

**APPROVED
MINUTES OF THE
OF THE
EAST GRAND FORKS
CITY COUNCIL
TUESDAY, JANUARY 3, 2012 – 5:00 PM**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for January 3, 2012 was called to order by Council 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 President Craig Buckalew, Council Vice President Wayne Gregoire, Council Members Marc DeMers, Ron Vonasek, Henry Tweten (5:03 pm), 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; Scott Huizenga, City Administrator; Jim Richter, EDHA Director; Jason Stordahl, Interim Public Works Superintendent, 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.

ANNUAL BUSINESS:

1. SET TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS

Consider adopting Resolution No. 12-01-01 a Resolution to set time and hour of regular City Council Meetings and Work Sessions.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 12-01-01 A RESOLUTION TO SET TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS AND WORK SESSIONS.

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

Voting Nay: None.

2. DESIGNATE OFFICIAL NEWSPAPER

Consider adopting Resolution No. 12-01-02 a Resolution to designate The Exponent as the official newspaper.

A MOTION WAS MADE BY COUNCIL MEMBER GREGOIRE, SECONDED BY COUNCIL MEMBER VONASEK, TO ADOPT RESOLUTION NO. 12-01-02 A RESOLUTION TO DESIGNATE THE EXPONENT AS THE OFFICIAL NEWSPAPER.

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

Voting Nay: None.

3. DESIGNATE FINANCIAL DEPOSITORIES

Consider adopting Resolution No. 12-01-03 a Resolution to designate the following financial depositories.

- a. American Federal
- b. Frandsen Bank & Trust
- c. Smith Barney
- d. Multi-Bank Securities
- e. Dain Rausher
- f. PMA – 4M Fund

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 12-01-03 A RESOLUTION TO DESIGNATE THE FOLLOWING FINANCIAL DEPOSITORIES.

- A. AMERICAN FEDERAL**
- B. FRANDSEN BANK & TRUST**
- C. SMITH BARNEY**
- D. MULTI-BANK SECURITIES**
- E. DAIN RAUSHER**
- F. PMA – 4M FUND**

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

Voting Nay: None.

Consider adopting Resolution No. 12-01-04 a Resolution authorizing Persons listed below (subject to any expressed restrictions) is authorized for ACH origination and for online banking:

Name and Title Signature

- (A) Lynn Stauss, Mayor
- (B) Scott Huizenga, City Administrator
- (C) Michelle French, Executive Assistant
- (D) Terry Knudson, Accounting Technician
- (E) Karla Anderson, Finance Director

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 12-01-04 A RESOLUTION AUTHORIZING PERSONS LISTED BELOW (SUBJECT TO ANY EXPRESSED RESTRICTIONS) IS AUTHORIZED FOR ACH ORIGINATION AND FOR ONLINE BANKING:

NAME AND TITLE SIGNATURE

- I. LYNN STAUSS, MAYOR**
- (B) SCOTT HUIZENGA, CITY ADMINISTRATOR**
- (C) MICHELLE FRENCH, EXECUTIVE ASSISTANT**
- (D) TERRY KNUDSON, ACCOUNTING TECHNICIAN**
- (E) KARLA ANDERSON, FINANCE DIRECTOR**

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

APPROVAL OF MINUTES:

- 4. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of December 20, 2011.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GREGOIRE, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” FOR THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL OF DECEMBER 20, 2011.

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

- 5. Consider adopting Resolution No. 12-01-05 a Resolution to designate “C&H Insurance” as the insurance agency to handle City Policy for 2011.
- 6. Consider adopting Resolution No. 12-01-06 a Resolution approving the 2011 Administrative

Services Agreement with Discovery Benefits, Inc.

7. Consider adopting Resolution No. 12-01-07 a Resolution approving the following Boards & Commission appointments and reappointments as presented by the appropriate Elected Officials.
8. Consider adopting Resolution No. 12-01-08 a Resolution enabling elected and/or appointed officials of the City of East Grand Forks to be covered by the Minnesota Workers Compensation Law.
9. Consider adopting Resolution No. 12-01-09 a Resolution ordering improvement and preparation of plans for 2012 City Project No. 4 – Paving Improvements – 15th Street NE.
10. Consider adopting Resolution No. 12-01-10 a Resolution ordering improvement and preparation of plans for 2012 City Project No. 5 – Sidewalk Project – TH220.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER GREGOIRE, TO APPROVE CONSENT MOTIONS NUMBER FIVE (5) THROUGH TEN (10) AS SUBMITTED.

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

Voting Nay: None.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

11. Regular meeting minutes of the Water, Light, Power and Building Commission for November 17, 2011.
12. Regular meeting minutes of the Water, Light, Power and Building Commission for December 1, 2011.
13. Regular meeting minutes of the Water, Light, Power and Building Commission for December 8, 2011.

COMMUNICATIONS:

14. Hiring of Alexander Schilke, Police Officer, to replace Sgt William Solem effective January 3, 2012.
15. Appointment of Jason Stordahl as Interim Public Works Director effective January 9, 2012.

OLD BUSINESS: NONE.

NEW BUSINESS:

16. Consider adopting Ordinance No. 3, 4th 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. (2nd Reading)

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL

MEMBER GREGOIRE, TO ADOPT ORDINANCE NO. 3, 4TH 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. (2ND READING)

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

Voting Nay: None.

17. Consider approving the purchase of 2 (two) 2011 Ford Crown Victorias for a total purchase price of \$47,370.00.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LEIGH, TO APPROVE THE PURCHASE OF 2 (TWO) 2011 FORD CROWN VICTORIAS FOR A TOTAL PURCHASE PRICE OF \$47,370.00.

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

Voting Nay: None.

CLAIMS:

18. Consider adopting Resolution No. 12-01-11 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 11764 for a total of \$595.00 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER VONASEK, TO ADOPT RESOLUTION NO. 12-01-11 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 11764 FOR A TOTAL OF \$595.00 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None.

Abstain: Buckalew.

19. 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 GREGOIRE, TO AUTHORIZE THE CITY ADMINISTRATOR/CLERK-TREASURER TO ISSUE PAYMENT OF RECOMMENDED BILLS AND PAYROLL.

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Council Member DeMers thanked Planning and Zoning for all the work done on the development ordinance.

Council Member Tweten wished Mr. Wachter good luck in the future.

Council President Buckalew thanked Planning and Zoning for the development ordinance, wished Mr. Wachter and Mr. Stordahl good luck.

Mr. Huizenga welcomed Mr. Stordahl as the Interim Public Works Superintendent.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GREGOIRE, TO ADJOURN THE JANUARY 3, 2012 REGULAR MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:17 P.M.

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

Voting Nay: None.

Scott Huizenga, City Administrator/Clerk-Treasurer