

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 8, 2013 - 5:00 P.M.**

ORGANIZATIONAL MEETING

CALL TO ORDER:

CALL OF ROLL:

ADMINISTER OATH OF OFFICE FOR ELECTED OFFICIALS:

ELECTION OF COUNCIL PRESIDENT AND VICE-PRESIDENT BY WRITTEN BALLOT:

OTHER REQUIRED ACTION:

1. SET TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS

Consider adopting Resolution No. 13-01-01 a Resolution to set time and hour of regular City Council Meetings and Work Sessions.

2. DESIGNATE OFFICIAL NEWSPAPER

Consider adopting Resolution No. 13-01-02 a Resolution to designate The Exponent as the official newspaper.

3. DESIGNATE FINANCIAL DEPOSITORIES

Consider adopting Resolution No. 13-01-03 a Resolution to designate the following financial depositories.

- a. American Federal
- b. Frandsen Bank & Trust
- c. Smith Barney
- d. Multi-Bank Securities
- e. Dain Rausher
- f. PMA – 4M Fund

Consider adopting Resolution No. 13-01-04 a Resolution authorizing Persons listed below (subject to any expressed restrictions) is authorized for ACH origination and for online banking:

Name and Title Signature

- (A) Lynn Stauss, Mayor
- (B) Scott Huizenga, City Administrator
- (C) Megan Nelson, Executive Assistant
- (D) Terry Knudson, Accounting Technician
- (E) Karla Anderson, Finance Director

ADJOURN:

RESOLUTION NO. 13 – 01 – 01

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

BE IT RESOLVED, by the City Council of the City of East Grand Forks, Minnesota, regular city council meetings except in January 2013 will be held on the first and third Tuesdays of each month at 5:00 p.m. and the work sessions will be held on the second and fourth Tuesdays of each month at 5:00 p.m. for the 2013 year.

BE IT FURTHER RESOLVED, that regular city council meetings in January 2013 will be held on the 2nd and 4th Tuesdays of the month at 5:00pm and the work sessions will be held on the 3rd and 5th Tuesday of the month at 5:00 pm.

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: January 8, 2013

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 8th of January, 2013.

Mayor

RESOLUTION NO. 13 - 01 - 02

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

BE IT RESOLVED, By the City Council of the City of East Grand Forks, Minnesota, that *The Exponent* is hereby designated as the 2013 official city newspaper, in which shall be published all matters indicated in Section 10.01 of the City Charter.

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: January 8, 2013

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 8th of January, 2013.

Mayor

RESOLUTION NO. 13 - 01 - 03

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

WHEREAS, the following institutions have presented a proposal to act as depository of City funds and has filed an Assignment of Securities in Lieu of Bond by Public Depository with the Administrator/Clerk-Treasurer of the City of East Grand Forks, Minnesota; now therefore,

BE IT RESOLVED, by the City Council of the City of East Grand Forks, Minnesota, that the said proposals be hereby accepted and made a part hereof by reference and that the following listed financial institutions, be hereby designated as depositories for the next two years in which the Administrator/Clerk-Treasurer of the City shall keep and deposit monies of the City until a new designation is made, subject to the condition that other or additional depositories may be designated at any time:

American Federal
Frandsen Bank & Trust
Morgan Stanley-Smith Barney
Multi-Bank Securities
Dain Rausher
PMA - 4M Fund

BE IT FURTHER RESOLVED, that the securities as itemized on the Assignment of Securities filed with the Administrator/Clerk-Treasurer, be hereby approved as security for City Deposits and that the Assignment of Securities be made a part hereof by reference.

BE IT FURTHER RESOLVED, that the Administrator/Clerk-Treasurer is authorized to accept future securities as authorized by law for City deposits.

BE IT FURTHER RESOLVED, that there be no maximum amount which may so be deposited in said depository and that said depository shall furnish proper securities as stipulated by statute.

