applicant or any of the associates in this application, during the five years immediately preceding this application ever had a license under the Minnesota Liquor Control Act revoked for any violation of such laws or local ordinances; if so, give dates and details. 1 Day Operation Suspension For Failing Compliance Check on 4-18-16
3. Has applicant, partners, officers, or employees ever had any liquor law violations or felony convictions in Minnesota or elsewhere, including State Liquor Control penalties?  Yes  No If yes, give dates, charges and final outcome.
4. During the past license year, has a summons been issued under the Liquor Civil Liability Law (Dram Shop) M.S. 340A.802.  Yes  No If yes, attach a copy of the summons.

This licensee must have one of the following: **(ATTACH CERTIFICATE OF INSURANCE TO THIS FORM.)**

Check one

- A. Liquor Liability Insurance (Dram Shop) - \$50,000 per person, \$100,000 more than one person; \$10,000 property destruction; \$50,000 and \$100,000 for loss of means of support.
- or
- B. A surety bond from a surety company with minimum coverage as specified in A.
- or
- C. A certificate from the State Treasurer that the licensee has deposited with the state, trust funds having market value of \$100,000 or \$100,000 in cash or securities.

**I certify that I have read the above questions and that the answers are true and correct of my own knowledge.**

Print name of applicant & title <u>Wendell T. Sorlien, Commander</u>	Signature of Applicant <u>Wendell Sorlien</u>	Date <u>7-21-16</u>
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**REPORT BY POLICE/SHERIFF'S DEPARTMENT**

This is to certify that the applicant and the associates named herein have not been convicted within the past five years for any violation of laws of the State of Minnesota or municipal ordinances relating to intoxicating liquor except as follows:

Police/Sheriff's Department	Title	Signature
County Attorney's Signature		PS 9136-(2009)

**IMPORTANT NOTICE**

All retail liquor licensees must register with the Alcohol, Tobacco Tax and Trade Bureau.  
For information call (513) 684-2979 or 1-800-937-8864

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held June 16, 2016 at 5:00 P.M.

Present: Loven, Quirk, Tweten

Absent: Grinde

It was moved by Commissioner Tweten seconded by Commissioner Quirk that the minutes of the previous meeting of June 2, 2016 be approved as read.

Voting Aye: Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Tweten to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,045,156.33.

Voting Aye: Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Tweten to approve providing complimentary power for the CATS Incredible Festival to be held July 29-31, 2016.

Voting Aye: Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Tweten to approve the purchase of an electric power pallet jack at the Water Plant from Global Industrial in the amount of \$3,451.08.

Voting Aye: Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Quirk to adjourn to the next regular meeting on July 7, 2016 at 5:00 P.M.

Voting Aye: Loven, Quirk, Tweten

Voting Nay: None

Lori Maloney  
Secretary

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held July 7, 2016 at 10:00 am.

Present: Quirk, Tweten

Absent: Loven, Grinde

The meeting proceeded pursuant to the resolution passed February 6, 1990, pertaining to less than a quorum present to consider bills and payroll only.

It was moved by Commissioner Tweten seconded by Commissioner Quirk to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,007,589.57.

Voting Aye: Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Quirk to adjourn to the rescheduled regular meeting on July 14, 2016 at 5:00 pm.

Voting Aye: Quirk, Tweten

Voting Nay: None

Lori Maloney  
Sec'y

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held July 14, 2016 at 5:00 P.M.  
Present: Loven, Quirk, Grinde, Tweten

It was moved by Commissioner Tweten seconded by Commissioner Quirk that the minutes of the previous meeting of June 16, 2016 be approved as read.  
Voting Aye: Loven, Quirk, Grinde, Tweten  
Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to approve the appointment of Brianna Feil to the Accountant position starting at the Accountant step 1 pay scale of \$57,408 per year.  
Voting Aye: Loven, Quirk, Grinde, Tweten  
Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Grinde to accept the 2017 Maintenance Agreement from Custom Aire at the WTP for \$1,543.80.  
Voting Aye: Loven, Quirk, Grinde, Tweten  
Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to approve the quote from Electro Watchman in the amount of \$8,515.00 for the WTP alarm/monitoring system project.  
Voting Aye: Loven, Quirk, Grinde, Tweten  
Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Quirk to approve the quote from Shane's Landscaping in the amount of \$3,555.37 for the WTP landscaping project.  
Voting Aye: Loven, Quirk, Grinde, Tweten  
Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to adjourn to the next regular meeting on July 21, 2016 at 5:00 P.M.  
Voting Aye: Loven, Quirk, Tweten  
Voting Nay: None

Lori Maloney  
Secretary