

**APPROVED
MINUTES OF THE
OF THE
EAST GRAND FORKS
CITY COUNCIL
TUESDAY, MARCH 15, 2011 – 5:00 PM**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for March 15, 2011 was called to order by Council Vice President Buckalew 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 Vice President Craig Buckalew, Council Members Marc DeMers, Henry Tweten, Wayne Gregoire, Mike Pokrzywinski, and Greg Leigh.

STAFF PRESENT:

Dave Aker, Parks & Recreation Superintendent; Brad Bail, 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; Jerry Lucke, Finance Director; Jim Richter, EDHA Director; Tom Spoor, Building Inspector; and John Wachter, Public Works Superintendent.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present

PLEDGE OF ALLEGIANCE:

ELECTION OF COUNCIL PRESIDENT AND VICE-PRESIDENT BY WRITTEN BALLOT:

PRESIDENT OF CITY COUNCIL

- a) Council Vice-President announces that nominations for the Council Presidency are now open.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO NOMINATE BUCKLAEW FOR PRESIDENT OF THE CITY COUNCIL.

- b) Motion to close nominations.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO CLOSE NOMINATIONS.

- c) Written ballot for Council President

- d) Results declared and elected Council President asked to take the Chair.

THE BALLOTS WERE READ AND BUCKALEW WAS DECLARED THE PRESIDENT OF THE CITY COUNCIL.

VICE-PRESIDENT OF CITY COUNCIL

- a) Council President Announces that nominations are now open for the Vice-Presidency of the City Council.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO NOMINATE GREGOIRE FOR VICE-PRESIDENT OF THE CITY COUNCIL.

- b) Motion to close nominations

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER LEIGH, TO CLOSE THE NOMINATIONS.

- c) Written ballot for Council Vice-President.

- d) Results declared and Council Vice-President installed.

THE BALLOTS WERE READ AND GREGOIRE WAS DECLARED THE VICE-PRESIDENT OF THE CITY COUNCIL.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GREGOIRE, TO NOMINATE LEIGH TO FILL-IN IN THE EVENT THAT THE PRESIDENT AND VICE-PRESIDENT ARE ABSENT.

Voting Aye: Tweten, Gregoire, Leigh, Pokrzywinski, and Buckalew.

Voting Nay: DeMers.

NEW BUSINESS:

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 1, 2011.

2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of March 8, 2011.

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

Voting Aye: Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, and Buckalew.

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 adopting Resolution No. 11-03-27 a Resolution authorizing governmental unit to be a party to Minnesota Water Agency Response Network (MnWARN).
4. Consider approving the request to award the bid for three mowers (Toro 4100D w/Cab & Toro 360 for Parks & Recreation – Toro 4100D for Public Works) for a price of \$145,216.21.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE CONSENT MOTIONS NUMBER THREE (3) AND FOUR (4) AS SUBMITTED.

Voting Aye: Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, and Buckalew.

Voting Nay: None.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

5. Regular meeting minutes of the Water, Light, Power and Building Commission for February 17, 2011.

COMMUNICATIONS: NONE.

OLD BUSINESS:

6. Consider approving the following “Off Sale” Weekday Liquor License to Valley Liquors, Inc dba Hugos Wine & Spirits located at 306 14th St. NE, East Grand Forks, MN 56721.

Council President Buckalew announced that the applicant would like the current application pulled.

NEW BUSINESS:

7. Consider adopting Resolution No. 11-03-28 a Resolution designating the appointment to the Economic Development and Housing Authority Board.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 11-03-28 A RESOLUTION DESIGNATING THE APPOINTMENT OF COUNCIL MEMBER GREGOIRE TO THE ECONOMIC DEVELOPMENT AND HOUSING AUTHORITY BOARD.

Voting Aye: Tweten, Leigh, Pokrzywinski, DeMers, and Buckalew.

Voting Nay: None.

Abstain: Gregoire.

8. Consider adopting Resolution No. 11-03-29 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 TWETEN, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 11-03-29 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: Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, and Buckalew.

Voting Nay: None.

9. Consider adopting Resolution No. 11-03-30 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 DEMERS, TO ADOPT RESOLUTION NO. 11-03-30 A RESOLUTION REQUESTING FLOOD EMERGENCY ASSISTANCE FROM THE U.S. ARMY CORPS OF ENGINEERS IF NECESSARY.

Voting Aye: Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, and Buckalew.

Voting Nay: None.

10. Consider approving the purchase of two 2011 Ford Crown Victoria Police Interceptors for a total price of \$44,933.28 from Elk River Ford.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER GREGOIRE, TO APPROVE THE PURCHASE OF TWO 2011 FORD CROWN VICTORIA POLICE INTERCEPTORS FOR A TOTAL PRICE OF \$44,933.28 FROM ELK RIVER FORD.

Voting Aye: Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, and Buckalew.

Voting Nay: None.

11. Consider approving the proposal for Initial Roof Engineering Services for Partial Investigation of Ice Damming and Roof Leakage at East Grand Forks Campbell Library from INSPEC, Inc. for basic services of \$14,700 not to exceed \$20,000.

