

**APPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, SEPTEMBER 6, 2016 – 5:00 PM**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for September 6, 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, 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; 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:

SWEARING IN OF OFFICER RYAN DOUGLAS:

Chief Hedlund introduced Officer Ryan Douglas to the Council and then swore in the new officer. The Council congratulated Officer Douglas.

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. Mark Johnson introduced himself to the City Council as the Republican endorsed candidate for the Minnesota Senate race. He informed the Council about his family, his education background, his job history, and his ties to the area. He gave an overview of the reasons why he was running for the Senate seat and thanked the Council for their time.

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of August 16, 2016.

2. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of August 23, 2016.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of August 23, 2016.

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

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

Voting Nay: None.

Absent: Buckalew.

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 approving the request to start the hiring process for the position of Secretary/Dispatcher/Jailer for the Police Department.
5. Consider approving the request to start the hiring process for position of police officer to be filled by a military veteran.
6. Consider approving the Minnesota Municipal Utilities Association Service Agreement for the Safety Management Program split 50/50 between the City and the Water and Light Department for October 1, 2016 through September 30, 2017.
7. Consider approving the renewal of membership to the Coalition of Greater Minnesota Cities and authorize payment of the 2017 dues for the amount of \$14,376.
8. Consider approving the Exempt Gambling Permit Application for Sacred Heart Church & School for a raffle to be held on January 5, 2017 at Sacred Heart School located at 200 3rd St NW East Grand Forks, MN 56721.
9. Consider approving the Special Event Application for the Wild Hog Marathon on September 24, 2016 from 8:00am until 12:30pm.
10. Consider adopting Resolution No. 16-09-78 approving Marla Wolfe as an alternate election judge for the General Election in 2016.
11. Consider approving the Temporary Liquor License Application for St. Michael’s Church for an event on October 29, 2016 taking place at Sacred Heart Church located at 122 3rd St NW, East Grand Forks, MN 56721 with contracted liquor services being provided by East Grand Lanes.

12. Consider approving the Exempt Gambling Permit Application for the Red River Lions Club for paddliewheels and a raffle to be held on November 17, 2016 at the VFW Post 3817 located at 312 Demers Ave East Grand Forks, MN 56721.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE ITEMS FOUR (4) THROUGH TWELVE (12).

Chief Hedlund informed the Council he had been reminded there was a certified candidate from the last hiring process that was a veteran and they would be starting a background on this candidate. He asked them to approve the request to start the hiring process just in case it is needed.

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

Voting Nay: None.

Absent: Buckalew.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

13. Regular minutes of the Water, Lights, Power, and Building Commission for August 4, 2016.

14. Regular minutes of the Economic Development Authority Board for July 19, 2016.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

15. Consider adopting Resolution No. 16-09-77 filing the assessment roll and setting the final public hearing for 2015 Assessment Job No. 1 – Utilities and Street Construction of Point of Woods 6th Addition for October 4, 2016.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 16-09-77 FILING THE ASSESSMENT ROLL AND SETTING THE FINAL PUBLIC HEARING FOR 2015 ASSESSMENT JOB NO. 1 – UTILITIES AND STREET CONSTRUCTION OF POINT OF WOODS 6TH ADDITION FOR OCTOBER 4, 2016.

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

Voting Nay: None.

Absent: Buckalew.

16. Consider approving the Standard Operating Procedure for the Sale, Lease, or Option of City-Owned Land.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE THE STANDARD OPERATING PROCEDURE FOR THE SALE, LEASE, OR OPTION OF CITY-OWNED LAND.

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

Voting Nay: None.

Absent: Buckalew.

17. Consider approving the purchase of a suburban from Rydell Auto Center for the amount of \$43,257 with additional lighting, counsel, and siren to be purchased from Northern Safety Technology Inc for the amount of \$8635.43.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE THE PURCHASE OF A SUBURBAN FROM RYDELL AUTO CENTER FOR THE AMOUNT OF \$43,257 WITH ADDITIONAL LIGHTING, COUNSEL, AND SIREN TO BE PURCHASED FROM NORTHERN SAFETY TECHNOLOGY INC FOR THE AMOUNT OF \$8635.43.

Council member DeMers asked if a lease had been looked into. Chief Larson said a lease for 72 months was \$650 per month with a \$6500 buyout option at the end of the lease so the overall cost was approximately \$10,000 more than purchasing the vehicle. Council member DeMers asked when using the State bid site if the City had to buy new or if they could purchase a vehicle that was a couple years old. Chief Larson said he believed there were only new vehicles on the State bid. Discussion followed about looking at slightly older vehicles when making future vehicle purchases. Council member Vetter asked if this had been included in the 2016 budget. Mr. Murphy said it was in the 2017 capital budget. Council member Vetter commented that like the request from the police department this purchase should be put on hold and handled through the budget discussions. He said for that reason he will be voting no.

