

**APPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, MAY 14, 2013 - 5:00 P.M.**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for May 14, 2013 was called to order by Council President Craig Buckalew at 5:44 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.

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Scott Huizenga, City Administrator; Gary Larson, Fire Chief; Megan Nelson, Executive Assistant; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

1. Police Department Plans & Specifications – Greg Boppre

Mr. Boppre told the council this presentation is to show them what the proposed police department could look like when this project is completed. He stated bids will be opened on June 11th and the results will be brought to council on June 18th. Mr. Brent Dammann then took over the presentation and told the council how the plaster is going to be replaced, certain windows and doors will be replaced, the roof membrane will be replaced, and they will also finish the reconstruction after the mold remediation has been completed. Discussion followed about how drainage issues will be addressed. Mr. Boppre informed the council that Mr. Dammann has done a very good job at keeping with project in budget so hopefully they are able to get good bids. Council member Tweten asked if the Police Chief and staff were able to give feedback on the proposed project. Chief Hedlund said he was very pleased and the staff has only had positive comments.

2. Community Gardens – Dave Aker

Mr. Aker informed the council there has been interest in creating a community garden. There has been talk of having this over the years but nothing ever came of it. He was contacted by Chris and John Rieth. Christ the King church has offered space for the gardens. Mr. Aker introduced Chris Rieth, who is working to be an eagle scout, presented his idea for the community gardens to the council. He explained how he planned to stake out 18 plots, two of which the boy scouts will be taking care of and everything harvested will be given to the food

shelf. The others would be available for renting. Chris planned on renting the gardens for \$100.00 per plot and as long as the gardens were taken care of and properly cleaned up in the fall the person who rented the plot would be eligible for getting \$50.00 back. He told the council Zavoral's would be donating time and dirt to scrap off the area for the gardens and bring in top soil. Chris asked the council if the city would be able to help collect money for the plots and help with a water tank and fertilizer. The council asked a few questions but thought this was a great idea for the community.

3. Library Staff Reorganization – Charlotte Helgeson

Ms. Helgeson informed the council the Library Board had been reviewing staffing and services offered by the library. She commented how successful the programming has been and how the current library coordinator is going to retire this summer. Ms. Helgeson added the computer technician that was hired last year as part time has been a tremendous benefit to the library. She stated how the library board would like to change the library coordinator position to full time and to stay within budget change the volunteer coordinator to part time. Ms. Helgeson added she hopes to have this position filled by September 1st.

4. Transit Title VI Plan – Nancy Ellis

Ms. Ellis informed the council in order to receive federal funds for transit they are required to pass updates to the Title VI Plan. She told the council the Title VI Plan addresses how the city handles complaints based on discrimination on the transit system and how people with limited English proficiency are accommodated on the city buses. Mr. Galstad asked what accommodations are made for them. Ms. Ellis said there are cards with multiple languages on them so they are able to ask a question or there is a capability of getting a translator. She also informed the council that the city has to keep track of any complaints regarding discrimination and so far no complaints have been made.

5. Presentation on Current Road Conditions – Jason Stordahl

Mr. Stordahl gave a power point presentation showing the council areas that need to be addressed regarding broken concrete panels, damaged manhole and catch basins, and curb and gutters that are in need of repair or replacement. Discussion followed about what the best way for completing repairs and replacements that were needed such as on 20th Street and in the Industrial Park. Council member Buckalew asked how soon the ICON program would be up and running. Mr. Stordahl stated how the necessary data has been entered and very soon he will be the person in charge of maintaining the system. Ms. Ellis also informed the council there is money set aside to help train those who will be in charge of this program.

6. Manhole Catch Basin Repair – Jason Stordahl

Mr. Stordahl informed the council every year there is around \$30,000.00 in the budget for repairs and replacements of manholes and catch basins. He stated how they are trying to keep up with these repairs and in the last few years they have started using floating manholes and catch basins which allow them to move and shift with the changing of the seasons. Mr. Stordahl said this has helped them last longer. He had received two quotes for repair work and told the council he would recommend H&S for this job.

7. Request for Purchase of Mower – Jason Stordahl

Mr. Stordahl informed the council the mower with the 72 inch deck needs replacing. He asked the council to declare a 1991 mower as surplus property so it could be traded in to help bring down the cost of a new mower with a 72 inch deck which was budgeted for. The council had no objections to this since this item was already under the amount that was budgeted before the trade in amount was deducted for the other mower.

8. City Clerk Position – Scott Huizenga

Mr. Huizenga said he was asked to give some recommendations for the future as well as giving the council and staff ideas of things to watch for. He continued by saying his first recommendation would be to formally separate Clerk/Treasurer from City Administrator. Most of those duties are performed by the executive assistant. Another reason to make this separation is for marketing purposes when recruiting for a new city administrator. He stated how the compensation study recently completed lists this position just as City Administrator, not with the Clerk/Treasurer title or duties included. He told the council if they made the change there would be some ordinance changes that would have to be made. Council member Vetter asked if there was a clerk and with a finance director, would there be a need to hire a City Administrator. He asked to have the job descriptions of the city administrator and the finance director sent to him. Mr. Huizenga stated the city administrator is responsible for managing the city and preparing budgets to name a couple things. Council member Leigh stated changes could be looked into but that East Grand Forks is a small city and to keep that in mind. Mr. Vanderpan reminded the council they need to follow proper protocol and have the Civil Service perform their function if they decide to make changes.

9. Cemetery Commission Update – Chad Grassel

Council member Grassel informed the council the Cemetery Commission had their first meeting on May 1st and many topics were covered. He stated there have been a lot of issues and questions with the rates of burials for both winter burials and cremations. The commission thought that it would be better to correct these issues by charging more uniformed rates. Council member Grassel stated how now there is a maximum of how big a headstone can be, how the flags will be up for Memorial Day, bids will be collected for the installation of a sprinkler system, the doors on the vault are in need of replacement, and there will be a meeting with the mayor to make changes at the cemetery entrance. Council member Vetter asked if the commission had the authority to change the rates since the council voted on the rates last year. After some discussion it was decided if the rates are to change it would have to be approved by the council.

Council member Buckalew asked if there were any more comments. Mayor Stauss stated how important the beautification of the city is. He told the council he would like to see a planter installed on the corner lot on Demers by the VFW to help improve this location. Council member Leigh asked if this lot was for sale and why the city would put that there if that was the case. Mayor Stauss said it was but they might be able to recoup some of the cost with the sale of the lot. Council member Tweten reminded the council that on Thursday, May 16th starting at noon in LaFave Park there will be an Arbor Day Ceremony with 4th graders from Sacred Heart and if possible council members should attend.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADJOURN THE MAY 14, 2013 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:45 P.M.

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

Voting Nay: None.

Karl Lindquist, Interim City Administrator