

**AGENDA  
CITY COUNCIL  
CITY OF EAST GRAND FORKS  
DECEMBER 4, 2012  
5:00 P.M.**

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF A QUORUM:**

**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 “Budget Meeting” for the East Grand Forks, Minnesota City Council of November 19, 2012.
2. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of November 20, 2012.
3. Consider approving the minutes of the Budget Meeting for the East Grand Fork, Minnesota City Council of November 26, 2012.
4. Consider approving the minutes of the “Work/Budget Session” for the East Grand Forks, Minnesota City Council of November 27, 2012.
5. Consider approving the minutes of the “Budget Meeting” for the East Grand Forks, Minnesota City Council of November 28, 2012.

**SCHEDULED BID LETTINGS: NONE**

**SCHEDULED PUBLIC HEARINGS:**

6. Public hearing to consider adopting Ordinance No. 5, 4<sup>th</sup> Series, an Ordinance of the City of East Grand Forks, Minnesota, annexing that part of the Southeast Quarter of the Southwest Quarter of Section 31, Township 152 North, Range 49 West of the 5<sup>th</sup> Principal Meridian, lying easterly of the Industrial Park 1<sup>st</sup> Resubdivision to the City of East Grand Forks.

**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.

7. Consider approving promotions to Assistant Chief and Engineer and the recruitment and hiring of a firefighter in the Fire Department.
8. Consider approving the promotion to Executive Assistant and the recruitment and hiring of an Accounting Technician in the Administration/Finance Office.
9. Consider approving the recruitment and hiring of a Truck Driver for the Public Works Department.
10. Consider approving the request to increase winter burial internment rates to \$1250.00 which includes a deposit.

**ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:**

11. Regular Meeting minutes of the Water, Light, Power and Building Commission Meeting for November 1, 2012.
12. Special Meeting minutes of the Water, Light, Power, and Building Commission Meeting for November 9, 2012.
13. Regular Meeting minutes of the Resurrection Cemetery Commission Meeting for November 28, 2012.

**COMMUNICATIONS:**

14. Hiring of Linda Wald as the Secretary/Dispatcher/Jailer in the Police Department effective November 26, 2012.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

15. Consider approving the recruitment and hiring of a new city planner.
16. Consider adopting Resolution No. 12-12-115 transferring \$500,000.00 to the Water and Light Department for reimbursement for the lime sludge pond project.
17. Consider adopting Resolution No. 12-12-116 approving the 2012 Tax Levy, Collectable in 2013.
18. Consider adopting Resolution No. 12-12-117 approving the 2013 Budget and to authorize specific financial related activities.

**CLAIMS:**

19. Consider adopting Resolution No. 12-11-114 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 14383 for a total of \$488.38 whereas Council Member Buckalew is personally interested financially in the contract.
20. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

**ADJOURN:**

Upcoming Meetings:

- Possible Work Session – December 11, 2012 – Training Room – 5:00 PM
- Regular Council Meeting – December 18, 2012 – Council Chambers - 5:00 PM
- Organization Meeting – January 8, 2013 – Council Chambers – 5:00 PM

**UNAPPROVED MINUTES  
OF THE EAST GRAND FORKS  
CITY COUNCIL BUDGET MEETING  
WEDNESDAY, NOVEMBER 19, 2012 – 5:00 PM**

**CALL TO ORDER:**

*The Budget Work Session Meeting of the East Grand Forks City Council for November 19, 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 Members Ron Vonasek, Henry Tweten, Mike Pokrzywinski, and Greg Leigh.*

**STAFF PRESENT**

*Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; and Megan Nelson, Administrative Assistant.*

**DETERMINATION OF A QUORUM**

**1. Parks & Recreation Budget – Dave Aker**

Mr. Aker presented a summary of the Parks and Recreation operations including information on staffing, supplies, and a wish list of items to be either purchased, updates that need to be made, or the possible additions to the Parks and Recreational staff. Budgeted areas covered by Dave included all of the sports put on throughout the year, Resurrection Cemetery, the arenas, and the Senior Center.

**ADJOURN**

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO ADJOURN THE NOVEMBER 19, 2012 BUDGET SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:04 P.M.**

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

**UNAPPROVED MINUTES  
OF THE CITY COUNCIL MEETING  
CITY OF EAST GRAND FORKS  
NOVEMBER 20, 2012  
5:00 P.M.**

**CALL TO ORDER:**

*The Council Meeting of the East Grand Forks City Council for November 20, 2012 was called to order by Council President Buckalew at 5:17 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 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, 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 November 8, 2012.
2. Consider approving the minutes of the “Special Meeting” and the “Work/Budget Session” for the East Grand Forks, Minnesota City Council of November 13, 2012.

3. Consider approving the minutes of the Budget Meeting for the East Grand Fork, Minnesota City Council of November 14, 2012

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE ITEMS ONE (1), THROUGH THREE (3).**

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

*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.

4. Consider approving the preliminary draft proposal to the Public Transit Fare Structure as proposed by the Metropolitan Planning Organization (MPO).
5. Consider approving the agreement with Widseth, Smith, Nolting for Engineer Services beginning January 2013 through December 2015.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT ITEMS FOUR (4) AND FIVE (5) AS SUBMITTED.**

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

*Voting Nay: None.*

**ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:**

6. Regular meeting minutes of the Water, Light, Power and Building Commission Meeting for October 18, 2012.

**COMMUNICATIONS: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

7. Consider approving the Memorandum of Understanding between the City of East Grand Forks and Law Enforcement Labor Services, Inc.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LEIGH, TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN**

**THE CITY OF EAST GRAND FORKS AND LAW ENFORCEMENT LABOR SERVICES, INC.**

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

*Voting Nay: None.*

8. Consider approving the establishment of I-1 Light Industrial Zoning for the property that is to be annexed located north of 10<sup>th</sup> St NE and east of 15<sup>th</sup> Ave NE.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VONASEK, TO APPROVE THE ESTABLISHMENT OF I-1 LIGHT INDUSTRIAL ZONING FOR THE PROPERTY THAT IS TO BE ANNEXED LOCATED NORTH OF 10<sup>th</sup> ST NE AND EAST OF 15<sup>th</sup> AVE NE.**

Ms. Ellis explained to the council of the request that had been made by RJ Zavoral and Sons Inc. She also informed them why establishing area as a I-1 Industrial Light Zone fits the long range plans for this area.

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

*Voting Nay: None.*

*Abstain: Demers.*

9. Consider approving the preliminary plat for Zavoral's Industrial 1<sup>st</sup> Addition.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VONASEK, TO APPROVE THE PRELIMINARY PLAT FOR ZAVORAL'S INDUSTRIAL 1<sup>st</sup> ADDITION.**

Ms. Ellis told the council this preliminary plat would be of the 5 acres that is to be annexed. There are some changes that need to be made and some of the plat needs to be cleaned up. Council member Buckalew asked there was a developer's agreement. Ms. Ellis informed the council there was and everything is being done up to standards. She asked this preliminary plat to be approved so the process can keep moving forward.

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

*Voting Nay: None.*

*Abstain: DeMers*

**CLAIMS:**

10. Consider adopting Resolution No. 12-11-114 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 14383 for a total of \$488.38 whereas Council Member Buckalew is personally interested financially in the contract.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 12-11-114 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 14383 FOR A TOTAL OF \$488.38 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.**

*Voting Aye: Pokrzywinski, DeMers, Vonasek, Tweten, and Leigh.*

*Voting Nay: None.*

*Abstain: Buckalew*

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

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

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

*Voting Nay: None.*

**COUNCIL/STAFF REPORTS:**

Mayor Stauss said he was glad to see the holiday decorations going up, they make the city look nice. He also asked Chief Larson to explain how the new ladder truck had recently been used.

