

**APPROVED MINUTES  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, NOVEMBER 1, 2016 – 5:00 PM**

**CALL TO ORDER:**

*The Regular Meeting of the East Grand Forks City Council for November 1, 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; 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; Reid Huttunen, Parks and Recreation Superintendent; 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:**

**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 October 18, 2016.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of October 25, 2016.
3. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of October 25, 2016.

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

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

*Voting Nay: None.*

**SCHEDULED BID LETTINGS: NONE**

**SCHEDULED PUBLIC HEARINGS:**

4. Public Hearing regarding the special assessments for snow removal and delinquent utility assessments.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL, TO OPEN THE PUBLIC HEARING.**

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

*Voting Nay: None.*

Ms. Nelson informed the Council there was one property that had delinquent utilities and two properties that were going to be assessed for snow removal. She stated that the owners had been notified and they had a chance to pay them in full by the end of November otherwise they will be assessed on the properties.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL, TO OPEN THE PUBLIC HEARING.**

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

*Voting Nay: 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 adopting Resolution No. 16-11-106 authorizing the City Administrator/Clerk-Treasurer to certify the listed account for sidewalk replacement to the County Auditor for collection starting with the 2017 real estate taxes for seven years at 5.5% on Parcel 83.00534.00.
6. Consider adopting Resolution No. 16-11-107 authorizing the City Administrator/Clerk-Treasurer to certify the special assessments for water service and sanitary sewer replacement for collection starting with the 2017 real estate taxes for 20 years at 1% interest on Parcel 83.00316.00.
7. Consider adopting Resolution No. 16-11-108 authorizing the City Administrator/Clerk-Treasurer to certify the special assessments for water service and sanitary sewer replacement for collection starting with the 2017 real estate taxes for 20 years at 1% interest on Parcel 83.00315.00.

8. Consider adopting Resolution No. 16-11-109 authorizing the City Administrator/Clerk-Treasurer to certify the special assessments for water service replacement for collection starting with the 2017 real estate taxes for 10 years at 1% interest on Parcel 83.00308.00.
9. Consider adopting Resolution No. 16-11-110 authorizing the City Administrator/Clerk-Treasurer to certify the special assessments for water service replacement for collection starting with the 2017 real estate taxes for 10 years at 1% interest on Parcel 83.00295.00.
10. Consider adopting Resolution No. 16-11-111 authorizing the City Administrator/Clerk-Treasurer to certify the special assessments for water service replacement for collection starting with the 2017 real estate taxes for 10 years at 1% interest on Parcel 83.00291.00.
11. Consider approving the Exempt Gambling Permit Application for Sacred Heart Church for a raffle to be held on April 22, 2017 at Sacred Heart Church & School located at 200 3<sup>rd</sup> St NW East Grand Forks, MN 56721 and to waive the 30 day waiting period.
12. Consider approving the Fireworks/Pyrotechnic Special Effects Application for the Downtown Development Association for November 27, 2016 from approximately 6:30pm to 7:00pm contingent upon approval from the Fire Chief.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE ITEMS FIVE (5) THROUGH TWELVE (12).**

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

*Voting Nay: None.*

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

13. Regular minutes of the Economic Development Authority Board for September 20, 2016.
14. Regular minutes of the Water, Light, Power, and Building Commission for October 6, 2016.

**COMMUNICATIONS:**

15. Acknowledgement of Thomas Hajicek for successfully passing his probationary period as a firefighter on October 18, 2016.

**OLD BUSINESS:**

16. Reaffirm the approval to rename 4<sup>th</sup> Street NW from 5<sup>th</sup> Ave NW to Gateway Dr as “Joan Kroc Parkway” in honor of Joan Kroc.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER GRASSEL, TO REAFFIRM THE APPROVAL TO RENAME 4<sup>TH</sup> STREET NW FROM 5<sup>TH</sup> AVE NW TO GATEWAY DR AS “JOAN KROC PARKWAY” IN HONOR OF JOAN KROC.**

Council member Vetter stated that Ms. Kroc donated the funds unanimously and never wanted recognition. He said that recognizing her by renaming a street would be against her wishes so he would be voting no. Mayor Stauss said he disagreed and that she wasn't opposed to recognition after the first part came out. He added how she was referred to as the Angel, reminded how she gave everyone \$2000 after the flood, asked the Council to vote on this and approve it.

