

**APPROVED MINUTES  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, SEPTEMBER 20, 2016 – 5:00 PM**

**CALL TO ORDER:**

*The Regular Meeting of the East Grand Forks City Council for September 20, 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: 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; 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 September 6, 2016.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of September 13, 2016.

**A MOTION WAS MADE BY COUNCIL MEMBER BUCKALEW, SECONDED BY COUNCIL MEMBER TWETEN, 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 Buckalew requested to have item seven pulled.

3. Consider adopting Resolution No. 16-09-82 entering into an agreement between the City of East Grand Forks and the State of Minnesota for paratransit transportation services in East Grand Forks from January 1, 2017 through December 31, 2017.
4. Consider adopting Resolution No. 16-09-83 entering into an agreement between the City of East Grand Forks and the State of Minnesota for fixed route transportation services in East Grand Forks from January 1, 2017 through December 31, 2017.
5. Consider adopting Resolution No. 16-09-84 filing the assessment roll and setting the final public hearing for 2016 Assessment Job No. 2 – Paving and Sidewalk Construction of Riverview 10<sup>th</sup> Addition for October 18, 2016.
6. Consider adopting Resolution No. 16-09-85 authorizing the City Engineers to prepare the report of feasibility for the street improvements on the remaining bituminous streets in the City.
7. Consider adopting Resolution No. 16-09-86 authorizing the City Engineers to prepare plans and specifications for the Bygland Road Roundabout project.
8. Consider adopting Resolution No. 16-09-87 approving the Food Shelf Program allowing for street maintenance tickets issued in the month of December 2016 to be paid with either food items or cash all of which will be donated to the East Grand Forks Food Shelf.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE ITEMS THREE (3) THROUGH SIX (6) AND EIGHT (8).**

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

*Voting Nay: None.*

7. Consider adopting Resolution No. 16-09-86 authorizing the City Engineers to prepare plans and specifications for the Bygland Road Roundabout project.

Council President Olstad stated it had been asked that this item be tabled until the work session the following week for discussion regarding bonding.

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

9. Regular minutes of the Water, Lights, Power, and Building Commission for August 18, 2016 and for September 1, 2016.
10. Regular minutes of the Economic Development Authority Board for August 16, 2016.

**COMMUNICATIONS:**

11. Acknowledge of the Veto for the Purchase of Suburban for Fire Department.

**OLD BUSINESS:**

12. Reconsider approving the purchase of the 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 \$8,635.43.

**A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE THE PURCHASE OF THE 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 \$8,635.43.**

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

*Voting Nay: Buckalew, Tweten, DeMers, and Vetter.*

**NEW BUSINESS:**

13. Consider adopting Resolution No. 16-09-88 approving the out-of-rank pay for Mr. Mark Dragich as the interim Parks and Recreation Director.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 16-09-88 APPROVING THE OUT-OF-RANK PAY FOR MR. MARK DRAGICH AS THE INTERIM PARKS AND RECREATION DIRECTOR.**

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

*Voting Nay: None.*

14. Consider adopting Resolution No. 16-09-89 approving a 30 hour work week for the Senior Center Director effective as of November 1, 2016.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 16-09-89 APPROVING A 30 HOUR WORK WEEK FOR THE SENIOR CENTER DIRECTOR EFFECTIVE AS OF NOVEMBER 1, 2016.**

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

*Voting Nay: None.*

15. Consider approving the request to start a new hiring register for the Police Department.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER BUCKALEW, TO APPROVE THE REQUEST TO START A NEW HIRING REGISTER FOR THE POLICE DEPARTMENT.**

Chief Hedlund stated he had previously made this request specifically for veterans. He stated how they are unfortunately looking at losing two officers and the last certified candidate they had took a position in Crookston which is why he is making this request. Mr. Galstad commented there had been concern regarding communication between the Civil Service and the Council. He added that the Council may want to take this time and communicate with them about the process so there weren't questions afterward. He ended by saying it was just a suggestion.

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

*Voting Nay: None.*

16. Consider adopting Resolution No. 16-09-90 authorizing the City of East Grand Forks to enter into an agreement with the Minnesota Department Public Safety for the Project Lifesaver Program.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 16-09-90 AUTHORIZING THE CITY OF EAST GRAND FORKS TO ENTER INTO AN AGREEMENT WITH THE MINNESOTA DEPARTMENT PUBLIC SAFETY FOR THE PROJECT LIFESAVER PROGRAM.**

Chief Hedlund reminded the Council how the Project Lifesaver program works and how this grant would be used to offset training costs.

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

*Voting Nay: None.*

17. Consider adopting Resolution No. 16-09-91 accepting the offer of the Minnesota Public Facilities Authority to purchase a general obligation sewer revenue note, Series 2016, in the original aggregate principal amount of \$6,933,456; providing for its issuance; and authorizing the execution of a project loan agreement and other related documents.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADOPT RESOLUTION NO. 16-09-91 ACCEPTING THE OFFER OF THE MINNESOTA PUBLIC FACILITIES AUTHORITY TO PURCHASE A GENERAL OBLIGATION SEWER REVENUE NOTE, SERIES 2016, IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF \$6,933,456; PROVIDING FOR ITS ISSUANCE; AND AUTHORIZING THE EXECUTION OF A PROJECT LOAN AGREEMENT AND OTHER RELATED DOCUMENTS.**

Council member DeMers asked if this would have any implications regarding receiving bonding funds from the State. Mr. Murphy stated that it was hard to say, many of the legislators that visited stated this was a worthwhile project, and he recommended the Council approve this. He added passing this would not exclude the City from being eligible for bond funds. Ms. Anderson added that the City will not receive more than it spends and if the City received bonding dollars all of the expenses from that point can be paid for by the bonding dollars.

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

*Voting Nay: None.*

#### **CLAIMS:**

18. Consider adopting Resolution No. 16-09-92 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 24985 for a total of \$220.51 whereas Council Member Buckalew is personally interested financially in the contract.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 16-09-92 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 24985 FOR A TOTAL OF \$220.51 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.*

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

**A MOTION WAS MADE BY COUNCIL MEMBER BUCKALEW, SECONDED BY COUNCIL MEMBER DEMERS, 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.*

#### **COUNCIL/STAFF REPORTS:**

Council Member Pokrzywinski reminded the Council about an event being put on by the Chamber and American Crystal Sugar on September 29<sup>th</sup>. He stated it was going to be a morning event that included breakfast and a tour of the American Crystal Sugar plant and encouraged as many as possible to attend.

Council Member Tweten said the previous night the library held Art Night. He added how he the library leads the way on culture in the City and asked the other Council members to visit. He also thanked Mr. Stordahl for getting the project done by Sacred Heart, how the area was substantially improved, and how the other improvement projects that are moving forward indicate good management of the City.

Council President Olstad informed the Council about the Law Enforcement Appreciation breakfast he had attended earlier in the day along with Chief Hedlund and some of the officers. He thanked those who attended.

Mr. Murphy reminded the Council the following week there was going to be flu shot clinic held at City Hall.

Mr. Galstad stated that he had received questions regarding the legality of the food shelf program. He added the program is legal and that he had sent out the information to the media as well as staff.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADJOURN THE SEPTEMBER 20, 2016 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:16 P.M.**

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

*Voting Nay: None.*

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David Murphy, City Administrator/Clerk-Treasurer