Chief Larson explained how they received a call from Kittson County Sheriff's Department. They needed help at an elevator fire. Using the new ladder truck they were able to put the fire out. There has been lots of appreciation shown to the East Grand Forks Fire Department for their help this year for this event and helping out during the wild fires.

Council Member DeMers wished everyone a Happy Thanksgiving.

Council Member Buckalew also wished everyone a Happy Thanksgiving.

Council Member Tweten asked Mr. Stordahl to update the council of the odor issue.

Mr. Stordahl informed the council of the numerous ways they have tried to solve this odor issue. He has spoken with Frank from Rural Water as well as others to try and find a way to resolve this. They have completed testing and those results will be sent next week. So far a drip system set up at least some of the lift stations is what has been suggested. He also informed the council that since it was a dry year this issue is happening all over the state.

Council Member Leigh thanked Mr. Stordahl for working hard on trying to fix this odor issue.

Mr. Huizenga reported back to the council some of the main points of the coalition meeting in Alexandria which included possible changes to LGA, Economic Development, and the makeup of the state legislature since the election.

Mr. Galstad informed the council he was working on ordinance for illicit discharge into the storm sewer with Jason Stordahl and Steve Emery. It will be ready soon.

Mr. Boppre wished all a Happy Thanksgiving.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LEIGH, TO ADJOURN THE NOVEMBER 20, 2012 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:44 P.M.**

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

*Voting Nay: None.*

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Scott Huizenga, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES  
OF THE  
EAST GRAND FORKS  
CITY COUNCIL BUDGET MEETING  
MONDAY, NOVEMBER 26, 2012 – 5:00 PM**

**CALL TO ORDER:**

*The Budget Work Session Meeting of the East Grand Forks City Council for November 26, 2012 was called to order by Council President Buckalew at 5:06 P.M.*

**CALL OF ROLL:**

*On a Call of Roll the following members of the East Grand Forks City Council were present: Council President Craig Buckalew, Council Vice President Wayne Gregoire, Council Members Marc DeMers, Ron Vonasek, Henry Tweten, Mike Pokrzywinski, and Greg Leigh.*

**STAFF PRESENT**

*Karla Anderson, Finance Director; Megan Nelson, Administrative Assistant; and Jason Stordahl, Public Work Director.*

**DETERMINATION OF A QUORUM**

**1. Public Works – Jason Stordahl**

Director Stordahl presented a summary of the staff, a proposed budget for the different departments of Public Works, along with what equipment needs to be replaced and street repairs that should be addressed in the near future. He also discussed what areas need repairs or replacement parts in the waste water department and storm water department. After the presentation Mr. Stordahl answered questions from the council.

**ADJOURN**

**A MOTION WAS MADE BY COUNCIL MEMBER GREGOIRE, SECONDED BY COUNCIL MEMBER LEIGH, TO ADJOURN THE NOVEMBER 26, 2012 BUDGET SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:50 P.M.**

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

*Voting Nay: None.*

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Scott Huizenga, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES  
CITY COUNCIL  
WORK SESSION  
CITY OF EAST GRAND FORKS  
NOVEMBER 27, 2012 - 5:00 PM**

**CALL TO ORDER:**

*The Work Session Meeting of the East Grand Forks City Council for November 27, 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; Dan Boyce, Water & Light Manager; Ron Galstad, City Attorney; Earl Haugen, MPO; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Scott Huizenga, City Administrator; Gary Larson, Fire Chief; Megan Nelson, Administrative Assistant; Jim Richter, EDHA Director; Jason Stordahl, Public Works Superintendent; and Lynda Adams Vanderhoof, Senior Center Coordinator.*

**DETERMINATION OF A QUORUM:**

**1. Stop Sign at 11<sup>th</sup> Ave SE and Greenway Blvd SE – Marc DeMers**

Council member DeMers explained how he has been contacted by members of his ward to turn a 2-way stop at the intersection of 11<sup>th</sup> Ave SE and Greenway Blvd into a 4-way stop. There has been concern about the speed of cars going past this area and pedestrians who don't have sidewalks to walk on. They are asking for a 4-way stop to slow people down. After some discussion the council felt it would be better to have the police patrol this area more frequently and try to count the cars to see if the addition of the stop signs were necessary.

**2. Winter Internment Costs – Dave Aker**

Mr. Aker told to the council how the Cemetery Commission would like to raise the winter internment rates from \$750.00 up to \$1250.00 which includes a \$250.00 deposit. This deposit would be given back if no damages occur to any other markers or surrounding area. Mr. Aker told the council he currently has winter internments starting on November 1<sup>st</sup> or when there is two inches of snow. After some discussion it was understood that it is not so much finding the correct spot that is causing issues but the entities coming in that are not being careful. This deposit would help recoup costs when markers are damaged.

### **3. Fire Dept Recruitment and Administration Recruitment – Chief Larson/Scott Huizenga**

Chief Larson told the council the Fire Department has been down one person since the retirement of Chief Gust. He would like to promote an engineer to assistant chief, promote a firefighter to engineer, and then hire a firefighter. He explained how he has been applying for another safe grant to help fund this position. Council member DeMers asked about the paid on-call. Chief Larson explained they will complete their training by January and possibly start medical training after that since the Fire Department receives many medical calls.

Mr. Huizenga explained how the Administration Office has been down one person since August. Megan Nelson has passed her probation and has been filling in since the vacancy. He asked to promote her to Executive Assistant and begin recruiting for a new Accounting Technician.

### **4. City Planner – Scott Huizenga**

Mr. Huizenga reminded the council they were possibly looking into creating a Community Development Office where there a City Planner and Building Official work together. This office would be in charge of facilities management, code and nuisance enforcement, ADA compliance, transit, and more. Mr. Huizenga reminded the council the City Planner position and the Building Official position are two separate but this is just for hiring a City Planner. Council member Tweten expressed his concern with hiring a Building Official first and how important this position is for the community. Discussion continued about the benefits this office could offer the community.

### **5. Senior Citizen Board Update – Henry Tweten**

Council member Tweten began by thanking the Fire Department for working with the Senior Center and checking the blood pressure of Senior Center members that would like it checked every Tuesday. They have helped many people. He thanked Lynda Vanderhoof for being a great coordinator and for all of the activities she puts together. He then asked Lynda to give an update about the Senior Center.

Ms. Vanderhoof started out by explaining a need at the Senior Center. Currently there isn't a handicap bathroom at the center. She is currently having two different companies working on estimates for installing a uni-sex handicap accessible bathroom. This is something that is needed and hopefully this project can be completed in 2013. Ms. Vanderhoof also told the council membership is currently at 403 for this year and has gone up for the last three years. She already has members signed up for next year. She explained you had to be 50 years old to join and membership is \$15.00 a year.

### **6. Water and Light Department Budget – Dan Boyce**

Mr. Boyce passed out many handouts of maps and finance reports. He explained the 5 year capital project plan including water main replacement, substation work, and updating equipment. He touched on the Lime Sludge pond relocation project. Then Mr. Boyce informed the council on the outlook of the cost of electricity, costs of treating water, and what might affect these costs in the future. He also informed the council about laws passed by the state legislature that also have an effect on these costs. A discussion followed with Mr. Boyce and members of the Water & Light Commission answering questions from the council.

