

**APPROVED
MINUTES OF THE
EAST GRAND FORKS
CITY COUNCIL SPECIAL MEETING
TUESDAY, SEPTEMBER 11, 2012 – 5:00 PM**

CALL TO ORDER:

The Special Council Meeting of the East Grand Forks City Council for September 11, 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 Ron Vonasek, Henry Tweten, Mike Pokrzywinski, and Greg Leigh.

STAFF PRESENT:

Karla Anderson, Finance Director; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Nancy Ellis, Senior Planner; Ron Galstad, City Attorney; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Scott Huizenga, City Administrator; Teri Kouba, Transit; Gary Larson, Interim Fire Chief; Megan Nelson, Administrative Assistant; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present

NEW BUSINESS:

1. 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

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT 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. Boppre explained the project and presented the council with the plans. Bids are scheduled to be opened on October 2, 2012. Discussion followed with explanations about the developer's agreement and the number of catch basins there will be.

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

Voting Nay: None.

Absent: Demers

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADJOURN THE SEPTEMBER 11, 2012 REGULAR MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:12 P.M.

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

Voting Nay: None.

Absent: Demers

Scott Huizenga, City Administrator/Clerk-Treasurer

**APPROVED
MINUTES OF THE
EAST GRAND FORKS
CITY COUNCIL WORK SESSION
TUESDAY, SEPTEMBER 11, 2012 - 5:00 PM**

CALL TO ORDER

The Work Session of the East Grand Forks City Council for September 11, 2012 was called to order by Craig Buckalew, Council President at 5:12 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 Ron Vonasek, Henry Tweten, Mike Pokrzywinski, and Greg Leigh.

STAFF PRESENT: DO NOT READ

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; Charlotte Helgeson, Library Director; Scott Huizenga, City Administrator; Gary Larson, Interim Fire Chief; Megan Nelson, Administrative Assistant; Jim Richter, EDHA Director; and Jason Stordahl, Public Works Superintendent.

DETERMINATION OF A QUORUM:

1. Parks Legacy and Regional Park Grant Application – Nancy Ellis

Ms. Ellis told the council the background of the Greenway establishment plan that was adopted years ago. Lafave Park and the Red River State Recreation Area did not meet their potential. She continued with how there is funding available to improve these areas and the Department of Natural Resources asked the City of East Grand Fork to apply for Legacy Funds. Ms. Ellis went over what was included in the application, the proposed plan, and asked for input from the council for any changes they think were necessary.

2. Memorandum of Understanding Covering Public Participation – Teri Kouba

Ms. Kouba explained the FTA came in and conducted a review which they do every three years. They found there was not policy for public comment on fares and major service changes. She asked the council to consider a Memorandum of Understanding Covering Public Participation. This will be included in transit policies and will be amended when needed.

3. Transit Procurement Policy – Teri Kouba

Ms. Kouba informed the council that the current transit procurement policy needs to be followed when transit dollars are used to buy equipment or for a project. This will ensure that transit will receive all of the documentation they are required to have for reviews by the FTA.

4. Standard Operating Procedures & Policy Reference – Teri Kouba

Ms. Kouba told the council there had been some changes to the Standard Operation Procedures and Policies manual. East Grand Forks has never formally adopted this manual before and now would be a good time since it was just revised.

5. Pinehurst Court Alley – Scott Huizenga

Mr. Huizenga explained to the council a request had been made by a property owner in Pinehurst Court to have the city maintain the alley in Pinehurst Court. Currently it is private land with a utility easement going through making the property owners responsible for the alley. It was explained to the residents attending the meeting the steps they will need to take in order for the city to take over the maintenance of this alley.

6. Dakota Carrier Network Fiber Optic Agreement – Ron Galstad

Mr. Galstad told the council he has drafted an agreement between the City of East Grand Forks and Dakota Carrier Network. This agreement would allow the city to control where fiber optic cables would be placed and to protect the city from any damages that may occur. Discussion followed with concerns about selling or giving the easement, if access can be refused, and what the permit cost might be. Mr. Galstad will be doing some research to find answers to these questions.

7. Refinancing Bonds – Brenda Krueger/Karla Anderson

Ms. Anderson informed the council that there is an opportunity for the city to refinance some bonds that are currently not being covered by special assessments or grants. She introduced Brenda Krueger who works for Springsted and who could help the city refinance these bonds. If the city refinanced it would save around \$8,000.00 a year with a total savings of \$80,000.00 and would drop the interest rate almost a whole percent. Ms. Krueger also explained that the city will have to have an updated credit rating, how that is calculated, and what the current rating of the city is.

8. American Crystal Copper Nitrate Agreement – Jason Stordahl

Mr. Stordahl informed the council that American Crystal Sugar asked the city if it was acceptable for copper nitrate to end up in the waste water ponds. He told the council that if too much copper would get into the ponds the system could be killed off. After speaking with three different agencies including the Minnesota Pollution Control Agency, he was reassured that the very small amount of copper would not have an effect on the pond system. Mr. Galstad has created an agreement with American Crystal with provisions in place to protect the city.

9. Cemetery Commission Update – Wayne Gregoire

Mr. Gregoire updated the council with changes the cemetery commission is dealing with. Updates are taking place within the cemetery grounds to help with maintenance, winter burials are now available due to a Minnesota mandate, the commission is looking into selling half plots since cremation is becoming so popular, and also possibly changing the one marker maximum to allowing at least military personnel two markers. Mr. Gregoire told the council the perpetual fund has grown to \$155,623.00 since 2007. He also explained to the council they are thinking about charging a 20 percent administration fee for people who decide to sell back their plot to the city.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER VONASEK, TO ADJOURN THE SEPTEMBER 11, 2012 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:42 P.M.

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

Voting Nay: None.

Absent: Demers

Scott Huizenga, City Administrator/Clerk-Treasurer