

**APPROVED  
MINUTES OF THE  
OF THE  
EAST GRAND FORKS  
CITY COUNCIL  
TUESDAY, DECEMBER 6, 2011 – 7:00 PM**

**CALL TO ORDER:**

*The Regular Meeting of the East Grand Forks City Council for December 6, 2011 was called to order by Council Vice-President Gregoire at 7:00 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 (7:04 pm), Council Vice President Wayne Gregoire, Council Members Marc DeMers, Ron Vonasek, Henry Tweten, Mike Pokrzywinski, and Greg Leigh.*

**STAFF PRESENT:**

*Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; 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.*

A&H Vending – Thank You to the Police Department – Jim and Bridget Carlson, owners, thanked the East Grand Forks Police Department for their wonderful job on the investigation on the burglary.

**APPROVAL OF MINUTES:**

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of November 15, 2011.

2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of November 22, 2011.

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

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

*Voting Nay: None.*

*Absent: Buckalew.*

**SCHEDULED BID LETTINGS: NONE.**

**SCHEDULED PUBLIC HEARINGS:**

3. Public hearing to consider adopting Ordinance No. 3, 4<sup>th</sup> Series, an Ordinance of the City of East Grand Forks, Minnesota, amending City Code Title XV entitled “Land Usage” by amending Chapter 151 “Subdivision Regulation” with the addition of Sections 151.030 “Development Agreement” and 151.121 “Improvement Financing”. Section 151.120 “Required Improvement” is also amended with the addition of the underlined portions.

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

Ms Ellis stated that she sent out a copy of all documents to the local developers and would like to continue the public hearing on December 20<sup>th</sup> due to the time change of this meeting.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO CONTINUE THE PUBLIC HEARING TO DECEMBER 20<sup>TH</sup> AT 5:00 PM.**

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

*Voting Nay: None.*

*Absent: Buckalew.*

**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.*

4. Consider approving the request to declare two police vehicles as surplus property.
5. Consider approving the quote for rubber tile from Becker Arena Products, Inc. in the amount of \$20,124.35 for the VFW and Civic Center Arena.
6. Consider approving the Liability Coverage Waiver Form from the League of Minnesota Cities Insurance Trust.

7. Consider approving the Fund Balance Policy.
8. Consider approving the Investment Policy.
9. Consider approving the Purchase and Sale Agreement and the Minnesota Municipal Power Agency (MMPA) Hometown Wind Project Wind Energy Easement Agreement.
10. Consider adopting Resolution No. 11-12-116 a Resolution approving the Off-Site Gambling Permit for the East Grand Forks Blue Line Club.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE CONSENT MOTIONS NUMBER FOUR (4) THROUGH TEN (10) AS SUBMITTED.**

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

*Voting Nay: None.*

*Absent: Buckalew.*

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

11. Regular meeting minutes of the Water, Light, Power and Building Commission for November 7, 2011.

**COMMUNICATIONS: NONE.**

**OLD BUSINESS: NONE.**

**NEW BUSINESS:**

12. Consider adopting Resolution No. 11-12-117 a Resolution approving the Assessment Policy.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 11-12-117 A RESOLUTION APPROVING THE ASSESSMENT POLICY.**

Mr. Huizenga clarified that this resolution would charge 30% to the property owners on a State Aid Route for reconstruction.

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

*Voting Nay: None.*

*Absent: Buckalew.*

13. Consider adopting Resolution No. 11-12-118 a Resolution approving the 2011 Tax Levy, Collectable in 2012.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT RESOLUTION NO. 11-12-118 A RESOLUTION APPROVING THE 2011 TAX LEVY, COLLECTABLE IN 2012.**

Council Member DeMers stated that the levy is held flat at 0% over the last year. City Council thanked all department heads and staff on the excellent job on the budget.

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

*Voting Nay: None.*

*Absent: Buckalew.*

14. Consider adopting Resolution No. 11-12-119 a Resolution approving the 2012 Budget and to authorize specific financial related activities.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT RESOLUTION NO. 11-12-119 A RESOLUTION APPROVING THE 2012 BUDGET AND TO AUTHORIZE SPECIFIC FINANCIAL RELATED ACTIVITIES.**

Mr. Huizenga stated that he added \$600,000 fund balance for levee related items.

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

*Voting Nay: None.*

*Absent: Buckalew.*

15. Consider adopting Resolution No. 11-12-120 a Resolution approving the \$.75 increase in the street light fee beginning January 1, 2012.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VONASEK, TO ADOPT RESOLUTION NO. 11-12-120 A RESOLUTION APPROVING THE \$.75 INCREASE IN THE STREET LIGHT FEE BEGINNING JANUARY 1, 2012.**

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

*Voting Nay: None.*

*Absent: Buckalew.*

16. Consider adopting Resolution No. 11-12-121 a Resolution approving the \$1.00 increase in the storm water fee beginning January 1, 2012.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 11-12-121 A RESOLUTION APPROVING THE \$1.00 INCREASE IN THE STORM WATER FEE BEGINNING JANUARY 1, 2012.**

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

*Voting Nay: None.*

*Absent: Buckalew.*

#### **CLAIMS:**

17. Consider adopting Resolution No. 11-12-122 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 11461 for a total of \$1,990.13 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. 11-12-122 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBER 11461 FOR A TOTAL OF \$1,990.13 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.**

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

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

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

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

**COUNCIL/STAFF REPORTS:**

Mayor Stauss announced that Representative Zeller will be at the VFW on Thursday at 5:00 pm.

Council Member Pokrzywinski thanked the City staff on the excellent job on the Christmas lights.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO ADJOURN THE DECEMBER 6, 2011 REGULAR MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 7:26 P.M.**

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

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Scott Huizenga, City Administrator/Clerk-Treasurer