**ADJOURN**

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO ADJOURN THE NOVEMBER 27, 2012 BUDGET SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 7:21 P.M.**

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

*Voting Nay: None.*

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Scott Huizenga, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES  
OF THE EAST GRAND FORKS  
CITY COUNCIL BUDGET MEETING  
WEDNESDAY, NOVEMBER 28, 2012 – 5:00 PM**

**CALL TO ORDER:**

*The Budget Meeting of the East Grand Forks City Council for November 28, 2012 was called to order by Council President Buckalew at 5:07 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, and Mike Pokrzywinski.*

**STAFF PRESENT**

*Karla Anderson, Finance Director; Earl Haugen, MPO; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Scott Huizenga, City Administrator; Teri Kouba, Transit; Megan Nelson, Administrative Assistant; Jim Richter, EDHA Director and Jason Stordahl, Public Works Superintendent.*

**DETERMINATION OF A QUORUM**

**1. Planning and Transit – Teri Kouba**

Ms. Kouba presented to the council with a summary of the estimated costs for the Fixed Route, Dial-A-Ride, and Senior Riders programs. Included in the presentation were estimates of how much the state portion is expected to be, what federal funds are available for certain projects like Safe Routes to School Sidewalk projects and she ended with graphs showing how many more riders they have had this year compared to past years.

**2. Economic Development/Housing Authority (EDHA) – Jim Richter**

Mr. Richter presented a summary of staffing, activities, programs available, an overview on lot sales, and current budgets for the housing authority. He continued with different programs available in economic development as well as how the city has been expanding in the industrial park, the development of the Minnesota Heights Project, and informing the council on the potential for a senior affordable housing project.

**3. Administration and Finance – Scott Huizenga**

Mr. Huizenga gave an overview of the Administration and Finance Budget. The largest part of this budget is salaries based on having five people on staff. Since the office has been short a person there has been some savings in that budget. Finance is the same as last year. He

explained there will be an increase with our auditing services next year due to more government regulations.

Mr. Huizenga also gave the council an overview on the budget for the City Attorney and noted there will be less money spent out of the council budget since there will not be an election next year. He also said with the possible changing of the Planning and Transit along with the Building Official budget not to change anything now and wait to see what will need to be adjusted if the Community Development Office is created. Mr. Huizenga hopes to see a savings in the city hall budget with some improvements made.

#### **4. Capital Improvements Program – Scott Huizenga**

Mr. Huizenga gave a brief presentation on the capital improvement program which included the building maintenance fund and an estimate on how much the council will have to spend on big ticket items or repairs to city buildings. Mr. Huizenga then asked the council how they would like to prioritize capital expenditures. A discussion followed with many different projects being brought up. It was also pointed out labor negotiations would be taking place so the council should keep that in mind. Mr. Huizenga had recommended a 3% increase to the levy and left it to the council to decide what the final percentage it would be. The mayor reminded the council he would veto anything over 5%.

#### **ADJOURN**

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER GREGOIRE, TO ADJOURN THE NOVEMBER 28, 2012 BUDGET SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 7:26 P.M.**

*Voting Aye: Buckalew, Gregoire, Pokrzywinski, DeMers, and Vonasek.*

*Voting Nay: None.*

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Scott Huizenga, City Administrator/Clerk-Treasurer

**ORDINANCE NO. 5 4<sup>th</sup> SERIES**

AN ORDINANCE OF THE CITY OF EAST GRAND FORKS, MINNESOTA, ANNEXING THAT PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 152 NORTH, RANGE 49 WEST OF THE 5<sup>th</sup> PRINCIPAL MERIDIAN, LYING EASTERLY OF THE INDUSTRIAL PARK 1<sup>st</sup> RESUBDIVISION TO THE CITY OF EAST GRAND FORKS, MINNESOTA.

THE CITY OF EAST GRAND FORKS ORDAINS:

Section 1. This annexation is being passed and adopted pursuant to the provisions of Minnesota Statute § 414.033 subd. 2 clause 3.

Section 2. The City of East Grand Forks, Minnesota (hereinafter referred to the “City”) was petitioned by the land owners RJ Zavoral & Sons Inc (hereinafter “RJ Zavoral & Sons Inc”).

Section 3. The land is unincorporated, abuts the City of East Grand Forks along its Northeastern boundary and is urban or about to become urban or suburban in nature.

Section 4. None of the property is located in an area designated for orderly annexation pursuant to Minn. State Section 414.0325.

Section 5. The area to be annexed is 120 acres or less; (5 acres), unplatted, unpopulated property, not located within the City, and is not presently served by public sewer facilities or public sewer facilities are not otherwise available.

Section 6. The land is not located within the floodplain or shoreland area.

Section 7. That the Notice requirement for the Public hearing of Minnesota Statute § 414.033 subd. 2b has been met as all interested parties; the town and all landowners within and contiguous to the area to be annexed have been served by certified mail.

Section 8. The Public hearing required under Minnesota Statute § 414.033 subd. 2b has been held.

Section 9. That Minnesota Statute § 414.033 subd. 3 does not apply because it is appropriate for annexation under Minnesota Statute § 414.033 subd. 2, clause 3.

Section 10. The Petitioners were provided the 30 day notice required by Minnesota Statute § 414.033 subd. 13, however the provisions are not applicable as the cost of electric utility service to the Petitioners will not change as a result of the annexation of the territory into the municipality.

Section 11. The Corporate limits of the City of East Grand Forks are hereby extended to include the following described property situated in the County of Polk, State of Minnesota, legally described as follows, to wit:

*Commencing at the southwest corner of said Section 31; thence northerly along the west line of said Section 31 having an assumed bearing of North 00°01'27" West a distance of 116.00 feet; thence South 89°43'19" East parallel with the south line of said Section 31 a distance of 1864.00 feet to the Southeast corner of said Industrial Park 1<sup>st</sup> Resubdivision AND the point of beginning of the tract to be described; thence North 03°00'45" West along the east boundary line of said Industrial Park 1<sup>st</sup> Resubdivision a distance of 376.52 feet to the northeast corner of Lot "D", Block 2; thence East along a line being the easterly extension of the north line of said Lot "D", Block 2 of said Industrial Park 1<sup>st</sup> Resubdivision a distance of 578.46 feet thence South 03°00'45" East on a line parallel to the east line of said Lot "D" a distance of 376.52 feet, more or less to a point 116.00 feet North of the south line of said SE ¼ SW ¼ Section 31; thence west along a line 116.00 feet North of and parallel to the south line of said SE ¼ SW ¼ Section 31, a distance of 578.46 feet more or less to the point of beginning containing 5 acres more or less.*

Copies of the of the Corporate Boundary map showing the property to be annexed and its relationship to the corporate boundaries are hereby attached.

Section 12. Reimbursement of the property taxes to the Town shall be based on the property taxes collected by the Town in the last year it collected taxes on the annexed area. The reimbursement shall be paid in substantially equal payments over two to eight years in accordance with the 2006 amendments to Minn. Stat. §414.036.

Section 13. That pursuant to Minnesota Statutes § 414.036 with respect to any special assessments assigned by the Town to the annexed property and any portion of debt incurred by the Town prior to the annexation and attributable to the property to be annexed, but for which no special assessments are outstanding, for the area legally described herein and there are no special assessments or debt incurred by the Town on the subject are for which reimbursement is required.

Section 14. The City Administrator/Clerk Treasurer is hereby directed to file certified copies of this ordinance with the Minnesota Municipal Board of the Office of Administrative Hearings, Sullivan Township Clerk, Polk County Auditor, and the Minnesota Secretary of State.

Section 15. City Code Chapter 10 entitled Definitions and General Provisions Applicable to the Entire City Code Including Penalty for violation is hereby adopted in its entirety, by reference, as repeated verbatim herein.

Section 16. This ordinance shall take effect and be in force from and after its passage and publication and final upon the date this Ordinance is approved by the Office of Administrative Hearings. Further it shall be given number 5 4<sup>th</sup> series, and after its approval by the Office of Administrative Hearings.

Voting Aye:  
Voting Nay:  
Absent:

The President declared the Ordinance passed.

ATTEST:

PASSED: December 4<sup>th</sup>, 2012

\_\_\_\_\_  
City Administrator/Clerk-Treasurer

\_\_\_\_\_  
President of Council

I hereby approve the foregoing Ordinance this 4<sup>th</sup> day of December, 2012.

\_\_\_\_\_  
Mayor

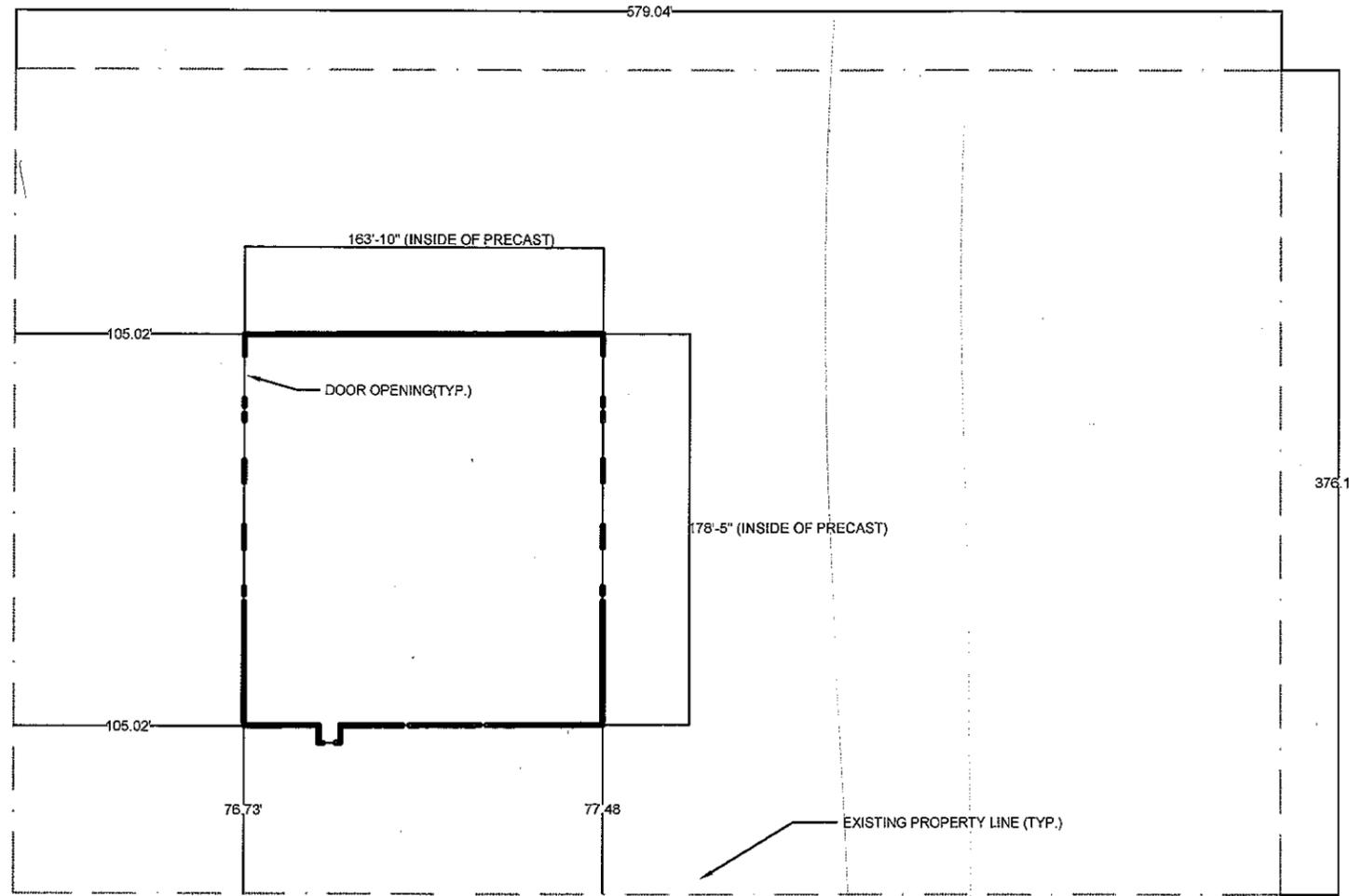
ZAVORAL & SONS, INC.  
 1010 15TH AVENUE N.E.  
 EAST GRAND FORKS, MN

**SI** TRUCTURES  
 INC.  
 Grand Forks, North Dakota

**LEGAL DESCRIPTION:**

That part of the Southeast Quarter of the Southwest Quarter of Section 31, Township 152 North, Range 49 West of the 5th Principal Meridian, lying easterly of the Industrial Park 1st Resubdivision to the City of East Grand Forks, Minnesota according to the plat thereof on file and of record in the office of the County Recorder, Polk County, Minnesota, more particularly described as follows:

Commencing at the southwest corner of said Section 31; thence northerly along the west line of said Section 31 having an assumed bearing of North 00°01'27" West a distance of 116.00 feet; thence South 89°43'19" East parallel with the south line of said Section 31 a distance of 1864.00 feet to the Southeast corner of said Industrial Park 1st Resubdivision AND the point of beginning of the tract to be described; thence North 03°00'45" West along the east boundry line of said Industrial Park 1st Resubdivision a distance of 376.52 feet to the northeast corner of Lot "D", Block 2; thence East along a line being the easterly extension of the north line of said Lot "D", Block 2 of said Industrial Park 1st Resubdivision a distance of 578.46 feet thence South 03°00'45" East on a line parrallel to the east line of said Lot "D" a distance of 376.52 feet, more or less to a point 116.00 feet North of the south line of said SE 1/4 SW 1/4 Section 31; thence west along a line 116.00 feet North of and parrallel to the south line of said SE 1/4 SW 1/4 Section 31, a distance of 578.46 feet more or less to the point of beginning containing acres more or less.



**SITE PLAN**

Revisions

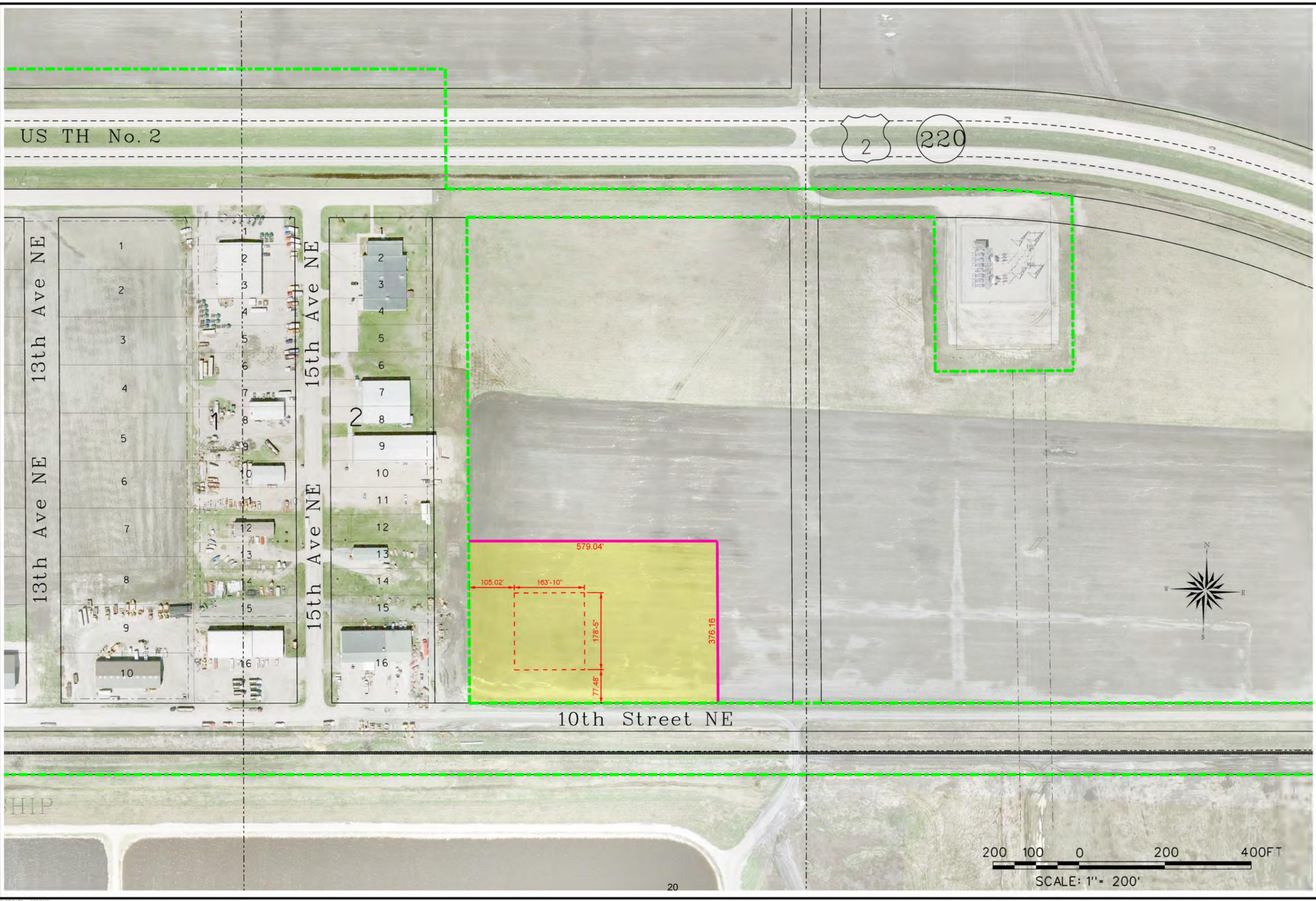
1.  
2.  
3.

Date: 6/25/12  
 Drawn By: Dean Duppong  
 Job No.

SHEET

OF SHEETS

MODEL: sda layout  
PLOT: KEGP\Projects\1212\_ECP\_1212.dwg  
PLOT DATE: 8/27/2012



ALABAMA, MN  
BAVIERE, MN  
BENNETT, MN  
BROOKFIELD, MN  
GRAND FORKS, ND  
HARD WING, MN  
ROCHESTER, MN

ARCHITECTS  
ENGINEERS  
ENVIRONMENTAL SERVICES  
LAND SURVEYORS  
WATER RESOURCES

WIDSETH SMITH NOTTING

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 REVISIONS DESCRIPTION: \_\_\_\_\_  
 AS SHOWN: \_\_\_\_\_  
 CHECKED BY: \_\_\_\_\_  
 JOB NUMBER: \_\_\_\_\_

08/22/12  
MBA  
GLB / SRE  
??????????

Zavoral & Sons, Inc  
East Grand Forks, Minnesota  
Annexation Proposal  
PROPOSED SITE LAYOUT

SHEET NO.  
**A1**  
SHEET 1 OF 1

© 2012 WIDSETH SMITH NOTTING

# Request for Council Action

Date: November 21, 2012

To: East Grand Forks City Council, Mayor Lynn Stauss, Henry Tweten, Council Members: Marc Demers, Council President Craig Buckalew, Council Vice President Wayne Gregoire, Greg Leigh, Mike Pokrzywinski and Ron Vonasek.

Cc: File

From: Dave Aker

RE: Winter burial increase

---

## Background:

Winter interments at the Resurrection Cemetery have become quite expensive for both Stennes Granite, who digs the grave, and Parks and Recreation for staking the grave and clearing snow off. The current cost for a winter interment is \$750.00 and the Cemetery Commission would like to raise it to \$1,250.00, which includes a \$250.00 deposit that would cover the cost of damages to other headstones and finding the lot. If there is no damage we would give their deposit back in the spring. The cost would not go into effect until there is two inches of snow on the ground. The commission would like to send out the increase by January 1, 2013.

Recommendation: Increase the winter interment and have a deposit for staking and snow removal. This would help pay for damages to other headstones if they are damaged by Stennes Granite or the Park and Recreation for clearing off snow.

Enclosures: None

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held November 1, 2012 at 5:00 P.M.

Present: Ogden, Brickson, Tweten

Absent: Quirk

It was moved by Commissioner Tweten second by Commissioner Brickson that the minutes of the previous meeting of October 18, 2012 be approved as read.

Voting Aye: Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Brickson second by Commissioner Tweten to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$403,546.23.

Voting Aye: Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Brickson second by Commissioner Tweten to set aside awarding the bid for the metal-clad switchgear portion of the Central Substation rehab until further review.

Voting Aye: Ogden, Brickson, Tweten

Voting Nay: None

Commissioner Brickson, supported by Commissioner Tweten, introduced the following resolution and moved its adoption:

BE IT RESOLVED by the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota, that the bid of Delta Star Inc as filed with the Secretary of said Commission for the furnishing of the three-phase power transformer for the Central Substation Rehab project opened October 11, 2012 as set forth in the Advertisement for Bids published in the official newspaper, THE EXPONENT, on September 12 and 19, 2012 and as fully set forth in the plans and specifications for the total bid price of Five Hundred Eighty-Five Thousand Four Hundred Seventy-Nine and No/100 dollars (\$585,479.00) be and hereby is accepted.

Voting Aye: Ogden, Brickson, Tweten

Voting Nay: None

The President declared the resolution passed.

Commissioner Brickson, supported by Commissioner Tweten, introduced the following resolution and moved its adoption:

BE IT RESOLVED by the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota, that the bid of S & C Electric Company as filed with the Secretary of said Commission for the furnishing of the circuit switcher for the Central Substation Rehab project opened October 11, 2012 as set forth in the Advertisement for Bids published in the official newspaper, THE EXPONENT, on September 12 and 19, 2012 and as fully set forth in the plans and specifications for the total bid price of Seventy-Eight Thousand Nine Hundred Fifty and No/100 dollars (\$78,950.00) be and hereby is accepted.

Voting Aye: Ogden, Brickson, Tweten

Voting Nay: None

The President declared the resolution passed.

Commissioner Tweten, supported by Commissioner Brickson, introduced the following resolution and moved its adoption:

BE IT RESOLVED by the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota, that the Commission does hereby adopt the following Medical Life Support Policy effective November 1, 2012.

BE IT FURTHER RESOLVED that the Medical Life Support Program is designed for residential electric customers of the East Grand Forks Water and Light Department (Utility) who require medically essential electric service in order to operate Life-Sustaining medical equipment. Under the Utility's Medical Life Support Program, eligible customers will be given reasonable prior notice of power interruptions due to scheduled maintenance of the Utility's electric system, which in turn will allow these customers time to secure an alternative backup power supply for their medical equipment.

BE IT FURTHER RESOLVED that in the event of emergency power failures due to unforeseen system problems or natural causes, the Utility cannot provide notification to Medical Life Support Program participants. In these situations, it is the customer's responsibility to have a power supply back-up system for their medical equipment as well as an action plan for proceeding to the nearest emergency facility to obtain power.

BE IT FURTHER RESOLVED that the Utility does not guarantee uninterrupted electric service nor can it guarantee priority for service restoration during outages.

BE IT FURTHER RESOLVED that participation in the Utility's Medical Life Support Program does not exempt customers from service disconnection if they do not keep payment arrangements; fail to pay their bill, or if they fail to provide information to re-certify their participation in the program when requested by the Utility.

BE IT FURTHER RESOLVED that in order to be eligible for the Medical Life Support Program the customer must have a "Medical Life Support Program Enrollment Form" (supplied by the Utility) filled out and signed by their physician. Once the signed form has been received by the Utility, the customer will be added to our Medical Life Support Program. Annually, the Utility will send a reminder requesting re-certification by the physician to ensure continued Medical Life Support Program eligibility.

BE IT FURTHER RESOLVED that if the customer no longer needs to participate in the Medical Life Support Program, the Utility requests a phone call from the customer requesting removal from the Program.

Voting Aye: Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Brickson second by Commissioner Tweten to adjourn to a special meeting on Friday, November 9, 2012 at 8:00 A.M.

Voting Aye: Ogden, Brickson, Tweten

Voting Nay: None

Lori Maloney  
Sec'y

Minutes of a special meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held November 9, 2012 at 8:00 A.M.

Present: Ogden, Brickson, Quirk

Absent : Tweten

It was moved by Commissioner Quirk second by Commissioner Brickson to reject the bids for the 15kV outdoor metal-clad switchgear and rebid due to not having enough information to make a complete analysis and needing a complete bid based on the specs, without deviation, and with more accurate bids and specs, for the Central Substation Rehab project.

Voting Aye: Ogden, Brickson, Quirk

Voting Nay: None

It was moved by Commissioner Quirk second by Commissioner Brickson that the meeting be adjourned to November 15, 2012 at 5:00 P.M.

Voting Aye: Ogden, Brickson, Quirk

Voting Nay: None

Lori Maloney  
Sec'y

**Resurrection Cemetery Commissioners Meeting**  
**Wednesday, November 28, 2012**  
**12:00 Noon – City Hall**  
**A G E N D A**

- I. Roll Call.
- II. Minutes.
- III. Financial Statements for: July, August, September, and October 2012.
- IV. Old Business:
  - a. Past due bills.
  - b. Half lots at Cemetery.
  - c. Review prices for winter burials.
  - d. Review prices for 2<sup>nd</sup> right of interment.
- V. New Business:
  - a. Military markers.
  - b. Transfer of lot.
  - c. Handbook.
  - d. Other.
- VI. Adjournment

Lunch:  
July 2012 – George W.  
Nov. 2012 – Dave T.  
next – Dave A.

Resurrection Cemetery Commission Meeting  
November 28, 2012  
12:00 Noon  
City Hall – Conference Room

MINUTES

The East Grand Forks Resurrection Cemetery Commission met Wednesday, November 28, 2012 at City Hall at 12:00 pm. Commissioner Tucker called the meeting to order at 12:05 p.m.

Present were: Commissioner Dave Tucker, Commissioner George Wogaman, Commissioner Julie Marek, Alderman Wayne Gregoire and Executive Secretary Dave Aker.

Alderman Gregoire made a motion to accept the minutes for July 25, 2012, motion was seconded by Commissioner Wogaman; motion passed.

Executive Secretary Aker reviewed the financial minutes for July, August, September and October of 2012. Commissioner Wogaman motioned that we accept the financial minutes; Alderman Gregoire seconded the motion and motion passed.

**OLD BUSINESS:**

Secretary Aker reviewed the status of Gamboa and Hipsher. Aker said certified letters were sent out to both and only Hipsher responded. Hipsher agreed to pay ½ of the price of \$6650.00 in August and pay the other ½ in January 2013. Since the Gamboas never answered the second certified letter in September the City of East Grand Forks took back the lots Section 5; Block 37; Lots A & B; Section 5 ; Block 22; Lots A, B, C and D; and Section 5; Block 40; Lot A, B and C.

Half lots were talked about in the cemetery by the Commission. Commissioner Tucker said he would be interested in two ½ lots if they are sold for \$500 and a single ½ lot were sold for \$300. Section 36 – 37 would be set aside for ½ lots in the cemetery, with each getting a ground level marker. Motioned by Alderman Gregoire and seconded the Commissioner Wogaman; motion carried. Secretary Aker brought up that Brian Larson has had problems growing grass the last two years in the dirt he uses for graves. Commissioner Tucker said that if the dirt was used for growing potatoes or beets it takes a couple of years to get rid of all the fertilization before your able to grow grass.

Secretary Aker discussed winter burials again and what price we should charged. Secretary Aker said he went back over the price and he thought \$825 for digging the grave, \$125 for perpetual care, \$50 for cleaning snow off the area needed and \$250 deposit in case anything is damaged. The final cost would be \$1,000 with a \$250 deposit that would be returned if nothing is broken by the digging or cleaning of snow. Aker said that it was brought before the City Council last night in the Committee of the Whole. We should write up a policy for winter burials once it is passed by the City Council.

The price for 2<sup>nd</sup> right of interment was brought up just to review, two people buried in one lot. A mother with cremates of a baby or father. The price for a 2<sup>nd</sup> right of interment is 50% of whatever the current cost of lots.

## **NEW BUSINESS:**

Secretary Aker brought up a request made to Alderman Gregoire to place a military marker on the grave of a veteran. Alderman Gregoire brought up that at first he felt the marker was too much to have on the grave besides a headstone, but with all the military men coming back and to be proud of what they do for the country he said it would be an honor to recognize the military. Alderman Gregoire motioned that we allow military markers in the cemetery besides having a headstone; Commissioner Wogaman seconded the motion; Motion carried.

Secretary Aker brought up the handbook and the changes that had to be made on the price changes in the back. He also brought up that changes should be made to the markers (Section 6) in the handbook. Commissioner Tucker talked about the section and how it is understood by the Commission but maybe needs clarification so other people understand it. Alderman Gregoire talked about making a design of the upright marker and putting it in the handbook. Commissioner Marek thought that Stennes Granite could make a design, Secretary Aker said he would check with them for the design.

Commissioner Wogaman's term on the board is up this year and he was asked if he would like to return, he agreed to another term. Alderman Gregoire's is not going to be on the council anymore and he has been on the board since 1981. The commission asked Alderman Gregoire if he would be on the cemetery commission again if they can add another board member, he said he would. Secretary Aker would check into the appointment of a another board member.

Commissioner Marek made a motion to adjourn the meeting; Commissioner Wogaman seconded it; Motion passed.

Meeting was adjourned!

# Request for Council Action

Date: 11-8-12

To: East Grand Forks City Council, Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Wayne Gregoire, Council members: Marc DeMers, Ron Vonasek, Henry Tweten, Greg Leigh and Mike Pokrzywinski

Cc: File

From: Scott Huizenga, City Administrator

RE: City Planner

---

The City Council has discussed a proposal to hire a full-time City Planner to manage and coordinate the related development activities of planning and zoning and building inspections. Currently, the City has an agreement with the Metropolitan Planning Organization (MPO) for part-time planning services. MPO also administers the city transit program.

A full-time City Planner would manage, at minimum, the following functions.

- Community Development (combined zoning and building inspections)
- Transit
- Facility Management (City-owned buildings)
- Property Code and Nuisance Enforcement
- ADA compliance
- Sustainability coordination (e.g. GreenStep Cities; energy efficiency)

The City currently invests \$40,000-50,000 annually in city planning and transit administration. I anticipate a Grade 15 (\$56,382-\$74,186) or a Grade 16 (\$60,047-79,009) for the City Planner position. The City's Human Resources consultant will draft a job description. And, the Civil Service Commission will consider for approval the draft the job description.

The City Council and staff has discussed the advantages of "one-stop shop" for development activity. The City also can have a dedicated facility management (city buildings), nuisance enforcement program with little added investment. Further, the City still can choose separately whether or not to hire a full-time Building Official or to continue under the recently-approved inspections consultant agreement. And, the City Planner will be expected to obtain at least a Limited Building Official certification to provide a secondary option for building inspections.

**Recommendation:**

Authorize the recruitment and hiring of City Planner, subject to Civil Service Commission approval of job description and pay grade.

# Request for Council Action

Date: 11-28-12

To: East Grand Forks City Council, Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Wayne Gregoire, Council Members: Marc Demers, Ron Vonasek, Henry Tweten, Greg Leigh, and Mike Pokrzywinski.

Cc: File

From: Dan Boyce, General Manager, Water and Light Department

RE: 2012 budgeted reimbursement of a portion of lime sludge relocation project costs

---

Consider approving the request to approve

This request of the City Council is for formal approval to release budgeted city funds of up to \$500,000 for the ongoing and nearly completed lime sludge storage pond relocation project.

This project was discussed during the preparation of and approval of the 2012 Water and Light Department and City of East Grand Forks capital budget.

The Water and Light department requests that the reimbursement occur before year end 2012 if at practical.

**RESOLUTION NO. 12 - 12- 115**

Council Member \_\_\_\_\_, supported by Council Member \_\_\_\_\_, introduced the following resolution and moved its adoption:

WHEREAS, the City Council has approved the Sludge Project;

BE IT RESOLVED, By the City Council of the City of East Grand Forks, Minnesota, that the Clerk-Treasurer is authorized to make the following transfers for budget year 2012 as set out hereafter:

<u>Reason</u>	<u>Amount</u>	<u>Transfer To</u>	<u>Transfer From</u>
Sludge Project	\$500,000	Water Fund	401 Levee Fund

Voting Aye:  
Voting Nay:  
The President declared the resolution passed.

Passed: December 04, 2012

Attest:

\_\_\_\_\_  
City Administrator/Clerk-Treasurer

\_\_\_\_\_  
President of the Council

I hereby approve the foregoing resolution this 4<sup>th</sup> day of December, 2012

\_\_\_\_\_  
Mayor

**RESOLUTION 12 - 12 – 116**

**A RESOLUTION APPROVING 2012 TAX LEVY, COLLECTABLE IN 2013**

Council Member \_\_\_\_\_, supported by Council Member \_\_\_\_\_, introduced the following resolution and moved its adoption:

WHEREAS, the state of Minnesota may impose tax levy limitations on cities; and

WHEREAS, the state legislature allows for special levies, including levies for natural disasters, unallotted LGA payments, bonded indebtedness, and increases in employer contributions to PERA; and

WHEREAS, the **total levy** will increase by 4% from the 2012 level of \$2,919,602 and

WHEREAS, The 2012 Local Government Aid expected is \$2,471,550; and

BE IT RESOLVED, By the City Council of the City of East Grand Forks, Minnesota, that the proposed property tax levy collectible in year 2013 is hereby approved:

General Operations	\$ 2,841,053
Certificates of Indebtedness	122,719
Improvement Bonds of 2004/2006	38,092
PERA-Employer Share Increase	<u>34,522</u>
TOTAL LEVY	\$ 3,036,386

BE IT FURTHER RESOLVED, that the Administrator/Clerk-Treasurer can certify the tax levy as one levy without provisions for special levies to the County Auditor of Polk County.

Voting Aye:  
Voting Nay:  
Absent:

The President declared the resolution passed.

Passed: December 4, 2012

\_\_\_\_\_  
City Administrator/Clerk-Treasurer

\_\_\_\_\_  
Vice-President of Council

I hereby approve the foregoing resolution this 4<sup>th</sup>, day of December, 2012.

\_\_\_\_\_  
Mayor

# Request for Council Action

Date: November 30, 2012

To: East Grand Forks City Council, Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Wayne Gregoire, Council members: Marc DeMers, Ron Vonasek, Henry Tweten, Greg Leigh and Mike Pokrzywinski

Cc: File

From: Scott Huizenga, City Administrator

RE: 2013 Proposed Budget

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After several weeks of discussion with the City Council, the final 2013 Proposed Budget includes a 4-percent general levy increase. This is a decrease from the 10-percent increase that the City Council adopted in the Preliminary Levy in September.

The only other significant change from the Preliminary Budget is the inclusion of a Parks Maintenance Worker at a cost of approximately \$50,000. The Parks Maintenance Worker role is modified under this scenario to include City Hall Maintenance and Library Maintenance.

The projected revenues in the General Fund are \$8,636,749 versus expenditures of \$8,489,223. The total projected revenue to the General Fund is only 0.3% above the 2012 Adopted Budget when taking into account state and federal funding decreases. Expenditures are projected to be 1.4% less than the 2012 Adopted Budget.

The final projected surplus in the 2013 Proposed Budget is \$147,526. The surplus is dedicated to a newly-established Pool Fund that will be used for a swimming pool renovation and/or new swimming pool when the final options and funding mechanisms are in place.

**Recommendation:**

Approve the final 2013 Levy with 4-percent increase from 2012 at \$3,036,386. Approve 2013 Proposed Budget with a General Fund expenditure level of \$8,489,223 and citywide expenditures of \$27,135,239.

## RESOLUTION NO. 12 - 12 – 117

### RESOLUTION TO ADOPT THE 2013 BUDGET

Council Member \_\_\_\_\_ supported by Council Member \_\_\_\_\_, introduced the following resolution and moved its adoption:

WHEREAS, The 2013 Proposed Budget must be adopted by September 4, 2012; and

WHEREAS, The city through resolution 06-09-79 adopted as sound fiscal policy that enterprise fund transfers shall not be used to finance current expenditures and regularly occurring capital expenditures in other funds; and

BE IT RESOLVED, By the City Council of the City of East Grand Forks, Minnesota, that the budgeted expenditures, excluding depreciation, for each fund during the 2012 calendar fiscal year shall be as follows:

General Fund:		
Current		
General Government	\$ 907,747	
Public Safety	3,406,121	
Public Works - Streets	1,255,602	
Parks and Recreation	1,371,031	
Library	428,768	
Senior Center	98,621	
Community Development	60,000	
Other Expenditures	245,670	
Capital Outlay		
General Government	0	
Public Safety	60,500	
Public Works - Streets	385,000	
Parks and Recreation	55,000	
Other Expenditures	50,000	
Other Financing Uses(Transfers)	165,1622	
Pool fund	147,526	
Total General Fund		\$8,636,749
Building Maintenance Fund		250,000
Community Growth Fund		110,000
Greenway Maintenance Fund		45,000
Transit Fund		323,800
State Aid Street Fund		123,670
Cemetery Fund		52,260
Perpetual Care Fund		4,665
Insect Control		30,245
Sewage Fund		724,031
Campbell/Olson Memorial Fund		1,000
Water Fund		2,415,427
Electric Fund		12,957,312
Refuse and Recycling Fund		782,913
Storm Water Fund		189,650
Lot Incentive Fund		319,887

Levee Fund  
Commercial Properties Fund

6,500  
162,130

Voting Aye: .  
Voting Nay:  
Absent:

The President declared the resolution passed.

Passed: December 4, 2012

Attest:

\_\_\_\_\_  
City Administrator/Clerk-Treasurer

\_\_\_\_\_  
Vice-President of Council

I hereby approve the foregoing resolution this 4<sup>th</sup> day of December, 2012.

\_\_\_\_\_  
Mayor

**RESOLUTION NO. 12 – 12 - 118**

Council Member \_\_\_\_\_, supported by Council Member \_\_\_\_\_, introduced the following resolution and moved its adoption:

**RESOLUTION RATIFYING CONTRACTS**

WHEREAS, the City of East Grand Forks purchased from Hardware Hank the goods referenced in check number 14475 for a total of \$462.43.