BE IT FURTHER RESOLVED, that the Administrator/Clerk-Treasurer is hereby authorized for and on behalf of the City to open or continue an account or accounts with and on behalf of the City to open or continue an account or accounts with said depositories and to execute and deliver to said depositories signature card or cards supplied by said depositories containing specimen signatures of officers or other persons hereinafter named and assenting to said depositories' rules and regulations governing accounts, and is also authorized for and on behalf of the City to endorse or cause to be endorsed and to deposit or cause to be deposited in such account or accounts from time to time checks, drafts and other instruments and funds payable to or held by the City.

BE IT FURTHER RESOLVED, That checks, drafts and other withdrawal orders and any and all other directions and instructions of any character with respect to funds of the City now or

hereafter with said depositories may be signed by any two of the following, with the exception that the Administrator/Clerk-Treasurer is authorized to make withdrawals and deposits for investment by himself:

Lynn Stauss, Mayor
Scott Huizenga, City Administrator/Clerk-Treasurer
Karla Anderson, Finance Director

and said depositories are hereby fully authorized to pay and charge to such account or accounts any checks, drafts and other withdrawal orders so signed, and to honor any directions or instructions so signed, whether or not payable to the individual order of or deposited to the individual account.

BE IT FURTHER RESOLVED, that the Administrator/Clerk-Treasurer is hereby directed to remit funds for payment of both principal and interest as the same become due on all issues of City of East Grand Forks Bonds, Certificates, and other instruments of indebtedness, to the paying agent specified therein.

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: January 8, 2013

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 8th day of January, 2013.

Mayor

RESOLUTION NO. 13- 01- 04

CORPORATE AUTHORIZATION RESOLUTION

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

WHEREAS, the City Council of the City of East Grand Forks, Minnesota, has designated American Federal Bank as a depository with ACH origination and online banking; and

BE IT RESOLVED By the City Council of and for the City of East Grand Forks, Minnesota, as follows:

1. The City agrees to the terms and conditions of any account agreement approved by the City Council and properly opened by any representative(s) of the City identified in the following Paragraph 2, and authorizes American Federal Bank to charge the City for all checks, drafts, or other orders, for the payment of money, that are drawn on American Federal Bank by any representative(s) of the City identified in the following Paragraph 2, regardless of by what means the facsimile signature(s) may have been affixed so long as they resemble the signature specimens listed in Paragraph 2 and contain the required number of signatures for this purpose.
2. The persons listed below (subject to any expressed restrictions) are authorized for ACH origination and for online banking:

Name and Title	Signature
(A) Lynn Stauss, Mayor	_____
(B) Scott Huizenga, City Administrator	_____
(C) Megan Nelson, Executive Assistant	_____
(D) Terry Knudson, Accounting Technician	_____
(F) Karla Anderson, Finance Director	_____

BE IT HEREBY FURTHER RESOLVED that the City Council has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolution and to confer the powers granted to the person named who have full power and lawful authority to exercise the same.

Voting Aye:
Voting Nay:

The President declared the resolution passed.

Passed: January 8, 2013

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 8th of January, 2013.

Mayor

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 8, 2013 - 5:00 P.M.**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF 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.” If you would like to address the City Council, please come up to the podium to do so.”

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of December 18, 2012.

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.

2. Consider adopting Resolution No. 13-01-05 a Resolution to designate “C&H Insurance” as the insurance agency to handle City Policy for 2013.
3. Consider adopting Resolution No. 13-01-06 a Resolution approving the 2013 Administrative Services Agreement with Discovery Benefits, Inc.

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

4. Regular meeting minutes of the Water, Light, Power, and Building Commission for December 6, 2012.

COMMUNICATIONS:

5. Hiring of Jeffery Hanson, Truck Driver, to fill the truck driver vacancy effective January 7, 2013.

OLD BUSINESS: NONE.

NEW BUSINESS:

6. Consider adopting Resolution No. 13-01-07 a Resolution approving the following Boards & Commission appointments and reappointments as presented by the appropriate Elected Officials.
7. Consider adopting Resolution No. 13-01-08 a Resolution enabling elected and/or appointed officials of the City of East Grand Forks to be covered by the Minnesota Workers Compensation Law.

CLAIMS:

8. Consider adopting Resolution No. 13-01-09 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 14713 for a total of \$551.59 whereas Council Member Buckalew is personally interested financially in the contract.
9. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

ADJOURN:

Upcoming Meetings:

Meeting will be determined after the Organizational Meeting.

**UNAPPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, DECEMBER 18, 2012 - 5:00 P.M.**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for December 18, 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; Brad Bail, City Engineer; 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, Executive Assistant; Jim Richter, EDHA Director; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present

Before the pledge of allegiance was said there was a moment of silence in memory and honor of those who have been affected by the tragic events that took place in Newtown, Connecticut.

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 December 4, 2012.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER GREGOIRE, TO APPROVE ITEMS ONE (1).

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

Voting Nay: None.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA: NONE

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

2. Regular Meeting minutes of the Water, Light, Power and Building Commission Meeting for November 15, 2012.
3. Regular Meeting minutes of the Planning Commission Meeting for July 12, 2012.
4. Regular Meeting minutes of the Planning Commission Meeting for November 15, 2012.

COMMUNICATIONS: NONE

OLD BUSINESS:

5. 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. (Second Reading)

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VONASEK, TO ADOPT ORDINANCE NO. 5, 4th SERIES 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. (SECOND READING)

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

Voting Nay: None.

NEW BUSINESS:

6. Consider approving the final Plat for Zavoral's Industrial 1st Addition.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, APPROVING THE FINAL PLAT FOR ZAVORAL'S INDUSTRIAL 1ST ADDITION.

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

Voting Nay: None.

7. Consider adopting Resolution No. 12-12-119 supporting the local Deputy Registrar Maintenance of local Driver License and State I.D. Services.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER VONASEK, ADOPTING RESOLUTION NO. 12-12-119 SUPPORTING THE LOCAL DEPUTY REGISTRAR MAINTENANCE OF LOCAL DRIVER LICENSE AND STATE I.D. SERVICES.

Council member Buckalew explained to the council that some Deputy Registrar offices that are privately run and there are others that are publicly run. The office that is located in East Grand Forks is a privately run facility that is run by the fees collected and the fees have not risen since 2005.

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

Voting Nay: None.

Abstain: Buckalew

8. Consider adopting Resolution No. 12-12-120 authorizing the City Administrator to implement the Compensation Plan.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER DEMERS, ADOPTING RESOLUTION NO. 12-12-120 AUTHORIZING THE CITY ADMINISTRATOR TO IMPLEMENT THE COMPENSATION PLAN.

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

Voting Nay: None.

9. Consider adopting Resolution No. 12-12-121 increasing the city contribution to health insurance.

A MOTION WAS MADE BY COUNCIL MEMBER GREGOIRE, SECONDED BY COUNCIL MEMBER LEIGH, ADOPTING RESOLUTION NO. 12-12-121 INCREASING THE CITY CONTRIBUTION TO HEALTH INSURANCE.

Council member Leigh commented on how he thinks this 10% increase is fair, especially looking at what is happening with health care in the private sector.

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

Voting Nay: None.

CLAIMS:

10. Consider adopting Resolution No. 12-12-122 a Resolution authorizing the City of East Grand Forks to approve purchases from Bert's Truck Equipment the goods referenced in check number 14543 for a total of \$1,692.88 whereas Council Member Gregoire is personally interested financially in the

contract.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VONASEK, ADOPTING RESOLUTION NO. 12-12-122 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM BERT'S TRUCK EQUIPMENT THE GOODS REFERENCED IN CHECK NUMBER 14543 FOR A TOTAL OF \$1,692.88 WHEREAS COUNCIL MEMBER GREGOIRE IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None.

Abstain: Gregoire

11. Consider adopting Resolution No. 12-12-123 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 14588 for a total of \$1,207.23 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, ADOPTING RESOLUTION NO. 12-12-123 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBER 14588 FOR A TOTAL OF \$1,207.23 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None.

Abstain: Buckalew

12. 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: Gregoire, Leigh, Pokrzywinski, DeMers, Vonasek, Buckalew, and Tweten.

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Stauss thanked council members Wayne Gregoire, Mike Pokrzywinski, and Marc DeMers for the service and time they have given to the city while handing them their plaques to commemorate their time spent on the council. After thanking the council members Mayor Stauss also commented how there are too many violent acts happening in this country. He can't imagine what the parents who have lost their children will do. These acts of violence need to stop.

Council Member DeMers told the council in his first few weeks there were lots of changes happening in

a short amount of time. This was a very difficult time but the council came together and was able to get things done. There is another great group of people here that will work hard to better the city. He finished by thanking everyone.

Council Member Vonasek thanked the council members that leaving for their help and guidance they have given him. He also welcomed the new members to the council.

Council Member Buckalew wished the city staff and everyone a Merry Christmas and a Happy New Year.

Council Member Tweten asked that the council meets with the school district and hold a public hearing so the public can voice their opinion on what or if the protection of the students needs to change at school. The safety of the staff is also important too. There are devices being made that could track firefighters in buildings. These are things the new council might have to deal with or look into.

Mr. Tweten also shared that State Senator Stumpf will be at Hugo's Wine & Spirits on Thursday, December 20, 2012 if anyone would like to go and see him.

Council Member Gregoire thanked all councils, past, present, and future. He told everyone about the great experiences he has had being a part of the council and thanked the residents for allowing him to serve on their behalf and Merry Christmas.

Council Member Pokrzywinski said how it was a privilege and honor to serve on the council. It has been rewarding, difficult, and he wouldn't change a thing. He sent a big thank you to the residents, department heads, and staff. He now knows it takes a lot to run a city and the staff are able do so with professionalism.

Mr. Huizenga wished everyone happy holidays.

Mr. Bail wished everyone a Merry Christmas.

Chief Larson informed the council the city was awarded another Safer Grant to help pay for a firefighter position so they will be seeing a RCA about it soon.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADJOURN THE DECEMBER 18, 2012 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:25 P.M.

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

Voting Nay: None.

Scott Huizenga, City Administrator/Clerk-Treasurer

RESOLUTION NO. 13 - 01 - 05

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

BE IT RESOLVED, that the City Council of the City of East Grand Forks, Minnesota designates "C&H Insurance" as the insurance agency to handle the city property, liability and workers compensation policy for 2013.

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: January 8, 2013

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 8th of January, 2013.

Mayor

RESOLUTION NO. 13 – 01 - 06

RESOLUTION APPROVING THE 2013 ADMINISTRATIVE SERVICES AGREEMENT WITH DISCOVERY BENEFITS, INC.

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

WHEREAS, the City of East Grand Forks employs Discovery Benefits to administer the Flexible Benefits Plan for the City of East Grand Forks, and

WHEREAS, The City Council of the City of East Grand Forks, Minnesota, has designated American Federal Bank as a depository.

BE IT RESOLVED, that the form of amended Cafeteria Plan including a Dependent Care Flexible Spending Account and Health Flexible Spending Account effective January 1, 2013, presented Flexible Benefits Plan effective January 1, 2013, presented to this meeting is hereby approved and adopted and that the duly authorized agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

BE IT FURTHER RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

BE IT FURTHER RESOLVED, that the duly authorized agents of the Employer shall act as soon as possible to notify the employees of Employer of the adoption of the Cafeteria Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form in hereby approved.

BE IT FURTHER RESOLVE, by the City Council of and for the City of East Grand Forks, Minnesota, as follows:

1. The City agrees to the terms and conditions of any account agreement approved by the City Council and properly opened by any representative(s) of the City identified in the following Paragraph 2, and authorizes American Federal Bank to charge the City for all checks, drafts, or other orders, for the payment of money, that are drawn on American Federal Bank by any representative(s) of the City identified in the following Paragraph 2, regardless of by what means the facsimile signature(s) may have been affixed so long as they resemble the signature specimens listed in Paragraph 2 and contain the required number of signatures for this purpose.
2. The persons listed below (subject to any expressed restrictions) are authorized for online banking:

Name and Title

Signature

(A) Metavante/MBI

N/A

BE IT FURTHER RESOLVED that the City Council has, and at the time of adoption of this resolution had full power and lawful authority to adopt the foregoing resolution and to confer the powers granted to the person named who have full power and lawful authority to exercise the same.

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: January 8, 2013

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 8th of January, 2013.

Mayor

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held December 6, 2012 at 5:00 P.M.

Present: Brickson, Quirk, Tweten

Absent: Ogden

It was moved by Commissioner Quirk second by Commissioner Tweten that the minutes of the previous meeting of November 15, 2012 be approved as read.

Voting Aye: Brickson, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Tweten second by Commissioner Quirk to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$511,799.01.

Voting Aye: Brickson, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk second by Commissioner Tweten to approve the 2013 Honeywell service contract for equipment at the Water Treatment Plant.

Voting Aye: Brickson, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Tweten second by Commissioner Quirk to award the bids for the 2013 water treatment chemicals as recommended by the Water Plant Superintendent.

Voting Aye: Brickson, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk second by Commissioner Tweten to approve the 2013 Guaranteed Cost contract with Aqua-Pure Inc.

Voting Aye: Brickson, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk second by Commissioner Tweten to approve additional wording to the "terms and conditions" of the Application for Service for new customer utility accounts.

Voting Aye: Brickson, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk second by Commissioner Tweten to approve the 2013 Water and Light budget.

Voting Aye: Brickson, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Tweten second by Commissioner Quirk to approve the 2013 water and electric rates.

Voting Aye: Brickson, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk second by Commissioner Tweten to adjourn to the next regular meeting on December 20, 2012 at 5:00 P.M. and will be held at the Distribution Service Center.

Voting Aye: Brickson, Quirk, Tweten

Voting Nay: None

Lori Maloney
Sec'y

RESOLUTION NO. 13 – 01 - 07

A RESOLUTION DESIGNATING THE MAYOR’S APPOINTMENT TO THE EAST GRAND FORKS PLANNING COMMISSION FOR 2012

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

WHEREAS, the Mayor appoints citizens to fill vacancies on various Boards and Commissions of the City of East Grand Forks each year; and

WHEREAS, These Boards and Commissions are important to the operation of the City due to the value of citizen input on recommendations that are forwarded to the City Council on many important issues.

THEREFORE BE IT RESOLVED, that the City Council of the City of East Grand Forks ratifies the following appointments of Mayor Lynn Stauss to the respective Board and/or Commission for the designated term:

CEMETERY COMMISSION – Commissioners shall be appointed by the Mayor, by approval of the majority of the City Council for 3 year terms. Vacancies shall be filled in the same manner. Ordinance #208.

<u>Members</u>	<u>Expires</u>
George Wogaman (Reappoint)	12/31/15

CIVIL SERVICE BOARD – Members of the board shall be appointed by the Mayor, with approval of a majority of the City Council, for 3 year terms. Ordinance #152.

<u>Member</u>	<u>Expires</u>
Denise Anderson (Reappoint)	12/31/15

ECONOMIC DEVELOPMENT HOUSING AUTHORITY – Members (which includes two Council members) appointed by the Mayor, subject to approval by a majority of the City Council. Resolution #86-10-100. Six year terms.

<u>Members</u>	<u>Expires</u>
Kerry Knoff (Reappoint)	12/31/18

LIBRARY BOARD – Members appointed by the Mayor, subject to approval by a majority of the City Council. Members are allowed on the board for a maximum of three 3-year terms.

<u>Member</u>	<u>Expires</u>
Pat Jacklitch (Reappoint)	12/31/15
Gary Christianson (Reappoint)	12/31/15
Judi Loer (Reappoint)	12/31/15

METROPOLITAN PLANNING ORGANIZATION (two year term)

<u>Members</u>	<u>Expires</u>
Mike Powers (Reappoint)	12/31/13

PLANNING COMMISSION – Members shall be appointed by the Mayor, with the approval of a majority of the City Council, for four year terms. Vacancies will be filled in the same manner. Ordinance #181, Section 2.

<u>Member</u>	<u>Expires</u>
Chad Erickson (Reappoint)	12/31/16
Mike Powers (Reappoint)	12/31/16
Randy Boushey	12/31/16

SENIOR CITIZEN BOARD – Board (which includes one City Council member) appointed by the Mayor, subject to approval by a majority of the City Council, for 3 year terms. See Ordinance #80 – 3rd Series.

<u>Members</u>	<u>Expires</u>
Ted Obregon (Reappoint)	12/31/15
Ann Pederson (Reappoint)	12/31/15

WATER, LIGHT, POWER & BUILDING COMMISSION – Commissioners appointed by the Mayor, subject to approval by the City Council, for 3 year terms.

<u>Members</u>	<u>Expires</u>
Marilyn Ogden (Reappoint)	12/31/15

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: January 8, 2013

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 8th day of January, 2013.

Mayor

RESOLUTION NO. 13 – 01 – 08

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

BE IT RESOLVED, by the City Council of the City of East Grand Forks, Minnesota,

Whereas, the law enables elected or appointed officials of the City of East Grand Forks to be covered by the Minnesota Workers Compensation Law; and

Whereas, the East Grand Forks Mayor and East Grand Forks City Council members’ intent is that the Following Board Members be considered employees for the eligibility for Workers Comp coverage purposes.

Now Therefore, be it resolved, that the following number of board members be covered by the Minnesota Workers Compensation Law:

- Mayor & City Council: 8 members
- Cemetery Commission: 3 members
- Civil Service Board: 3 members
- Economic Development & Housing Authority Board: 7 Members
- Senior Citizen Board: 7 members
- Library Board: 7 members
- Planning Commission: 8 members
- Water, Light, Power, & Building Commission: 4 members
- Metropolitan Planning Organization: 3 members
- Red Lake River Corridor: 2 members

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: January 8, 2013

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 8th of January, 2013.

Mayor

RESOLUTION NO. 13 – 01 - 09

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 14713 for a total of \$551.59.

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 \$551.59 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 January 8, 2013.

Voting Aye:
Voting Nay:
Abstain:

The President declared the resolution passed.

Passed: January 8, 2013

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 8th of January, 2013.

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 3rd Ward Council Member of the City of East Grand Forks.
2. The City of East Grand Forks check number 14713 for a total of \$551.59.
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 January 8, 2013.

