

**APPROVED
MINUTES OF THE
EAST GRAND FORKS
CITY COUNCIL MEETING
TUESDAY, DECEMBER 4, 2012 - 7:00 P.M.**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for December 4, 2012 was called to order by Council President Buckalew at 7:00 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

Karla Anderson, Finance Director; Brad Bail, 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.

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 “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.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GREGOIRE, TO APPROVE ITEMS ONE (1), THROUGH FIVE (5).

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

Voting Nay: None.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS:

6. Public hearing to consider adopting Ordinance No. 5, 4th 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 5th Principal Meridian, lying easterly of the Industrial Park 1st Resubdivision to the City of East Grand Forks. (1st Reading)

MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER VONASEK, TO OPEN THE PUBLIC HEARING FOR THE FIRST READING AND THE CONSIDERATION OF ADOPTION OF ORDINANCE NO. 5, 4TH SERIES.

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

Voting Nay: None.

Ms. Ellis informed the council the property that is to be annexed has already been rezoned to be consistent with this section of the Industrial Park. Every necessary step has been taken by both the Planning Commission and the City Council for this process to keep moving forward. Once the approval has been given by the council the next step is to send this information to the state to be finalized.

MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO CLOSE THE PUBLIC HEARING FOR THE FIRST READING AND THE CONSIDERATION OF ADOPTION OF ORDINANCE NO. 5, 4TH SERIES.

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.

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.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT ITEMS SEVEN (7) AND 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 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.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER GREGOIRE, TO APPROVE THE RECRUITMENT AND HIRING OF A NEW CITY PLANNER.

Council member Leigh told the council he is in favor of this position as long as the city will not be subsidizing any fees. Council member Tweten also told the council the sooner the better to hire a full

time building inspector but he will support the hiring of a city planner.

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

Voting Nay: None.

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.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 12-12-115 TRANSFERRING \$500,000.00 TO THE WATER AND LIGHT DEPARTMENT FOR REIMBURSEMENT FOR THE LIME SLUDGE POND PROJECT.

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

Voting Nay: None.

17. Consider adopting Resolution No. 12-12-116 approving the 2012 Tax Levy, Collectable in 2013.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER VONASEK, TO ADOPT RESOLUTION NO. 12-12-116 APPROVING THE 2012 TAX LEVY, COLLECTABLE IN 2013.

Council member DeMers told the council he felt they were still undecided about what the levy should be set at. He proposed an amendment to change the levy from increasing by 4% to decreasing by 1%. Discussion followed about not setting money aside for the pool until there is a plan to move forward with. Council President Buckalew did remind the council that it might be a good idea to set something aside in case something major happens.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER LEIGH TO AMEND THE RESOLUTION TO DECREASE THE LEVY BY 1%.

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

Voting Nay: Buckalew

A vote followed to approve Resolution No. 12-12-116 with the new amendment.

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

Voting Nay: Buckalew

18. Consider adopting Resolution No. 12-12-117 approving the 2013 Budget and to authorize specific financial related activities.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 12-12-117 APPROVING THE 2013 BUDGET AND TO AUTHORIZE SPECIFIC FINANCIAL RELATED ACTIVITIES.

Council member DeMers introduced an amendment to the budget which was to exclude the money which was to be set aside for a pool project.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GREGOIRE TO AMEND THE BUDGET FROM \$8,636,749 TO \$8,489,223.

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

Voting Nay: Buckalew

A vote followed to approve Resolution No. 12-12-117 with the new amendment.

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

Voting Nay: Buckalew

CLAIMS:

19. Consider adopting Resolution No. 12-11-118 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 14475 for a total of \$462.43 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 12-11-118 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 14475 FOR A TOTAL OF \$462.43 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

20. 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 TWETEN, 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 thanked the Public Works Department for doing such a nice job clearing the streets after it had snowed the other weekend.

Council Member Vonasek expressed how he hopes with the council changing they can stay more resolved, not be so divided, and get things accomplished for the city.

Council Member Tweten informed both current and future council members they need to follow what is happening in the state legislature because of how it can affect the city.

Council Member Leigh thanked the staff for working so hard on their budgets and for their presentations to the council.

Council Member Pokrzywinski sends his condolences to the family of the slain police officer. This is a reminder of what can happen and how thankful we are to those who protect us.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LEIGH, TO ADJOURN THE DECEMBER 4, 2012 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 7:36 P.M.

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

Voting Nay: None.

Scott Huizenga, City Administrator/Clerk-Treasurer