WHEREAS, Craig Buckalew, was personally interested financially in the contract, but the purchases were made because the price was as low as or lower than other local vendors.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF EAST GRAND FORKS:

1. The above mentioned purchase by the City and the claim of the vendor based thereon are confirmed and the Mayor and Clerk are directed to issue an order-check in payment of such claim on the filing of the affidavit of official interest required under Minnesota Statutes, Section 471.89.
2. It is hereby determined that the total price of \$462.43 paid for such goods is as low as, or lower than, the price at which they could have been obtained elsewhere at the time the purchase was made.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.
4. Resolution passed by unanimous vote of the council on December 4, 2012.

*Voting Aye:*  
*Voting Nay:*  
*Abstain:*

The President declared the resolution passed.

Passed: December 4, 2012

Attest:

\_\_\_\_\_  
City Administrator/Clerk-Treasurer

\_\_\_\_\_  
President of Council

I hereby approve the foregoing resolution this 4<sup>th</sup> of December, 2012.

\_\_\_\_\_  
Mayor

AFFIDAVIT OF OFFICIAL INTEREST CLAIM

STATE OF MINNESOTA )  
COUNTY OF POLK ) ss  
CITY OF EAST GRAND FORKS )

I, Craig Buckalew, being duly sworn states the following:

1. I am 3<sup>rd</sup> Ward Council Member of the City of East Grand Forks.
2. The City of East Grand Forks check number 14475 for a total of \$462.43.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.
4. Resolution passed by unanimous vote of the council on December 4, 2012.

Affiant states further that to the best of his knowledge and belief (a) the contract price was as low as or lower than the price at which the services could be obtained from other sources.

Affiant further states that the affidavit constitutes a claim against the city for the contract price, that the claim is just and correct, and that no part thereof has been paid.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Official)

# Accounts Payable

## Check Register Totals Only



# City of East Grand Forks

P. O. Box 373  
 East Grand Forks, MN 56721  
 (218) 773-2483

User: mnelson  
 Printed: 11/30/2012 - 1:49 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
14446	12/04/2012	ACM001	Acme Electric Companies	51.21	0
14447	12/04/2012	ADV001	Advanced Business Methods Inc	225.19	0
14448	12/04/2012	AME005	Ameripride Linen & Apparel Services	565.63	0
14449	12/04/2012	ARR001	Arrowwood Resort	401.88	0
14450	12/04/2012	BAK001	Baker & Taylor Co	18.99	0
14451	12/04/2012	BAR007	Baron's Upholstery	450.00	0
14452	12/04/2012	BEC001	Becker Arena Products Inc	1,485.56	0
14453	12/04/2012	BLU001	Blue Cross Blue Shield of ND	6,510.00	0
14454	12/04/2012	BOR001	Border States Electric Supply	813.45	0
14455	12/04/2012	BRO002	Brodart Co	310.79	0
14456	12/04/2012	BUL005	BulbAmerica.com	145.00	0
14457	12/04/2012	CAR504	Cardmember Service	376.09	0
14458	12/04/2012	GFT003	Donald Scott Cash	3,472.95	0
14459	12/04/2012	COA001	Coalition of Greater MN Cities	490.00	0
14460	12/04/2012	COL002	Cole Papers Inc	156.60	0
14461	12/04/2012	CON003	Conney Safety Products	164.59	0
14462	12/04/2012	CCP001	Copy Cat Printing	799.43	0
14463	12/04/2012	CUM001	Cummins NPower LLC	185.00	0
14464	12/04/2012	DCT001	Dakota County Technical College	80.00	0
14465	12/04/2012	EAG001	Eagle Electric	496.26	0
14466	12/04/2012	FPI001	Five Points Investments LLC & First S	250,000.00	0
14467	12/04/2012	G&K001	G&K Services	132.89	0
14468	12/04/2012	GAF002	Gaffaney's	290.54	0
14469	12/04/2012	GAL001	Gale	94.86	0
14470	12/04/2012	GAR001	Garden Hut Inc	119.19	0
14471	12/04/2012	GAR003	Gardner Publishing	159.46	0
14472	12/04/2012	GER001	Gerrells Sport Center	439.24	0
14473	12/04/2012	GRA004	Grand Cities Towing	50.00	0
14474	12/04/2012	HAJ002	Rick Hajicek	285.00	0
14475	12/04/2012	HAR001	Hardware Hank	462.43	0
14476	12/04/2012	HEA001	Heartland Paper	58.60	0
14477	12/04/2012	HIL004	Hilton Garden Inn Shoreview	533.00	0
14478	12/04/2012	HOM001	Home of Economy	96.06	0
14479	12/04/2012	HUG001	Hugo's	66.85	0
14480	12/04/2012	ICS002	Industrial Contract Services Inc. ICS	5,438.00	0
14481	12/04/2012	IND002	Indigo Signworks	922.50	0
14482	12/04/2012	INP001	Inprints Screenprinting	150.00	0
14483	12/04/2012	JOH015	Johnson & Associates, PC	24.28	0
14484	12/04/2012	KEI001	Keith's Security World	24.02	0
14485	12/04/2012	LAK001	Laker Chemical	978.17	0
14486	12/04/2012	LIB001	Liberty Business Systems	77.40	0
14487	12/04/2012	MAR004	Marco	299.01	0
14488	12/04/2012	MAR001	Marco Inc	305.51	0
14489	12/04/2012	MCF001	McFarlane	3,770.00	0
14490	12/04/2012	MEN001	Menards	100.17	0
14491	12/04/2012	MPO001	Metropolitan Planning Organization	10,275.52	0
14492	12/04/2012	MIC001	Micro-Marketing LLC	29.95	0
14493	12/04/2012	MID001	MidAmerica Books	67.80	0
14494	12/04/2012	MID007	Midwest Refrigeration Inc	185.00	0
14495	12/04/2012	MIK001	Mike's Pizza	62.66	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
14496	12/04/2012	MDA001	MN Dept of Agriculture	25.00	0
14497	12/04/2012	MND006	VOID****VOID****VOID*** MN I	364.00	0
14498	12/04/2012	MND014	MN Dept of Transportation	5,193.16	0
14499	12/04/2012	NOR004	Northern Plumbing Supply	105.04	0
14500	12/04/2012	NWA001	Northwest Asphalt Maintenance Inc	43,000.00	0
14501	12/04/2012	OLS008	Mark Olstad	215.60	0
14502	12/04/2012	PEN001	Penworthy Company	107.77	0
14503	12/04/2012	POL004	Polk County Recorder	92.00	0
14504	12/04/2012	QUI001	Quill Corp	395.37	0
14505	12/04/2012	REL001	Reliable Office Supplies	723.47	0
14506	12/04/2012	ZAV001	RJ Zavoral & Sons	41,629.89	0
14507	12/04/2012	RMB001	RMB Environmental Lab Inc	534.00	0
14508	12/04/2012	SPR001	Springsted	31,580.24	0
14509	12/04/2012	STA002	Standard Register	313.31	0
14510	12/04/2012	SUB002	Subsurface, Inc	106.88	0
14511	12/04/2012	CHA001	The Chamber of EGF/GF	1,118.00	0
14512	12/04/2012	TON002	Tony Anderson Construction	920.00	0
14513	12/04/2012	TRU003	True North Equipment	230.00	0
14514	12/04/2012	WAS001	Waste Mgmt	1,799.15	0
14515	12/04/2012	WAT001	Water & Light Department	11,573.84	0
14516	12/04/2012	WDA001	WDAZ TV	70.00	0
14517	12/04/2012	WEI005	Nolan Weisz	100.00	0
14518	12/04/2012	WEX001	Wex Bank	512.46	0
14519	12/04/2012	WID001	Widseth Smith Nolting & Associates	29,176.06	0
14520	12/04/2012	WIZ001	Wizard's Enterprises Inc.	490.00	0
14521	12/04/2012	XCE001	Xcel Energy	8,145.91	0
14522	12/04/2012	ZEE001	Zee Medical Service	28.90	0
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Check Total:				471,246.78	
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