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

User: mnelson
 Printed: 1/4/2013 - 11:42 AM



City of East Grand Forks

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

Check	Date	Vendor No	Vendor Name	Amount	Voucher
14673	01/08/2013	ACM001	Acme Electric Companies	1,163.68	0
14674	01/08/2013	ADV001	Advanced Business Methods Inc	270.99	0
14675	01/08/2013	ADV006	Advantage Signs & Graphics, Inc	1,506.89	0
14676	01/08/2013	AME002	American Tire Service	80.00	0
14677	01/08/2013	AME005	Ameripride Linen & Apparel Services	725.04	0
14678	01/08/2013	AHC001	Anderson Heating & Cooling, Inc	1,854.63	0
14679	01/08/2013	BAK001	Baker & Taylor Co	691.72	0
14680	01/08/2013	BKA001	Ballard King & Associates	1,028.42	0
14681	01/08/2013	BAR005	Barnes Distribution	309.24	0
14682	01/08/2013	BEC001	Becker Arena Products Inc	1,136.79	0
14683	01/08/2013	BLU001	Blue Cross Blue Shield of ND	6,510.00	0
14684	01/08/2013	BRA001	Brady Martz & Associates	5,500.00	0
14685	01/08/2013	BRO004	Broad Reach	272.74	0
14686	01/08/2013	BRO002	Brodart Co	269.05	0
14687	01/08/2013	C&R001	C&R Laundry & Cleaners	63.99	0
14688	01/08/2013	CAR504	Cardmember Service	99.99	0
14689	01/08/2013	CIV002	Civic Plus	3,279.00	0
14690	01/08/2013	COL002	Cole Papers Inc	436.09	0
14691	01/08/2013	COM003	Complete Pest Control Inc	881.76	0
14692	01/08/2013	CRO001	Crookston City	1,669.17	0
14693	01/08/2013	EAS006	Dale Gulbranson	80.00	0
14694	01/08/2013	DAY002	Daydream Specialties, LLC	135.00	0
14695	01/08/2013	DEM001	Demco Educational Corp	222.82	0
14696	01/08/2013	DOR001	Dorsey & Whitney LLP	8,000.00	0
14697	01/08/2013	EAG001	Eagle Electric	5,527.20	0
14698	01/08/2013	EXP003	Explorer Post #38	60.00	0
14699	01/08/2013	EXP002	Exponent	245.00	0
14700	01/08/2013	FIR009	Fire Engineering Subscriptions	67.00	0
14701	01/08/2013	FLA003	Ben Fladhammer	1,972.90	0
14702	01/08/2013	FLA001	Flaherty & Hood PA	3,709.16	0
14703	01/08/2013	FLA002	Flat Plains Services Inc	765.00	0
14704	01/08/2013	FRA003	Frandsen Bank & Trust	1,200.00	0
14705	01/08/2013	G&K001	G&K Services	141.39	0
14706	01/08/2013	GAF002	Gaffaney's	107.20	0
14707	01/08/2013	GAL002	Gall's Inc	792.79	0
14708	01/08/2013	GFF001	GF Fire Equipment	6,546.00	0
14709	01/08/2013	GFP001	GF Park District	350.00	0
14710	01/08/2013	GFW001	GF Welding & Machine	8.27	0
14711	01/08/2013	GGF001	GGF Convention & Visitors Bureau	2,365.13	0
14712	01/08/2013	HAJ002	Rick Hajicek	427.50	0
14713	01/08/2013	HAR001	Hardware Hank	551.59	0
14714	01/08/2013	HEA001	Heartland Paper	88.88	0
14715	01/08/2013	HJE003	Jerod & Tanya Hjelle	3,937.34	0
14716	01/08/2013	HUG001	Hugo's	67.85	0
14717	01/08/2013	HUR002	David & Jennifer Hurst	2,479.81	0
14718	01/08/2013	IND006	Indepth Inspections	3,675.00	0
14719	01/08/2013	INT003	Integra Telecom	80.85	0
14720	01/08/2013	INT009	International Public Management Assc	402.50	0
14721	01/08/2013	KNO004	Know Buddy Resources	367.25	0
14722	01/08/2013	LAK001	Laker Chemical	2,637.14	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
