

**APPROVED
MINUTES OF THE
EAST GRAND FORKS
CITY COUNCIL MEETING
TUESDAY SEPTEMBER 4, 2012 - 5:00 P.M.**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for September 4, 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, 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; Ron Galstad, City Attorney; Mike Hedlund, Police Chief; Scott Huizenga, City Administrator; Gary Larson, Interim Fire Chief; Megan Nelson, Administrative Assistant; Jim Richter, EDHA Director; and Jason Stordahl, Public Works Director.

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.”

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of August 21, 2012.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of August 28, 2012.

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

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

SCHEDULED PUBLIC HEARINGS: NONE

SCHEDULED BID LETTINGS: 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 approving the Gaming Permit for the Grand Forks Red River Lions Organization for a raffle and paddlewheel game.
4. Consider awarding K & K Trucking the 2012-2013 sand and gravel contract.
5. Consider adopting Resolution No. 12-09-89 authorizing the East Grand Forks Police Department to participate in the 2012-2014 Toward Zero Deaths Program.
6. Consider adopting an amendment to the ACSC By-product Disposal Agreement allowing RJ Zavoral and Sons to dump by-product on 50 additional acres of city owned land located by the sewage ponds.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT ITEMS THREE (3), FIVE (5), AND SIX (6) AS SUBMITTED.

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

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER VONASEK, TO ADOPT ITEM FOUR (4) AS SUBMITTED.

Council Member DeMers asked for clarification and to see if an arrangement could be worked out with either the county or MnDOT for sand and salt. Mr. Stordahl explained that he had made some phone calls but is waiting for a response. There is still a chance that an agreement could be made for this winter season.

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

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

7. Regular meeting minutes of the Water, Light, Power and Building Commission Meeting for August 2, 2012.

COMMUNICATIONS:

8. Acknowledging the resignation of Julie Deziel effective September 14, 2012.

OLD BUSINESS: NONE

NEW BUSINESS:

9. Consider approving the request to start the hiring process for a Secretary/Dispatcher/Jailer for the Police Department.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO APPROVE THE REQUEST TO START THE HIRING PROCESS FOR A SECRETARY/DISPATCHER/JAILER FOR THE POLICE DEPARTMENT.

Chief Hedlund explained the position and why it was needed. Discussion followed with Chief Hedlund and Mr. Huizenga answering questions from the council.

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

Voting Nay: None.

10. Consider approving the Civic Recreation Center and VFW Memorial Arena Lease Agreement between the City of East Grand Forks and the East Grand Forks Public School District.

A MOTION WAS MADE BY COUNCIL MEMBER GREGOIRE, SECONDED BY COUNCIL MEMBER TWETEN, TO APPROVE THE CIVIC RECREATION CENTER AND VFW MEMORIAL ARENA LEASE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND THE EAST GRAND FORKS PUBLIC SCHOOL DISTRICT.

Council Member Leigh asked why there was an increase to the agreement. Mr. Huizenga explained there have been improvements made to the facilities, a new zamboni had been purchased, and there are plans to implement ideas from the energy study. This was also the first increase in three years.

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

Voting Nay: None.

11. Consider adopting Resolution No. 12-09-90 allowing Ballard King & Associates to conduct a Swimming Pool Feasibility Study for the City of East Grand Forks.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER VONASEK, TO ADOPT RESOLUTION NO. 12-09-90 ALLOWING BALLARD KING & ASSOCIATES TO CONDUCT A SWIMMING POOL FEASIBILITY STUDY FOR THE CITY OF EAST GRAND FORKS.

Discussion followed with clarification that this company will only complete a feasibility study and not be retained for designing.

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

Voting Nay: None.

12. Consider adopting Resolution No. 12-09-91 authorizing the City Administrator to send out a request for proposals for contracting out the Building Official position.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 12-09-91 AUTHORIZING THE CITY ADMINISTRATOR TO SEND OUT A REQUEST FOR PROPOSALS FOR CONTRACTING OUT THE BUILDING OFFICIAL POSITION.

Council Member Tweten told the Council how important this position is to the community. Other council members agreed but explained they owe it to the taxpayers to look into what would be best for the future of the Building Official position.

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

Voting Nay: Tweten

13. Consider adopting Resolution No. 12-09-92 approving Agreement 01492 between the City of East Grand Forks and MnDot allowing reimbursements to the City for non-infrastructure costs for the Safe Route to School Project.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER GREGOIRE, TO ADOPT RESOLUTION NO. 12-09-92 APPROVING AGREEMENT 01492 BETWEEN THE CITY OF EAST GRAND FORKS AND MNDOT ALLOWING REIMBURSEMENTS TO THE CITY FOR NON-INFRASTRUCTURE COSTS FOR THE SAFE ROUTE TO SCHOOL PROJECT.

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

Voting Nay: None.

14. Consider adopting Resolution No. 12-09-93 approving plans and specifications and ordering advertisements for bids for 2012 Assessment Job No. 4 – Utilities and Street Construction

Mr. Huizenga asked the council to postpone this item until the next meeting.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GREGOIRE, TO POSTPONE THE DISCUSSION AND ADOPTION OF RESOLUTION NO. 12-09-93 APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENTS FOR BIDS FOR 2012 ASSESSMENT JOB NO. 4 – UTILITIES AND STREET CONSTRUCTION UNTIL THE NEXT MEETING

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

Voting Nay: None.

15. Consider adopting Resolution No. 12-09-94 approving the 2012 tax levy collectable in 2013 for a total amount of \$3,211,562 and set the Truth in Taxation Hearings for December 4, 2012 at 7:00 p.m. with a continuance hearing December 18, 2012, at 7:00 p.m. if necessary.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 12-09-94 APPROVING THE 2012 TAX LEVY COLLECTABLE IN 2013 FOR A TOTAL AMOUNT OF 3,211,562 AND SET THE TRUTH AND TAXATION HEARINGS FOR DECEMBER 4, 2012 AT 7:00 PM WITH A CONTINUANCE HEARING DECEMBER 18, 2012 AT 7:00PM IF NECESSARY

Mr. Huizenga explained to the council that these numbers include the 10 percent increase.

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

Voting Nay: Pokrzywinski

16. Consider adopting Resolution No. 12-09-95 a Resolution to approve the 2013 preliminary budget.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 12-09-95 TO APPROVE THE 2013 PRELIMINARY BUDGET.

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

Voting Nay: None

CLAIMS:

17. Consider adopting Resolution No. 12-09-96 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 13739 for a total of \$1220.67 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER VONASEK, TO ADOPT RESOLUTION NO. 12-09-96 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 13739 FOR A TOTAL OF \$1,220.67 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None

Abstain: Buckalew

18. Consider adopting Resolution No. 12-09-97 a Resolution authorizing the City of East Grand Forks to approve purchases from Bert's Truck Equipment the goods referenced in check numbers 13716 for a total of \$524.88 whereas Council Member Gregoire is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 12-09-97 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM BERT'S TRUCK EQUIPMENT THE GOODS REFERENCED IN CHECK NUMBERS 13716 FOR A TOTAL OF

\$524.88 WHEREAS COUNCIL MEMBER GREGOIRE IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

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

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

SUSPENSION OF RULES:

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LEIGH, TO SUSPEND RULES.

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

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE THE REQUEST FOR STREET AND STORM WATER REPAIRS NEAR THE INTERSECTION OF JAMES AVE AND RIVER DRIVE SE USING OPTION #2 AND THE LOWEST BIDDER.

Mr. Stordahl told the council the background of why this project came up and presented them with an RCA and a recommendation for repairs. Option #1 was to repair and resurface the street in one season. Option #2 was to perform the street resurfacing in the spring after the freeze/thaw cycle. The repairs will be paid for money from the street budget.

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

COUNCIL/STAFF REPORTS:

Council Member Leigh wanted to remind the council that even though they approved a 10 percent increase for the preliminary levy, their job is to get it down to as minimal as possible.

If Department Heads have anything to say, have them step up to the podium.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADJOURN THE SEPTEMBER 4, 2012 REGULAR MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:40 P.M.

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

Voting Nay: None