

**APPROVED MINTES  
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