

**APPROVED MINUTES  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, AUGUST 16, 2016 – 5:00 PM**

**CALL TO ORDER:**

*The Regular Meeting of the East Grand Forks City Council for August 16, 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; 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; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; and Megan Nelson, Executive Assistant.*

**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 “Work Session” for the East Grand Forks, Minnesota City Council of July 26, 2016.
2. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of August 2, 2016.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of August 9, 2016.

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

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

*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.

4. Consider adopting Resolution No. 16-08-74 approving the increase to the Park and Recreation winter activity fees.
5. Consider approving the renewal application for a 2AM License for the Eagles Club 350 located at 227 10<sup>th</sup> St NW, East Grand Forks, MN 56721.
6. Consider approving the Special Event Application from Extreme North Dakota Racing for the Uff Da Mud Run Event to be held on September 10, 2016 contingent upon permit approval from the Polk County Sheriff's Office.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE ITEMS FOUR (4) THROUGH SIX (6).**

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

*Voting Nay: None.*

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

7. Regular minutes of the Water, Lights, Power, and Building Commission for July 21, 2016.

**COMMUNICATIONS: NONE**

**OLD BUSINESS:**

8. Consider approving the Off-sale Intoxicating Liquor License Application for the VFW Post 3817 located at 312 Demers Ave, East Grand Forks, MN 56721.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE OFF-SALE INTOXICATING LIQUOR LICENSE APPLICATION FOR THE VFW POST 3817 LOCATED AT 312 DEMERS AVE, EAST GRAND FORKS, MN 56721.**

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

*Voting Nay: None.*

9. Consider approving the land lease agreement between the City of East Grand Forks and Verizon Wireless for the lease of city property.

**A MOTION WAS MADE BY COUNCIL MEMBER BUCKALEW, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE THE LAND LEASE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND VERIZON WIRELESS FOR THE LEASE OF CITY PROPERTY.**

Mr. Galstad commented how this item had been on multiple agendas but all the issues have been resolved regarding the monthly charge, the envelope size, and how any additional providers would have to lease space from the City. He added Mr. Buell was at the meeting to answer any questions the Council may have.

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

*Voting Nay: None.*

**NEW BUSINESS:**

10. Consider awarding the job for street repairs on 20<sup>th</sup> Street NE to Miller Motivations for the amount of \$35,520.

**A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER VETTER, TO AWARD THE JOB FOR STREET REPAIRS ON 20<sup>TH</sup> STREET NE TO MILLER MOTIVATIONS FOR THE AMOUNT OF \$35,520.**

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

*Voting Nay: None.*

11. Consider awarding the job for street repairs on the Highway 220 Frontage Road to Opp Construction for the amount of \$22,400.

**A MOTION WAS MADE BY COUNCIL MEMBER BUCKALEW, SECONDED BY COUNCIL MEMBER DEMERS, TO AWARD THE JOB FOR STREET REPAIRS ON THE HIGHWAY 220 FRONTAGE ROAD TO OPP CONSTRUCTION FOR THE AMOUNT OF \$22,400.**

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

*Voting Nay: None.*

12. Consider awarding the job for street repairs/street repairs and curb and gutter on 2<sup>nd</sup> St NW to \_\_\_\_\_ for the amount of \$ \_\_\_\_\_.

Mr. Emery reminded the Council about the project, how there were two options, and the costs for those options. He stated that Opp Construction's quote was \$12,600 for curb and gutter and \$23,800 for panel replacement. He said quote from Miller Motivation was \$9,555 for curb and gutter and \$31,800 for panel replacement. Council member DeMers asked how much of the street maintenance fund was

dedicated to the street improvement project and if there were enough funds for this. Ms. Anderson stated that the street maintenance fund starts at \$250,000 each year, that none of it had been dedicated to the street improvement projects, and that there were funds available for this project.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER POKRZYWINKSI, TO AWARD THE JOB FOR STREET REPAIRS AND CURB AND GUTTER ON 2<sup>ND</sup> ST NW TO OPP CONSCTRUTION FOR THE AMOUNT OF \$36,400.**

Council member Buckalew stated that there were other projects in high traffic areas or road projects that the City would be fully responsible for could be addressed and that this project could be delayed. He said because of where the fund reserves currently were and that there were other projects he would not be supporting this project at this time. Council President Olstad commented that it had been indicated this project could be delayed and that these funds could be used elsewhere he would not be supporting this project.