14723	01/08/2013	LEA001	League of MN Cities	598.00	0
14724	01/08/2013	LEA002	League of MN Cities	816.55	0
14725	01/08/2013	LIB001	Liberty Business Systems	77.40	0
14726	01/08/2013	LIB002	Librarians' Book Express	217.30	0
14727	01/08/2013	LIB005	Librarians' Choice	218.45	0
14728	01/08/2013	LOO001	Lookout Books	427.50	0
14729	01/08/2013	LUN001	Luneth Plumbing & Heating	60.00	0
14730	01/08/2013	M&W001	M&W Services	780.00	0
14731	01/08/2013	MAR004	Marco	424.94	0
14732	01/08/2013	MAR001	Marco Inc	305.51	0
14733	01/08/2013	MBP001	MBPTA	100.00	0
14734	01/08/2013	MCF001	McFarlane	1,270.95	0
14735	01/08/2013	MEN001	Menards	52.82	0
14736	01/08/2013	MIC001	Micro-Marketing LLC	8.50	0
14737	01/08/2013	MIK001	Mike's Pizza	36.54	0
14738	01/08/2013	MPW001	Minnesota Pump Works	10.66	0
14739	01/08/2013	MND006	VOID****VOID****VOID*** MN I	529.00	0
14740	01/08/2013	MND009	MN Drivers & Vehicle Services	62.00	0
14741	01/08/2013	MNI001	MN Ice Arena Mgr's Association	290.00	0
14742	01/08/2013	MNM002	MN Municipal Utilities Assoc	3,656.25	0
14743	01/08/2013	MNR001	MN Rec & Park Association	293.00	0
14744	01/08/2013	MOO004	Moody's Investors Service, Inc.	9,500.00	0
14745	01/08/2013	MOU002	Mountrail County Abstract & Title Co	100.00	0
14746	01/08/2013	MYL001	My-Lor Inc	75.15	0
14747	01/08/2013	NOR003	Northern Lights Figure Skating	125.00	0
14748	01/08/2013	NOY001	Brian & Laurie Noyes	2,574.66	0
14749	01/08/2013	ORE001	O'Reilly Auto Parts	165.74	0
14750	01/08/2013	OLS009	Anna D Olson	464.46	0
14751	01/08/2013	OTI001	Otis Elevator Company	3,828.84	0
14752	01/08/2013	PAR002	Party City	3.27	0
14753	01/08/2013	PIE002	Michael & Christy Pietruszewski	5,000.00	0
14754	01/08/2013	POL004	Polk County Recorder	280.60	0
14755	01/08/2013	POL008	Polk County Sheriff's Office	2,311.24	0
14756	01/08/2013	PRA001	Praxair Distribution	25.32	0
14757	01/08/2013	PRE001	Premium Waters Inc	24.12	0
14758	01/08/2013	QUI001	Quill Corp	818.06	0
14759	01/08/2013	QUI003	Corey & Michelle Quirk	4,009.48	0
14760	01/08/2013	SAM002	Sam's Club	9.88	0
14761	01/08/2013	SMA001	Smart Apple Media	377.85	0
14762	01/08/2013	SPI001	Paul Spielman	1,551.80	0
14763	01/08/2013	SSU001	Sports Systems Unlimited Corp	112.86	0
14764	01/08/2013	SPR001	Springsted	800.00	0
14765	01/08/2013	STE001	Stennes Granite	1,875.00	0
14766	01/08/2013	STE012	Jerald & Laura Stern	1,977.52	0
14767	01/08/2013	CHA001	The Chamber of EGF/GF	1,045.00	0
14768	01/08/2013	TRU001	True Temp	1,924.75	0
14769	01/08/2013	TRY001	Try-County Refrigeration	978.00	0
14770	01/08/2013	ULT001	Ultramax	282.00	0
14771	01/08/2013	UNI013	University Station	92.31	0
14772	01/08/2013	USB001	US Bank	1,772,350.00	0
14773	01/08/2013	VIL001	Vilandre Heating & A/C	717.19	0
14774	01/08/2013	WAS001	Waste Mgmt	1,798.93	0
14775	01/08/2013	WAT001	Water & Light Department	61,676.99	0
14776	01/08/2013	XCE001	Xcel Energy	16,731.59	0
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