Mr. Galstad had some liability suggestions to protect both parties.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE THE PROPOSAL FOR INITIAL ROOF ENGINEERING SERVICES FOR PARTIAL INVESTIGATION OF ICE DAMMING AND ROOF LEAKAGE AT EAST GRAND FORKS CAMPBELL LIBRARY FROM INSPEC, INC. FOR BASIC SERVICES OF \$14,700 NOT TO EXCEED \$20,000 TO INCLUDE PROPOSED AMENDMENT FROM CITY ATTORNEY.

Voting Aye: Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, and Buckalew.

Voting Nay: None.

12. Consider approving the request to award the bid to Midwest Playscapes, Inc. for \$15,231.52 for playground equipment for the Greenway Park and Itts Williams Park.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE THE REQUEST TO AWARD THE BID TO MIDWEST PLAYSAPES, INC. FOR \$15,231.52 FOR PLAYGROUND EQUIPMENT FOR THE GREENWAY PARK AND ITTS WILLIAMS PARK.

Voting Aye: Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, and Buckalew.

Voting Nay: None.

CLAIMS:

13. Consider adopting Resolution No. 11-03-31 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 9043 for a total of \$362.16 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 11-03-31 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBER 9043 FOR A TOTAL OF \$362.16 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

Voting Aye: Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, and Buckalew.

Voting Nay: None.

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

Acme Electric Companies	Water Trap Air Filter For Plasma Cutter/Hammerdrill Kit/Floodwall Straps/Honda Generator-Flood	\$2,443.18
Advanced Business Methods Inc	Copier Contract	\$202.43
Aker Dave	Reimb Meal/Crookston/Hockey Meeting	\$8.96
Albrecht Manufacturing	Repair Bent Snowblower/125	\$396.00
American Industrial Refrigeration Inc	Compressor Valve	\$206.91

American Tire Service	Install Rim Lock Rings #129/Repair Flat Tires	\$211.83
Ameripride Linen & Apparel Services	Cleaning Service/Supplies	\$579.80
Aqua Water Solutions	5 Gallon Water & Deposit	\$50.35
Atlantic Safety Product	Exam Gloves	\$93.15
Aubol Zach	Reimb Mileage/Roseau	\$52.00
Babe Ruth League	Team Registration/Insurance Cal Ripken	\$472.00
Becker Arena Products Inc	Spreader Cloth	\$57.49
Border States Electric Supply	Ballast/Bay Lights	\$190.09
Brady Martz & Associates	HUD Reports/Yr End 2010	\$2,100.00
Business Essentials	Office Supplies/Ink	\$158.36
C&R Laundry & Cleaners	Dry Cleaning Feb 2011	\$320.45
California Contractors Supplies Inc	Spray Paint For WW & Street	\$287.52
Cardmember Service	Dispatch Remodel/Cables/Cords	\$245.49
Caulfield Studios	Frames/Council Picture/Mayor Picture	\$419.42
Coalition of Greater MN Cities	Leg Action Day/Buckalew/Demers/Stauss/Huizenga	\$260.00
Cole Papers Inc	Supplies	\$275.48
Consing Paul	Photography Winner	\$50.00
Cronquist Laura	Photography Winner	\$50.00
Cummins NPower LLC	Repairs #614	\$927.08
Dakota Supply Group	RPM Safety Switch #125	\$139.20
Dash Medical Gloves	Med Gloves	\$59.90
Deziel Julie	Reimb Meals/TAC Workshop	\$13.50
Explorer Post #38	Squad Car Cleaning	\$50.00
Exponent	Notice of PH Replat Industrial Pk/Subscription FD	\$66.96
Ferrellgas	Propane/Rinks	\$131.54
Flat Plains Services Inc	Snow Removal/RW & Infill	\$840.00
Forks Freightliner	Oil Pan Plug/Seal #157	\$4.32
FS Engineering	Prof Services Industrial Pk 1st Addition Plat/EDHA	\$3,122.00
G&K Services	Mats	\$175.60
Gaffaneys	Office Supplies	\$47.33
Galstad Randy	Reimb Mileage/Crookston/Fargo/Baudette	\$123.00
Galstad Jensen & McCann PA	Prof Services Feb 2011	\$9,713.25
Garden Hut Inc	Gasket Crankcase For Ice Edger	\$5.48
GF City Utility Billing	Landfill Charges Feb 2011	\$11,408.65
GF Herald	Sr. Center Dance	\$61.38
GF Park District	Greenway Marketing Payment	\$350.00
GGF Convention & Visitors Bureau	Membership Dues/City & EDHA	\$625.00
GLSports Inc	Bleachers/Stauss Park/Wind Storm`	\$11,889.84
Gyolai Erik	Reimb Mileage/Detroit Lakes	\$51.00
Hajicek Rick	Cleaning/2/14/11 - 3/4/11	\$427.50
Hardware Hank	Maint Supplies	\$362.16
Hegg Justin	Reimb Mileage/Roseau/Bagley/Detroit Lake/Sauk Center	\$232.00
Home of Economy	Hose To Repair Pressure Washer	\$15.57