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

*Voting Nay: Olstad and Buckalew.*

13. Consider approving an agreement between the City of East Grand Forks Police Department and Zuercher for a records management system for the amount of \$84,083 plus a yearly maintenance fee and contingent upon approval by all other agencies involved.

**A MOTION WAS MADE BY COUNCIL MEMBER BUCKALEW, SECONDED BY COUNCIL MEMBER POKRZYWINKSI, TO APPROVE AN AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS POLICE DEPARTMENT AND ZUERCHER FOR A RECORDS MANAGEMENT SYSTEM FOR THE AMOUNT OF \$84,083 PLUS A YEARLY MAINTENANCE FEE AND CONTINGENT UPON APPROVAL BY ALL OTHER AGENCIES INVOLVED.**

Council member Vetter asked if it was Chief Hedlund's recommendation to have this system implemented in 2017. Chief Hedlund stated it was and explained the company wouldn't be able to start on this request until 2017. Council member Vetter said if it was approved it would be included in the 2017 budget and asked if he was going to shuffle around things so the Police Department is able to afford this. Chief Hedlund commented that he could and that this is a high priority. Discussion followed about how the other agencies will be discussing this at their upcoming meetings. Council member DeMers asked if this would work with the new console. Chief Hedlund said it would. Council member DeMers then asked where the funds would be coming from for this expenditure. Chief Hedlund said he wasn't sure and that it could come from increasing the levy.

Mr. Murphy said if approved this item would be included in the 2017 budget which would have an effect on the levy for the following year. He added that the other cities should be making their decision soon and if it doesn't move forward then it would be taken out of the budget. He continued saying the way it is now they could try and do some reconfiguration but it looks like most of this would come from an increase to the levy. Council member DeMers asked what the advantage was of doing this now and not having this go through the budget process. Chief Hedlund stated it was to give an answer to the other agencies as well as being able to get the system sooner. Discussion followed on how the Council

felt that this should go through the budget process, how they will have to see if the drug task force software can interface with this proposed software, and how they will need to find a funding source for this request. Council member Pokrzywinski asked to table this item until this goes through the budget process. More discussion followed about how to proceed and show support for this item. Mayor Stauss stated that not voting it down is showing support.

**A MOTION WAS MADE BY COUNCIL MEMBER BUCKALEW TO TABLE THIS ITEM.**

**CLAIMS:**

14. Consider adopting Resolution No. 16-08-75 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 24759 for a total of \$1,045.74 whereas Council Member Buckalew is personally interested financially in the contract.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 16-08-75 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 24759 FOR A TOTAL OF \$1,045.74 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.**

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

*Voting Nay: None.*

*Abstain: Buckalew.*

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

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

*Voting Nay: None.*

**COUNCIL/STAFF REPORTS:**

Mayor Stauss apologized for missing some meetings and added he was glad to be back.

Council Member Pokrzywinski commented it was good to see the Mayor back.

Council Member DeMers commended Chief Hedlund, his staff, and other city staff for the community event they hosted. He added it gives a great base for next year's event.

Council Vice-President Grassel stated he had received a phone call from a resident who had recently been helped by the Fire Department. He said how impressed she was with people that came to her aid and wanted to extend a thank you to Chief Larson and staff.

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Mr. Murphy stated he sincerely apologized for not informing all of the Council about the interviews that were scheduled following the council meeting.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE AUGUST 16, 2016 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:31 P.M.**

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

*Voting Nay: None.*

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David Murphy, City Administrator/Clerk-Treasurer