

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

ORGANIZATIONAL MEETING

CALL TO ORDER:

The Organizational Meeting of the East Grand Forks City Council for January 8, 2013 was called to order by Ron Galstad, City Attorney 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 Members Clarence Vetter, Ron Vonasek, Craig Buckalew, Henry Tweten, Mark Olstad, Greg Leigh, and Chad Grassel.

STAFF PRESENT: DO NOT READ

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Ron Galstad, City Attorney; 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.

Other Staff: _____

ADMINISTER OATH OF OFFICE FOR ELECTED OFFICIALS:

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

PRESIDENT OF CITY COUNCIL

- a) Temporary Chairman announces that nominations for the Council Presidency are now open.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER VONASEK, TO NOMINATE CRAIG BUCKALEW FOR PRESIDENT OF THE CITY COUNCIL.

- b) Written ballot for Council President
- c) Results declared and elected Council President asked to take the Chair.

THE BALLOTS WERE READ AND CRAIG BUCKALEW WAS DECLARED THE PRESIDENT OF THE CITY COUNCIL.

VICE-PRESIDENT OF CITY COUNCIL

- a) Council President Announces that nominations are now open for the Vice-Presidency of the City Council.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER OLSAD, TO NOMINATE GREG LEIGH FOR VICE-PRESIDENT OF THE CITY COUNCIL.

- b) Written ballot for Council Vice-President.
- c) Results declared and Council Vice-President installed.

THE BALLOTS WERE READ AND GREG LEIGH WAS DECLARED THE VICE-PRESIDENT OF THE CITY COUNCIL.

OTHER REQUIRED ACTION:

1. SET TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS

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

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT RESOLUTION NO. 13-01-01 TO SET TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS AND WORK SESSIONS.

Voting Aye: Vetter, Vonasek, Buckalew, Tweten, Olstad, Leigh, and Grassel.
Voting Nay: None.

2. DESIGNATE OFFICIAL NEWSPAPER

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

A MOTION WAS MADE BY COUNCIL MEMBER VONASEK, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 13-01-02 TO DESIGNATE THE EXPONENT AS THE OFFICIAL NEWSPAPER.

Voting Aye: Vetter, Vonasek, Buckalew, Tweten, Olstad, Leigh, and Grassel.
Voting Nay: None.

3. DESIGNATE FINANCIAL DEPOSITORIES

Consider adopting Resolution No. 13-01-03 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

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADOPT RESOLUTION NO. 13-01-03 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**

Voting Aye: Vetter, Vonasek, Buckalew, Tweten, Olstad, Leigh, and Grassel.
Voting Nay: None.

Consider adopting Resolution No. 13-01-04 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

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VONASEK, TO ADOPT RESOLUTION NO. 13-01-04 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

Voting Aye: Vetter, Vonasek, Buckalew, Tweten, Olstad, Leigh, and Grassel.
Voting Nay: None.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL

CITY COUNCIL MEETING

January 8, 2013

MEMBER GRASSEL, TO ADJOURN THE JANUARY 8, 2013 ORGANIZATIONAL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:08 P.M.

Voting Aye: Vetter, Vonasek, Buckalew, Tweten, Olstad, Leigh, and Grassel.

Voting Nay: None.

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

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for January 4, 2011 was called to order by Council President Craig Buckalew at 5:08 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 Greg Leigh, Council Members Clarence Vetter, Ron Vonasek, Henry Tweten, Mark Olstad, and Chad Grassel.

STAFF PRESENT: DO NOT READ

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Ron Galstad, City Attorney; 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.

Other Staff: _____

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

Mr. Karl Lindquist, 804 Central Ave NE, wanted to remind the council members how important it is for them to use their microphones during the meetings. They do work well and are especially important when the snowbirds have gone south for the winter. This keeps them informed about what is happening in the city.

APPROVAL OF MINUTES:

For the December 18th Regular Meeting.

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

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO APPROVE ITEM ONE (1).

Voting Aye: Vetter, Vonasek, Buckalew, Tweten, Olstad, Leigh, and Grassel.

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.

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

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER VONASEK, TO ADOPT ITEMS TWO (2) AND THREE (3) AS SUBMITTED.

Voting Aye: Vetter, Vonasek, Buckalew, Tweten, Olstad, Leigh, and Grassel.

Voting Nay: None.

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 approving the following Boards & Commission appointments and reappointments as presented by the appropriate Elected Officials.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER VONASEK, TO ADOPT RESOLUTION NO. 13-01-07 APPROVING THE

FOLLOWING BOARDS & COMMISSION APPOINTMENTS AND REAPPOINTMENTS AS PRESENTED BY THE APPROPRIATE ELECTED OFFICIALS.

Voting Aye: Vetter, Vonasek, Buckalew, Tweten, Olstad, Leigh, and Grassel.

Voting Nay: None.

7. Consider adopting Resolution No. 13-01-08 enabling elected and/or appointed officials of the City of East Grand Forks to be covered by the Minnesota Workers Compensation Law.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADOPT RESOLUTION NO. 13-01-08 ENABLING ELECTED AND/OR APPOINTED OFFICIALS OF THE CITY OF EAST GRAND FORKS TO BE COVERED BY THE MINNESOTA WORKERS COMPENSATION LAW.

Council Member Vetter asked if members of boards have always been covered by Workers Compensation. Both City Administrator and Council member Tweten explained that this has not always been the case but this coverage has covered the city council, board, and commission members for the last several years.

Voting Aye: Vetter, Vonasek, Buckalew, Tweten, Olstad, Leigh, and Grassel.

Voting Nay: None.

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.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT 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.

Voting Aye: Vetter, Vonasek, Tweten, Olstad, Leigh, and Grassel.

Voting Nay: None.

Abstain: Buckalew

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

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

Voting Aye: Vetter, Vonasek, Buckalew, Tweten, Olstad, Leigh, and Grassel.

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Stauss informed the board he was contacted about an updating project the Minnesota Department of Transportation will be starting in June and finishing up in July. He continued on by congratulating the new council members. He stated he had an open door policy so the council can work together and accomplish the tasks at hand.

Council Member Buckalew told the new council members that being on the council has been challenging but rewarding at the same time. He also welcomed Jeffery Hanson to the city.

Council Member Tweten told the council many people have asked when the apartment complex will be done. He thinks by February they will have made good progress. The growth in town has created work for local businesses. East Grand Forks has a bright future and we need to have enthusiasm when telling people all of the good things about this city. He also told the council his door is always open and will be there to help.

Council Member Olstad told the council he is looking forward to working with everyone on the council.

Council Member Leigh also said he likes working with everyone and also has an open door policy. He also invited the council members to attend the Metropolitan Planning Organization (MPO) Board Meeting to see what it is all about. The meeting is at noon on January 16th here at City Hall in the Training Room.

Council Member Grassel informed the council he is excited about getting to work and helping out.

Attorney Galstad wished everyone a Happy New Year.

Engineer Boppre wished everyone a Happy New Year and welcomed the new council members.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADJOURN THE JANUARY 8, 2013 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:23 P.M.

Voting Aye: Vetter, Vonasek, Buckalew, Tweten, Olstad, Leigh, and Grassel.

Voting Nay: None.

Scott Huizenga, City Administrator/Clerk-Treasurer