

**APPROVED MINUTES
OF THE SPECIAL MEETING
CITY OF EAST GRAND FORKS
MONDAY, DECEMBER 12, 2016 – 5:00 PM**

CALL TO ORDER:

The Special Meeting of the East Grand Forks City Council for December 12, 2016 was called to order by Council President Mark Olstad at 5:02 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; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Rod Hajicek, Detective Lieutenant; Charlotte Helgeson, Library Director; Reid Huttunen, Parks and Recreation Superintendent; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; Keith Mykleseth, Water & Light Manager; 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 November 15, 2016.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of November 22, 2016.

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

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

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 approving the Exempt Gambling Permit Application for the Whitetails Unlimited Red River Valley Deer Camp to hold a raffle at the Eagles Club located at 227 10th St NW East Grand Forks, MN 56721 on January 28, 2017 and to waive the 30 day waiting period.
4. Consider approving the Exempt Gambling Permit Application for the Red River Valley Pheasants Forever Group to hold a raffle at the Eagles Club located at 227 10th St NW East Grand Forks, MN 56721 on April 29, 2017 and to waive the 30 day waiting period.
5. Consider approving the lease agreement between the City of East Grand Forks and the Grand Forks/East Grand Forks Metropolitan Planning Organization for years 2017-2018.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE ITEMS THREE (3) THROUGH FIVE (5).

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

Voting Nay: None.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

6. Regular minutes of the Economic Development Authority Board for November 1, 2016.
7. Regular minutes of the Water, Light, Power, and Building Commission for November 3, 2016.
8. Regular minutes of the Cemetery Commission for July 18, 2016.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

9. Consider approving the placement of No Parking during School Hours Signs to be placed on the south side of the Senior High School on 14th Street NW for safety purposes.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER BUCKALEW, TO APPROVE THE PLACEMENT OF NO PARKING DURING SCHOOL HOURS SIGNS TO BE PLACED ON THE SOUTH SIDE OF THE SENIOR HIGH SCHOOL ON 14TH STREET NW FOR SAFETY PURPOSES.

Council member DeMers asked how much the signs would cost. Mr. Stordahl said he didn't know exactly but would estimate the cost to be around \$200 for the signs and posts. Council member Vetter informed the Council that he will be voting against this. He explained there are currently temporary no parking signs in place that are 20 to 30 feet back from the driveways which has seemed to open things up. He said it wasn't a good time to move the parking signs and lose more parking in this area with construction going on. He added moving the parking away from the driveways has helped quite a bit so he will be voting against this.

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

Voting Nay: DeMers and Vetter.

10. Consider adopting Resolution No. 16-12-121 waiving monetary limits on tort liability without purchasing excess liability coverage for 2017.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 16-12-121 WAIVING MONETARY LIMITS ON TORT LIABILITY WITHOUT PURCHASING EXCESS LIABILITY COVERAGE FOR 2017.

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

Voting Nay: None.

11. Consider approving the request to purchase the Tennant T7 Micro-Rider Floor Scrubber for the total amount of \$11,700 from the Heartland Paper Company.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE THE REQUEST TO PURCHASE THE TENNANT T7 MICRO-RIDER FLOOR SCRUBBER FOR THE TOTAL AMOUNT OF \$11,700 FROM THE HEARTLAND PAPER COMPANY.

Mr. Huttunen informed the Council since the last work session he had more discussions with both Heartland Paper and Cole Paper regarding floor scrubbers. He said he had received quotes for a walk behind machine. He explained there is a machine available from Heartland Paper that is a 24 inch walk behind machine that is used but it only has six hours on it and would cost \$8,400. He stated this machine is much more efficient than any other walk behind machine because it doesn't take any detergent but instead uses an on-board generator to make microscopic bubbles to clean the floor. He said this machine would use 70% less water than a standard machine; this could clean the entire floor in about an hour, and only use one tank of water to do so. He explained the rider machine they were looking at was going to cost \$11,700, there was \$6,500 budgeted for this purchase, and that this is hopefully a more feasible option at \$8,400. He added that is it \$1,200 less than if purchased brand new, they would be able to test it first, and if it is not what is needed they can return it.

Council member Buckalew asked where the remaining funds would be coming from to cover the cost of the purchase or if there were funds in the 2017 budget to cover the cost. Mr. Huttunen said that there was only \$6,500 budgeted in 2016 and nothing budgeted in 2017 to make up the difference. Ms. Anderson stated there were other funds available in the Park and Recreation capital outlay budget to cover the difference.

Council President Olstad asked if the motion should be amended to the new recommendation. Council member Tweten stated he would prefer buying a new machine and withdrew his motion.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE THE PURCHASE OF THE TENNANT T5 ECHO-H20 MACHINE WITH 6 HOURS OF USE AND A FULL MANUFACTURER WARRANTY FROM HEARTLAND PAPER FOR THE PRICE OF \$8,400 ALONG WITH THE OPTION TO RETURN IT IF THEY ARE NOT SATISFIED WITH THE MACHINE.

Council member DeMers asked if this machine could be used at other facilities or if it was too bulky to move around. Mr. Huttunen said there would be the option to use this as other facilities if it works well at the Civic Center.

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

Voting Nay: None.

CLAIMS:

12. Consider adopting Resolution No. 16-12-122 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 25499 for a total of \$1,868.46 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 16-12-122 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 25499 FOR A TOTAL OF \$1,868.46 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

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 GRASSEL, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO AUTHORIZE THE CITY ADMINISTRATOR/CLERK-TREASURER TO ISSUE PAYMENT OF RECOMMENDED BILLS AND PAYROLL.

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Council Member Buckalew thanked the Public Works Department for getting the snow off the streets and that it was appreciated.

Mr. Murphy informed the Council he had been in contact with the City Administrators from Thief River Falls and Crookston. He stated they were looking at having a meeting between the cities sometime in January like they had previously.

Mr. Stordahl informed the Council there were a few breakdowns with some of the equipment that were costly. He said the repairs were either complete or currently being done and the cost for the repairs is approximately \$50,000.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE DECEMBER 12, 2016 SPECIAL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:15 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer