

**APPROVED  
MINUTES  
OF THE  
EAST GRAND FORKS  
CITY COUNCIL  
TUESDAY, MARCH 16, 2010 – 5:00 PM**

**CALL TO ORDER:**

*The Regular Meeting of the East Grand Forks City Council for March 16, 2010 was called to order by Council President Dick Grassel 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 Dick Grassel, Council Vice President Henry Tweten, Council Member Marc Demers, Wayne Gregoire, Mike Pokrzywinski, and Greg Leigh.*

**STAFF PRESENT:**

*Dave Aker, Parks & Recreation Superintendent; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Nancy Ellis, Planning & Zoning; Michelle French, Executive Assistant; Ron Galstad, City Attorney; Randy Gust, Fire Chief; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Scott Huizenga, City Administrator; Jim Richter, EDHA Director; and John Wachter, Public Works Superintendent.*

**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.” If you would like to address the City Council, please come up to the podium to do so.*

**APPROVAL OF MINUTES:**

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of March 2, 2010.

2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of March 9, 2010.

**A MOTION WAS MADE BY COUNCIL MEMBER GREGOIRE, SECONDED BY COUNCIL MEMBER TWETEN, TO APPROVE ITEMS ONE (1) AND TWO (2) AS SUBMITTED.**

*Voting Aye: Leigh, Pokrzywinski, DeMers, Grassel, Tweten, and Gregoire.*  
*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.*

3. Consider adopting Resolution No. 10-03-30 a Resolution approving the plans and specifications and ordering advertisement for bids for “2009 Assessment Job No. 2 – Paving – 17<sup>th</sup> Ave. SE.”
4. Consider adopting Resolution No. 10-03-31 a Resolution ordering improvement and preparation of plans and specifications for “2010 City Project No. 2 – Bygland Road Sidewalk.”
5. Consider adopting Resolution No. 10-03-32 a Resolution ordering improvement and preparation of plans and specifications for “2010 City Project No. 3 – Central Avenue Reconstruction.”
6. Consider adopting Resolution No. 10-03-33 a Resolution ordering improvement and preparation of plans and specifications for “2010 City Project No. 4 – Sanitary Sewer Improvements.”
7. Consider adopting Resolution No. 10-03-34 a Resolution ordering improvement and preparation of plans and specifications for “2010 City Project No. 6 – Intersection Improvements.”
8. Consider adopting Resolution No. 10-03-35 a Resolution to enter into a Master Partnership Contract with the Minnesota Department of Transportation.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE CONSENT MOTIONS NUMBER THREE (3) THROUGH EIGHT (8) AS SUBMITTED.**

*Voting Aye: Leigh, Pokrzywinski, DeMers, Grassel, Tweten, and Gregoire.*  
*Voting Nay: None.*  
*Absent: Buckalew.*

**ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:  
NONE.**

**COMMUNICATIONS:**

- 9. Promotion of Jeff Boushee to Assistant Fire Chief effective March 17, 2010.
- 10. Promotion of Kevin Boushee to Engineer effective March 17, 2010.
- 11. Hiring of Kevin Hanson as the new Mechanic to fill the vacancy starting March 22, 2010.

**OLD BUSINESS: NONE.**

**NEW BUSINESS:**

- 12. Consider adopting Resolution No. 10-03-36 a Resolution declaring a State of Emergency in the City of East Grand Forks, County of Polk due to flooding of the Red River of the North and the Red Lake River.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 10-03-36 A RESOLUTION DECLARING A STATE OF EMERGENCY IN THE CITY OF EAST GRAND FORKS, COUNTY OF POLK DUE TO FLOODING OF THE RED RIVER OF THE NORTH AND THE RED LAKE RIVER.**

*Voting Aye: Leigh, Pokrzywinski, DeMers, Grassel, Tweten, and Gregoire.*

*Voting Nay: None.*

*Absent: Buckalew.*

- 13. Consider adopting Resolution No. 10-03-37 a Resolution requesting Flood Emergence Assistance from the U.S. Army Corps of Engineers if necessary.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT RESOLUTION NO. 10-03-37 A RESOLUTION REQUESTING FLOOD EMERGENCE ASSISTANCE FROM THE U.S. ARMY CORPS OF ENGINEERS IF NECESSARY.**

*Voting Aye: Leigh, Pokrzywinski, DeMers, Grassel, Tweten, and Gregoire.*

*Voting Nay: None.*

*Absent: Buckalew.*

**CLAIMS:**

- 14. Consider adopting Resolution No. 10-03-38 a Resolution authorizing the City of East Grand Forks to approve purchases from Berts Truck Equipment for the goods referenced in check number 5649 for a total of \$19,812.16 whereas Council Member Gregoire is personally interested financially in the contract.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT RESOLUTION NO. 10-03-38 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM BERTS TRUCK EQUIPMENT FOR THE GOODS REFERENCED IN CHECK NUMBER 5649 FOR A TOTAL OF \$19,812.16 WHEREAS COUNCIL MEMBER GREGOIRE IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.**

*Voting Aye: Leigh, Pokrzywinski, DeMers, Grassel, Tweten, and Gregoire.*  
*Voting Nay: None.*  
*Absent: Buckalew.*

15. Consider adopting Resolution No. 10-03-39 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 5698 for a total of \$471.62 whereas Council Member Buckalew is personally interested financially in the contract.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT RESOLUTION NO. 10-03-39 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBER 5698 FOR A TOTAL OF \$471.62 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.**

*Voting Aye: Leigh, Pokrzywinski, DeMers, Grassel, Tweten, and Gregoire.*  
*Voting Nay: None.*  
*Absent: Buckalew.*

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

Acme Electric Companies	Shop Tools	\$281.84
ACS Government Sys Inc	Maint Contract - FD	\$633.13
Advanced Business Methods Inc	Copier Contract	\$159.73
Albrecht Manufacturing	Repairs #118 ,125 & 174 Parts #125	\$1,054.96
American Tire Service	Tire Repair #103	\$12.00
Ameripride Linen & Apparel Services	Cleaning Supplies/Services	\$557.42
Aqua Water Solutions	Water	\$50.35
Auto Glass & Aftermarket Inc	Mirror Glass #614	\$24.00
Babe Ruth League	Cal Ripken Registration/4 Teams	\$472.00
Barnes Distribution	Inv Parts	\$435.81
Batteries Plus	Replaced Batteries On Thermal Imager	\$85.48
Bert's Truck Equipment	Snow Box #150 & Fix Ladder On #614	\$19,812.16
Best Western Kelly Inn St Paul	Lodging/Grassel/Demers/Stauss/Huizenga	\$854.48
Bobcat of Grand Forks	Attachment For Bobcat	\$6,485.00
Brady Martz & Associates	Financial Audits & HUD Report Preparation	\$2,100.00

Brite-Way Window Cleaning	RW Windows	\$50.00
Brown Christopher	Northern Exposure Photo Exhibit Winner	\$25.00
C&R Laundry & Cleaners	Dry Cleaning Feb 2010 PD & FD	\$473.73
Canon Financial Services	Contract Charges	\$167.10
CBCS	Per Account Charge	\$25.00
CDW Government Inc	Conference Telephone/Headphone/Knight Grant	\$1,029.33
Coalition of Greater MN Cities	2010 CGMC Leg Action Day/Grassel/Demers/Stauss/Huizenga	\$260.00
Cole Papers Inc	Can Liners/Tissue	\$388.74
Country Inn St.Paul East	Lodging/ PD	\$299.96
Creative Product Source Inc	Crime Prevention Bookmarks	\$97.66
Cummins NPower LLC	Solenoid Fuel Shut Off/L6 Replace Coolant Heater	\$806.72
Custom Stripes Inc	Graphics #150	\$160.00
Dakota TV & Appliance	Refrigerator/Washer Repair/Refrigerator Repair/Panels	\$868.88
Dave's Snow Removal	March Snow Removal	\$180.00
Deziel Julie	Reimb Lodging & Meal Exp	\$116.37
Diamond Cleaning Supply Richard Papenfuss	Round Up/Hand Soap	\$310.11
Digital-Ally Inc	Parts	\$225.50
Docu Shred Inc	Container Shredding	\$87.08
Eagle Electric	#2 Lift/Troubleshoot Alarms	\$168.00
Emergency Automotive Technologies	Strobe Lights Amber 24V	\$586.50
Explorer Post #38	Squad Cleaning	\$30.00
Exponent	Exponent Sub FD/Senior Living	\$116.00
Family Institute	Psych Testing	\$340.00
Fastenal Company	Tools & Parts/Straps For Floodwalls	\$204.36
FedEx	Shipping/US Dept of Commerce	\$44.46
Ferrellgas	Propane	\$349.06
Filter Care	Washed Air Filters	\$223.10
Fisher Jake	Gas Reimb	\$50.00
Fisher Ronald	Northern Exposure Photo Exhibit Winner	\$50.00
Flaherty & Hood PA	Prof Services	\$668.93
Flat Plains Services Inc	Snow Removal	\$810.00
Forx Builders Association	2010 Membership Dues	\$320.00
Fred Pryor Seminars/Career Track Returns	Seminar/How To Supervise People/Kovar/J.Grenier/T.Vonasek	\$297.00
G&K Services	Mats	\$169.51
Gaffanays	Office Supplies	\$55.68
Galstad Randy	Reimb Gas Expense	\$116.00
Galstad Jensen & McCann PA	Prof Services Feb 2010	\$8,951.50
George's Quick Printing	Notary Stamp EDHA	\$112.22
GF City Utility Billing	Landfill Charges Feb 2010	\$11,514.75
GF Fire Equipment	Annual Maint	\$157.50
GF Herald	Admin Asst & Truck Driver Employment Ad	\$802.20
GF Welding & Machine	Key Stock 5/8"/1/4" Hot Rolled Plate	\$20.25
GGF Convention & Visitors Bureau	Jan 2010 Lodging Tax/2010 Membership Dues City & EDHA	\$975.22

Grand Cities Towing	Towing/Dodge	\$45.00
Hajicek Rick	Cleaning 2/15/10 - 2/23/10	\$275.50
Hardware Hank	Maint Supplies	\$471.62
Heartland Paper	Misc Supplies	\$2,488.63
Henke - Alamo Group Company	Repair Parts # 174	\$1,649.61
Home of Economy	Pressure Washer Repair	\$91.66
Indigo Signworks	Letter For Bathroom	\$80.06
Inprints Screenprinting	Jackets	\$240.00
Integra Telecom	LD Phone	\$171.51
International Code Council	2010 Membership Dues	\$100.00
JLG Architects	PD Building/State Grant Spec Work	\$4,675.50
Johnson Tom	Northern Exposure Photo Exhibit Winner	\$50.00
Kar Products	Inv Parts	\$237.88
Kellermeyer Building Service	Cleaning Service City Hall & Riverwalk Center	\$2,671.88
Knutson Printing Company	#10 Window Envelopes	\$330.00
Kovar Stuart	Reimb Meal/Mileage/Bemidji	\$118.00
Larson Carylton	Northern Exposure Photo Exhibit	\$50.00
League of MN Cities	Safety & Loss Control Workshop/Huizenga/Wachter/Aker	\$60.00
League of MN Cities	2010 Volunteer Accident Plan	\$948.00
Lithia Payment Processing	Fuel Sender/Wire Pigtail	\$332.94
Lumber Mart	Inv Parts	\$31.37
M&W Services	Outdoor Rinks	\$300.00
MacQueen Equipment	Repair Parts #120	\$4,552.24
Manias Michelle	Reimb Meal Exp/St. Paul	\$121.50
McDonald's of EGF	Prisoner Meals	\$18.56
Menards	Maint Supplies	\$108.25
Meritcare	Drug Test/Kyle Steever	\$106.50
Metropolitan Planning Organization	Planning Hours Jan 2010/Local Share	\$6,740.24
Mike's Pizza	Meal For Meeting	\$63.62
Minnesota's Bookstore	Code Books	\$196.60
MN Chief of Police Association	Training Academy	\$480.00
MN Drivers & Vehicle Services	Vehicle Registration KKZ001 02 Chev	\$15.50
MVTL Laboratories Inc	Sampling Fee/Finance Charge	\$1,299.20
Nelson Katie	Reimb FS Costumes & DVD Player	\$332.41
Newman Signs	Sign Rental	\$1,580.00
Northern Plumbing Supply	Handle For Toilet	\$6.19
O'Reilly Auto Parts	Maint Supplies	\$177.02
Odland Fitzgerald Reynolds & Harbott PLLP	First Appearances	\$288.00
Olson Chris	Reimb Meal Exp/St Paul	\$121.50
Opp Construction	07 CP No 8 Est 5 - Revised Final/Sidewalk Improvements	\$14,672.00
Orchard Richard	5W20 Motor Oil	\$572.54
Pamida	Cust # 02790447 Supplies	\$21.00
Polk County Recorder	Notary Fees/M.French	\$100.00

Praxair Distribution	Belt Sander Belt/Finance Charge/Shop Supplies	\$173.40
Premium Waters Inc	Water Service	\$97.12
Quill Corp	Office Supplies	\$78.38
Qwest	Phone Service	\$173.59
RDO Powerplan OIB	Door Weather Striping/Repairs #113	\$1,979.67
Red River Snowmobile Club	Northern Lights Reimb	\$4,703.48
Rice Lake Construction Group	Electrical Charges @ Lift Station 4	\$4,650.00
Richter James	Reimb Postage Exp/Envelopes	\$2,482.60
Royal Chemical	Graffiti Remover	\$543.83
Solem Bill	Meal Exp/St Paul	\$121.50
Stauss Lynn	Reimb Travel Exp	\$43.89
Stengl Matt	Gas Reimb	\$38.87
Sun Dot Communications	DSL Internet	\$138.49
Tiger Direct.com	Projector/Computer Equip/47" TV/UPS Rplc	\$3,436.89
Tony Anderson Construction	Concrete For Bus Shelters	\$2,043.00
Tony Dorn Inc	Copies	\$180.69
True Temp	Rpr #2 RTU/Rpr East RTU/Labor Reset Breaker/Rplc Fan Belt	\$2,058.21
Try-County Refrigeration	Service Furnace	\$75.00
Tyler & Tom Barrette	Defferred Loan Repayment	\$5,000.00
Ultramax	Ammo	\$574.00
US Bank Trust N.A.	GO Bonds Admin Fees	\$2,587.50
Valley Petroleum Equipment	Repair Deisel Pump/Finance Charge	\$97.48
Valley Truck	Triple Tail Light Bracket/Inv Parts	\$91.77
Vilandre Heating & A/C	Broken Waterline/Mike's Pizza	\$73.46
W.D. Larson Companies LTD Inc	Blower Motor #614/Finance Charge	\$106.46
Waste Mgmt	Monthly Services	\$28,439.55
Wastequip	Mobile Containers	\$9,132.47
Water & Light Department	Monthly Services	\$43,351.35
Wizard's Enterprises Inc.	Custodial Services	\$490.00
Wold Beth	Northern Exposure Photo Exhibit Winner	\$25.00
Xcel Energy	Monthly Services	\$23,494.45
Xerox Corporation	Base Chg Feb 2010	\$21.79
	Total	<u>\$249,217.70</u>

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

*Voting Aye: Leigh, Pokrzywinski, DeMers, Grassel, Tweten, and Gregoire.*

*Voting Nay: None.*

*Absent: Buckalew.*

**COUNCIL/STAFF REPORTS:**

Mayor Stauss announced that Governor Hoeven, Governor Pawlenty, and Senator Thune will be in the community this weekend. He complimented Ms French on the website and Mr. Huizenga on the radio regarding the flood.

Council Member Leigh thanked Ms French on the flood information on the website.

Council President Grassel announced that the Point Bridge and Sorlie Bridge is planned to be closed sometime on Thursday. He stated that the River Road closure will be up tomorrow.

Mr. Boppre stated that East Grand Forks is communicating with Grand Forks and MnDot on the closures.

Mr. Gust stated that the river has been rising approximately 7 feet per day.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LEIGH, TO ADJOURN THE MARCH 16, 2010 REGULAR MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:10 P.M.**

*Voting Aye: Leigh, Pokrzywinski, DeMers, Grassel, Tweten, and Gregoire.*

*Voting Nay: None.*

*Absent: Buckalew.*

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Scott Huizenga, City Administrator/Clerk-Treasurer