

**APPROVED MINUTES
CITY COUNCIL SPECIAL MEETING
CITY OF EAST GRAND FORKS
NOVEMBER 8, 2012
5:00 P.M.**

CALL TO ORDER:

The Special Meeting of the East Grand Forks City Council for November 8, 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: DO NOT READ

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; 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 Director.

Other Staff:

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 October 16, 2012.

2. Consider approving the minutes of the “Special Meeting” and the “Work Session” for the East Grand Forks, Minnesota City Council of October 23, 2012.

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

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

Voting Nay: None.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS:

3. Public Hearing to consider adopting Resolution No. 12-11-108 approving the adoption of assessment roll #322 for 2012 Assessment Job No. 1 – Paving – 15th St NE for a total assessment amount of \$284,734.80.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER VONASEK, TO OPEN THE PUBLIC HEARING FOR 2012 ASSESSMENT JOB NO. 1 – PAVING – 15TH ST NE.

Mr. Boppre informed the council how the street had been paid by using state aid and through special assessments, how well the project went, and that it was completed on budget.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO CLOSE THE PUBLIC HEARING FOR 2012 ASSESSMENT JOB NO. 1 – PAVING – 15TH ST NE AND ADOPT RESOLUTION NO. 12-11-108 ADOPTING ASSESSMENT ROLL #322.

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

Voting Nay: 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.

4. Consider adopting Resolution No. 12-11-109 a Resolution authorizing the City Council to order that the following costs, with interest charged at 10% per year beginning on January 1, 2013 for mowing grass on the listed properties be certified to the County Auditor for collection with the 2013 real estate taxes.
5. Consider adopting Resolution No. 12-11-110 a Resolution authorizing the City Council to order that the stated costs beginning on January 1, 2013 for sidewalk replacement on the listed properties be certified to the County Auditor for collection with the 2013 real estate taxes.

6. Consider adopting Resolution No. 12-11-111 a Resolution authorizing the City Council to order that the following costs beginning on January 1, 2013 for delinquent utilities on the listed properties be certified to the County Auditor for collection with the 2013 real estate taxes.
7. Consider approving the Snow Removal Agreement between the City of East Grand Forks and the residents in Pinehurst Court for snow removal services for this winter.
8. Consider approving the Retainer Agreement for legal services from Ronald Galstad beginning January 1, 2013 through December 31, 2015.
9. Consider approving the completion of paving in Waters Edge 1st Addition and award the job to Opp Construction for \$53,436.00.
10. Consider approving the Site Use Agreement between the City of East Grand Forks and LSS Senior Nutrition Program for use of facilities within the city from January 1, 2013 through December 31, 2013.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT ITEMS FOUR (4) THROUGH TEN (10) AS SUBMITTED.

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

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

11. Regular meeting minutes of the Water, Light, Power and Building Commission Meeting for October 4, 2012.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

12. Consider appointing Gary Larson to Fire Chief Position at grade 17, step 6 effective November 9, 2012.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER GREGOIRE, TO APPOINT GARY LARSON TO THE FIRE CHIEF POSITION AT GRADE 17, STEP 6 EFFECTIVE NOVEMBER 9, 2012.

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

13. Consider approving the Settlement and Release Agreement/Memorandum of Understanding between the City of East Grand Forks and Teamsters Local No. 120.

A MOTION WAS MADE BY COUNCIL MEMBER GREGOIRE, SECONDED BY COUNCIL MEMBER LEIGH, TO APPROVE THE SETTLEMENT AND RELEASE AGREEMENT/MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF EAST GRAND FORKS AND TEAMSTERS LOCAL NO. 120.

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

Voting Nay: None.

14. Consider approving the Development Agreement between the City of East Grand Forks and RJ Zavoral & Sons, Inc.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE THE DEVELOPMENT AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND RJ ZAVORAL & SONS, INC.

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

Voting Nay: None.

Abstain: Demers

CLAIMS:

15. Consider adopting Resolution No. 12-11-112 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 14218 for a total of \$1,251.18 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VONASEK, TO ADOPT RESOLUTION NO. 12-11-112 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 14218 FOR A TOTAL OF \$1,251.18 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

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

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

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Stauss congratulated Gary Larson on his new position and on how he has done very well as the interim fire chief.

Council Member Vonasek congratulated Mr. Larson on his new position and a job well done.

Council Member Buckalew congratulated Mr. Larson on becoming the fire chief. He also said that orientation could be held any time that it works for those who are newly elected.

Council Member Tweten thanked Mr. Larson for all of the hard work he has done so far and congratulated him on his new position. Mr. Tweten also asked that all of the materials the current council is receiving, the newly elected also receive so they are up to date when they take their positions in January.

Council Member Pokrzywinski offered congratulations to Mr. Larson on his promotion as well Mr. Grassel on winning the election.

City Administrator/Clerk-Treasurer reminded the council he will be out of the office this next week and that the budget meetings will start beginning with the Police Department on Tuesday.

Attorney Galstad congratulated Mr. Larson and offered help if approved and if needed to those newly elected.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER GREGOIRE, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADJOURN THE NOVEMBER 8, 2012 SPECIAL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:16 P.M.

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

Voting Nay: None.

Scott Huizenga, City Administrator/Clerk-Treasurer