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

*Voting Nay: Vetter.*

#### **NEW BUSINESS:**

17. Consider adopting Resolution No. 16-11-112 authorizing the City Administrator/Clerk-Treasurer to certify the listed account for delinquent utilities to the County Auditor for collection with the 2017 real estate taxes.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 16-11-112 AUTHORIZING THE CITY ADMINISTRATOR/CLERK-TREASURER TO CERTIFY THE LISTED ACCOUNT FOR DELINQUENT UTILITIES TO THE COUNTY AUDITOR FOR COLLECTION WITH THE 2017 REAL ESTATE TAXES.**

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

*Voting Nay: None.*

18. Consider adopting Resolution No. 16-11-113 authorizing the City Administrator/Clerk-Treasurer to certify the listed accounts for snow removal to the County Auditor for collection with the 2017 real estate taxes.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 16-11-113 AUTHORIZING THE CITY ADMINISTRATOR/CLERK-TREASURER TO CERTIFY THE LISTED ACCOUNTS FOR SNOW REMOVAL TO THE COUNTY AUDITOR FOR COLLECTION WITH THE 2017 REAL ESTATE TAXES.**

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

*Voting Nay: None.*

19. Consider adopting Resolution No. 16-11-114 entering into an agreement with the Minnesota Department of Transportation which allows MNDOT to act as the City's agent accepting federal aid funds for the advance warning signs and bike racks.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 16-11-114 ENTERING INTO AN AGREEMENT WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION WHICH ALLOWS MNDOT TO ACT AS THE CITY'S AGENT ACCEPTING FEDERAL AID FUNDS FOR THE ADVANCE WARNING SIGNS AND BIKE RACKS.**

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

*Voting Nay: None.*

20. Consider adopting Resolution No. 16-11-115 authorizing the City Engineers to draft and submit an application with the details of the project to be eligible for HSIP funds.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 16-11-115 AUTHORIZING THE CITY ENGINEERS TO DRAFT AND SUBMIT AN APPLICATION WITH THE DETAILS OF THE PROJECT TO BE ELIGIBLE FOR HSIP FUNDS.**

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

*Voting Nay: None.*

**CLAIMS:**

21. Consider adopting Resolution No. 16-11-116 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 25267 for a total of \$907.95 whereas Council Member Buckalew is personally interested financially in the contract.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 16-11-116 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 25267 FOR A TOTAL OF \$907.95 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.**

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

*Voting Nay: None.*

*Abstain: Buckalew.*

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

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

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

*Voting Nay: None.*

**COUNCIL/STAFF REPORTS:**

Mayor Stauss stated that he likes things decorated for the holidays. He thanked the Water and Light Department for putting up the lights every and continued saying that he would like to purchase lights to light up City Hall and have the Council approve the purchase of decorative lights for City Hall. Mr. Murphy stated that the small amount that is being requested would not need formal approval.

Council Member Pokrzywinski stated he had taken his parents to the Alerus Center, commented how long the line of people was, and reminded everyone to do their civic duty and vote.

Council Member Tweten commented on how well office staff has assisted residents with absentee ballot applications and asked for a report to be given to the Council after the election.

Council Vice-President Grassel asked what the cost of maintaining the yard site area since people treat it like a dump. Mr. Stordahl stated the items picked up are treated like regular refuse and the City is charged per ton. Council Vice-President Grassel asked to look into this issue to see what can be done to improve the yard site.

Mr. Huttunen informed the Council the Civic Center roof project should be completed in about two weeks weather permitting. He also informed them all of the arenas are up and running. He added that there was a compressor down at the Civic Center which has been repaired.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE NOVEMBER 1, 2016 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:14 P.M.**

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

*Voting Nay: None.*

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David Murphy, City Administrator/Clerk-Treasurer