Hugo's	Supplies/Rural Township Meeting	\$56.07
Huizenga Scott	Reimb Meals/Mileage Mahnommen Intergov Retreat	\$85.57
Idland Kimberly	Reimb Costumes/Show Props	\$509.67
Integra Telecom	LD Phone	\$170.16
Intn'l Public Management Association for HR	LT Fire Test	\$120.00
J&G Landscaping Inc	Groom Trails	\$200.00
Jolanda Streifel	Appreciation Plaque/D.Grassel	\$55.00
Kellermeyer Building Service	Cleaning Service	\$2,671.88
Kelly Services	Temp Services	\$825.87
Kyllo Pam	Photography Winner	\$25.00
Laker Chemical	EZ Dose Bacteria Bugs For WW	\$1,026.80
League of MN Cities	Joint Legislative Conf Reimb/ Patrol Subscription	\$2,185.00
League of MN Cities	Municipality Insurance/1st Qtr & 2nd Qtr	\$92,514.72
Leigh Greg	Reimb Mileage/Crookston/Property Tax & LGA Tour	\$26.01
Lithia Payment Processing	Rear Axel Seals/Oil/Additive/Str #543/Rear Axel Seal #421	\$638.92
Lumber Mart	Sheetrock/Hardware	\$62.44
Lunde Sandra	Photography Winner	\$25.00
Mamma Maria's Italian Restaurant	Reimb Gift Cert (3) Received	\$150.00
Marco	Copies	\$77.00
McDonald's of EGF	Prisoner Meals	\$68.61
Metropolitan Planning Organization	Planning & Transit Hours & Local Share/Jan 2011	\$6,279.19
Midcontinent Communications	Cable/Sr Center	\$52.62
Mike's Pizza	St Aid Meeting Meal	\$66.82
MN County Attorney's Association	Criminal & Traffic Code Books	\$76.96
MN Dept of Revenue	Annual Fee/WWTP	\$5,900.00
Newman Signs	30/35 MPH Speed Limit/Comm Zone Parking/Sign Rental	\$2,093.33
Norman Troy	Reimb Ref Fees	\$90.00
NSC Minerals	Standard Road Salt	\$2,058.60
O'Reilly Auto Parts	Brake Rotors #545/Fuel Filters #298/Floodwall Adhesive	\$249.58
Odland Fitzgerald Reynolds & Harbott PLLP	First Appearances	\$304.00
Orchard Richard	55 Gal Drum Of ATF/Motorcraft 5W20 Inv/Drum Deposit	\$1,088.65
Palmiscino Tony	Reimb Mileage/Detroit Lakes/Fargo	\$86.00
Pamida	Cust # 02790447/Supplies	\$19.23
Party City	Account # 40401021/Bingo/Placemats/Supplies	\$39.79
Polk County Auditor Treasurer	2010 Special Assessments Due 83.00113.84/83.00113.77	\$16,364.41
Polk County DAC	Shredding Services	\$5.89
Polk County Recorder	Filing Fees	\$92.00
Quill Corp	Supplies	\$522.08
Qwest	Phone Service	\$173.59
Radar Shop	Radar Equip Recertified	\$323.00
RDO Powerplan OIB	Wheel Ring Lock #129/Hyd Hose Rear Diff #129	\$170.02
Richter James	Reimb Postage	\$5.55

Runck Ann	City Share/Blinds City Hall	\$18,850.00
Rydell Chevrolet	Drivers Door Window Motor	\$107.63
Rynning Kathryn	Photography Winner	\$50.00
Schafer Mark	Reimb Mileage/Crookston/Baudette/Baudette	\$165.00
Seton	Brass Stencils	\$92.75
Spielman Paul	Batteries For Portable 2-Way	\$883.86
Spray Advantage	Fittings For Sump Pumps	\$135.38
Steever Kyle	Driving School	\$30.00
Stennes Granite	2 O/C	\$1,250.00
Sterling Carpet One	Kawneer Astragal/Tubelite	\$192.21
Sun Dot Communications	DSL/Sr Center City Hall Sunshine Terrace	\$138.49
Swang Mike	Reimb Meal/TAC Wksp/Bemidji	\$13.50
Szczepanski Darren	Reimb Meals/TRF	\$42.75
True Temp	Replace Fan Belts	\$169.48
US Bank Trust N.A.	GO Bonds Admin Fees	\$2,156.25
Valley Truck	Filters For Inventory	\$419.56
Vanderhoof Lynda	Sr Center Bulk Mailing	\$185.00
Waste Mgmt	Prof Services Feb 2011	\$29,263.73
Water & Light Department	Monthly Services 1/20-11-2/20/11	\$44,913.57
Xerox Corporation	Copier Fees	\$21.79
	Total	\$286,609.15

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

Voting Aye: Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, and Buckalew.

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Council Member Tweten thanked Public Works on the excellent cleanup on Saturday.

Mr. Aker informed City Council of the breakfast on Sunday from 9 am to 1 pm at the Senior Citizen Center.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LEIGH, TO ADJOURN THE MARCH 15, 2011 REGULAR MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:20 P.M.

Voting Aye: Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, and Buckalew.

Voting Nay: None.

Scott Huizenga, City Administrator/Clerk-Treasurer