

**APPROVED  
MINUTES OF THE OF THE  
EAST GRAND FORKS  
CITY COUNCIL  
TUESDAY, AUGUST 28, 2012 – 5:00 PM**

**CALL TO ORDER**

*The Work Session of the East Grand Forks City Council for August 28, 2012 was called to order by Craig Buckalew, Council President 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, Mike Pokrzywinski, and Greg Leigh.*

**STAFF PRESENT:**

*Dave Aker, Parks and Recreation Superintendent; Karla Anderson, Finance Director; Brad Bail, City Engineer; Ron Galstad, City Attorney; Charlotte Helgeson, Library Director; Scott Huizenga, City Administrator; Gary Larson, Interim Fire Chief; Megan Nelson, Administrative Assistant; Tom Spoor, Building Inspector; and Jason Stordahl, Public Works Superintendent.*

**DETERMINATION OF A QUORUM**

*The Council President determined a quorum was present.*

**1. Comprehensive Annual Financial Report (CAFR) – Karla Anderson**

Ms. Anderson gave a brief over of the Comprehensive Annual Financial Report (CAFR). She clarified the Request for Council Action form. She stated that the Public Works Department had less expenses this last year due to the fact they had done fewer projects. There was some more discussion about higher revenues and less sales in the Water and Light Department along with where lot sales are designated to. After answering a few questions from the council members, Ms. Anderson reminded them that if they ever have any questions that they can stop by her office to get them answered.

**2. Boat Ramp – Greg Boppre/Dave Aker**

Mr. Bail informed the council about the boat ramp project that is being scheduled by the DNR to help redevelop the current boat ramp and make it more user friendly. This project is going to cost somewhere between \$200,000 and \$250,000. There are two options the council needs to consider. The first would be for the city to pay for the engineering and the DNR would cover the rest. The price for the engineering would be around \$37,000. The second option would be for the DNR to complete the entire project but the project would not be started until a couple years from now. After some discussion considering both options it was suggested to look into both and see which one works better when it

comes to budgeting and if any group using this area, like the Chamber, would be willing to help pay for some of the engineering costs.

### **3. 2012-2013 Gravel and Sand Bids – Jason Stordahl**

Mr. Stordahl announced to the council that he had only received one bid for gravel and sand. It was from K & K Trucking. They gave a quote of \$12.85 per yard of gravel and \$13.75 per yard of sand. Mr. Stordahl also told the council that K & K Trucking was our supplier last year and these numbers are only slightly higher than last year. After more discussion on different sources of sand and salt for the winter, Mr. Stordahl was going to check into where the city was able to purchase salt and/or a mix of salt and sand for the winter months. He also recommended awarding K & K Trucking the contract.

### **4. MN Department of Public Safety Traffic Safety Enforcement Projects – Mike Hedlund**

With the absence of Mike Hedlund, Mr. Huizenga spoke on his behalf. By signing the agreement the State of Minnesota's program Toward Zero Deaths, formerly Safe & Sober, funding will be provided to the East Grand Forks Police Department so they are able to have additional officers out working to help with traffic control/enforcement and DWI enforcement. The city has participated in this for a number of years. It was recommended to continue this program.

### **5. Zavoral Beet Lease (ASCS By-product Disposal Agreement) – Scott Huizenga**

Mr. Huizenga explained to the council a proposed amendment that could be added to the agreement the city already has with the RJ Zavoral and Sons, Inc to dump beet by-product near the city lagoons. If allowed they would be able to dump on approximately 50 more acres in addition to the 30 acres they currently are allowed to dump on. The Mayor asked if this waste will contaminate the soil. City Attorney, Ron Galstad explained that only 2 of the 4 types of waste are allowed to be dumped on city property and that this is the same waste that farmers get dumped on their property for fertilizer.

### **6. Swimming Pool Feasibility Study – Scott Huizenga**

Mr. Huizenga informed the council of a feasibility study that could be done by Ballard King & Associates to help the council come to a decision about the city pool. This firm does come highly recommended and has worked in Minnesota before. The cost of having this study done is \$9,625.00 plus travel reimbursements. This firm could help narrow down options for the pool. The council is currently stuck on what direction should be taken and this group could come up with a recommendation that could be satisfactory for most if not everyone. After some discussion it was said that this was a good idea not only to get good information but to understand the needs of the community and hopefully fulfill those needs.

### **7. Building Official – Scott Huizenga**

Mr. Huizenga began by reminding the council that Tom Spoor, the Building Official is retiring in October and the council needs to decide what will happen. Mr. Huizenga came up with four options for the council. The first option is just to contract with a person or company. The second would be to merge the building official office and the planning office together to make a Community Development

Department and hopefully offer some more services to the city. The third option is to have the position merge in with the fire department and possibly make it a building official/fire marshal position. The last option would be to hire a new building official. After much discussion and input from Mr. Spoor, many of the council members thought that a short term contracted position will work until it is decided what option will be the best one to move forward with.

#### **8. 2013 Budget – Scott Huizenga**

Mr. Huizenga gave a brief overview of what the budget currently looks like. The proposed budget that he gave them did not include some of the big projects being discussed. He reminded the council that they needed to set the preliminary budget but September 15<sup>th</sup>. After some discussion it was agreed to set the levy at 10% with the intention of bringing it down to zero so there is not increase. The Mayor informed the council he would veto anything over a 5% increase of a levy. It was asked of Mr. Huizenga to create a list of projects that need to be considered so the council can make a list of priorities when looking over the budget.

#### **9. Senior Citizens Board Update – Henry Tweten**

Mr. Tweten informed the council that membership at the Senior Center has gone up the every year for the last three years. Many activities that the members participate in revolve around health. The fire department comes over and checks blood pressure, there have been lectures on nutrition, and there is an exercise room, along with other activities that help promote a healthy lifestyle. The exterior of the building was painted this year. Next year there is going to be trees and grass planted on the south side of the building. Lastly Mr. Tweten invited the council to attend the pig roast that will be on September 16<sup>th</sup> to show their support for the Senior Center.

#### **10. MPO Update – Mike Pokrzywinski/Greg Leigh**

Mr. Pokrzywinski introduced Mr. Earl Haugen Executive Director of the Grand Forks-East Grand Forks Metropolitan Planning Organization. Mr. Haugen gave a summary of some of the big projects that are coming up for the Planning Organization. These projects include improvements done to the Kennedy Bridge, the Sorlie Bridge, and updating the long range transportation plan. Many of these projects are group efforts between the state of Minnesota, North Dakota, and the MPO. The council will be asked for their input on some of these projects. Mr. Pokrzywinski also reminded the council that the MPO meetings are on the 3<sup>rd</sup> Wednesday of each month and if they aren't able to make it, the minutes are available online.

#### **ADJOURN**

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADJOURN THE AUGUST 28, 2012 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:45 P.M.**