

**APPROVED 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