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

Voting Nay: DeMers and Vetter.

Absent: Buckalew.

18. Consider approving the request and authorizing the Blue Line Club to replace the scoreboard in the VFW Arena with a new LED scoreboard costing approximately \$32,595.18.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER TWETEN, TO APPROVE THE REQUEST AND AUTHORIZING THE BLUE LINE CLUB TO REPLACE THE SCOREBOARD IN THE VFW ARENA WITH A NEW LED SCOREBOARD COSTING APPROXIMATELY \$32,595.18.

Council member DeMers stated that he agreed a new scoreboard was needed at the VFW Arena but he disagrees with how it is being acquired. He added the City should be paying for this so he will be voting against this. Council member Tweten informed the Council that the first scoreboard was purchased by the Water and Light Department because the City didn't have the funds at the time. He added how the Blue Line Club is very active and everything they do comes back to the City. Mayor Stauss stated that he agrees with Council member Tweten and how each year the Blue Line Club has someone that goes out to sell the advertising, the City doesn't have a person doing that currently, and that this group is working for the betterment of the community so he supports the Blue Line Club on this.

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

Voting Nay: DeMers.

19. Consider approving the request to allow the American Legion to conduct lawful charitable gaming at Up North Pizza Pub located at 314 4th St NW East Grand Forks, MN 56721.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER TWETEN, TO APPROVE THE REQUEST TO ALLOW THE AMERICAN LEGION TO CONDUCT LAWFUL CHARITABLE GAMING AT UP NORTH PIZZA PUB LOCATED AT 314 4TH ST NW EAST GRAND FORKS, MN 56721.

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

Voting Nay: None.

Absent: Buckalew.

20. Consider adopting Resolution No. 16-09-79 formally accepting the matching fund grant from the Department of Natural Resources for the replacement of turn out gear for the Fire Department.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 16-09-79 FORMALLY ACCEPTING THE MATCHING FUND GRANT FROM THE DEPARTMENT OF NATURAL RESOURCES FOR THE REPLACEMENT OF TURN OUT GEAR FOR THE FIRE DEPARTMENT.

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

Voting Nay: None.

Absent: Buckalew.

21. Consider adopting Resolution No. 16-09-80 formally accepting the SAFER grant and authorize the hiring of a firefighter from the certified list created by the Civil Service in March of 2016.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 16-09-80 FORMALLY ACCEPTING THE SAFER GRANT AND AUTHORIZE THE HIRING OF A FIREFIGHTER FROM THE CERTIFIED LIST CREATED BY THE CIVIL SERVICE IN MARCH OF 2016.

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

Voting Nay: None.

Absent: Buckalew.

CLAIMS:

22. Consider adopting Resolution No. 16-09-81 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 24878 for a total of \$1,285.50 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. 16-09-81 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 24878 FOR A TOTAL OF \$1,285.50 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED

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

Voting Nay: None.

Absent: Buckalew.

23. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER VETTER, TO AUTHORIZE THE CITY ADMINISTRATOR/CLERK-TREASURER TO ISSUE PAYMENT OF RECOMMENDED BILLS AND PAYROLL.

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

Voting Nay: None.

Absent: Buckalew.

COUNCIL/STAFF REPORTS:

Mayor Stauss stated that he is opposed to the purchase of getting the suburban for the Fire Department at this time. He added how it should be included in next year's budget and should be considered at that time because of everything that will need to be considered so he will be vetoing the purchase of the suburban.

Council Member Tweten informed the Council about the many things the American Legion and the VFW Post 3817 have helped pay for which include the purchase of the 1st fire truck and the building of the 1st Sherlock Forest Park. He added how these service clubs are truly servants to the community.

Council Member Olstad informed the Council pictures will be taken on September 20th with individual pictures being taken at 4:00pm and the group picture will be taken at 4:30pm.

Mr. Murphy thanked the Public Works Department and Emergency Services for their work cleaning up from the rains over the weekend and how they handled it well.

Mr. Galstad offered his personal condolences to Mayor Stauss for the loss of his mother.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE SEPTEMBER 6, 2016 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:20 P.M.

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

Voting Nay: None.

Absent: Buckalew.

David Murphy, City Administrator/Clerk-Treasurer