

**APPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, MAY 28, 2013 - 5:00 P.M.**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for May 28, 2013 was called to order by Council President Craig Buckalew at 5:01 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; Ron Galstad, City Attorney; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Terry Knudson, Accounting/Human Resource Technician; Gary Larson, Fire Chief; Karl Lindquist, Interim City Administrator; Megan Nelson, Executive Assistant; Jim Richter, EDHA Director; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

1. Police Bike Patrol – Mike Hedlund

Mr. Hedlund reminded the council how the police department asked to collect donations so they were able to start a bike patrol. He told the council how Sergeant Manias took the lead of this project and was able to collect enough money for all of the equipment and training for five police officers for this program. Sergeant Manias then showed the council the different bike patrol uniforms and the specialized bikes they have which are equipped with lights, a siren, and more. Mr. Hedlund explained how the decals have been ordered for the helmets and bikes to say East Grand Forks Police. Discussion followed on how people will feel safer using the trail system, how scheduling will be affected by the bike patrol, and how the bike patrol will be utilized in the community.

2. Police Department Hiring Request – Mike Hedlund

Mr. Hedlund informed the council a police officer had submitted his resignation and would be done on June 3. He explained how the last of the Civil Service approved candidates was being reviewed and a background check was being processed. Mr. Hedlund said that if everything turned out they will be able to hire this candidate. He asked the council to allow the police department to start a new hiring roster since this candidate is the last Civil Service approved candidate and so they will be prepared in case of any more resignations or retirements.

Discussion followed on the turnover rate of the police department, how long it would take for someone to become a sergeant, and how long a roster is good for.

Mr. Hedlund also informed the council he was working on getting a grant worth about \$125,000 to put a cop back in the school. He told them the two things that might help the city get this grant are that we are willing to hire a veteran and use them in the school setting. He said he would let them know if the city receives the grant or not.

3. Remote Control Flight Field – Dave Aker

Mr. Aker informed the council there has been interest in establishing a remote control flight field. He stated how Tom Stennes and Mike Yanish were the ones trying to form a group that would set up and take care of the field which they would like located on the wet side of the levee in the Greenway close to the water treatment plant. Mr. Aker told the council that this group has already been given the okay by the Greenway Maintenance group and the Water and Light Department. Mr. Stennes informed the council about the history of the Grand Forks remote control field and how it really doesn't exist anymore. He explained to the council how creating this field could draw people to the area. Discussion followed about the planes that would be flown, issues that might come up due to these planes and how restrictions could be put in place to limit issues, and how having members apart of the organization of AMA could help with liability issues.

4. Cemetery Rate Changes – Dave Aker

Mr. Aker reminded the council about the changes to the cemetery rates from last year regarding winter internments. He told them about the many complaints received because they were requiring a \$250.00 deposit and how there was difficulty with having the funeral homes collect the deposit. Mr. Aker recommended to the council to take away the deposit requirement. He also pointed out to the council the second right lots and internment prices were added since that is becoming requested more often.

5. Clarification of Workers in Park & Recreation Dept – Dave Aker

Council member Vetter told the council there were some issues regarding what they had voted on for the Parks and Recreation Department. The two questions that need to be addressed are there suppose to be two or three new park maintenance hires and didn't the council approve a raise for Mr. Gulbranson. Discussion followed about how much of a raise Mr. Gulbranson should receive, does his job need to be re-evaluated or should he be promoted to Ice Arena Supervisor, and how many people will be hired after the interviews set for June 3. Once it was finalized that there were suppose to be three hires, one already complete and two to happen after the June 3rd interviews they moved on to discussing Mr. Gulbranson's position. Ms. Knudson reminded the council that any promotions or new job descriptions would need to be approved by the Civil Service Commission. After more discussion the council seemed to favor the idea to pay Mr. Gulbranson out of rank, see if the position needs to be re-evaluated, and advertise internally for a position once everything was approved by Civil Service if a new position was created.

6. 2012 Aid to Firefighter Grant – Gary Larson

Mr. Larson informed the council that the fire department has been awarded a grant worth \$123,990.00 to help replace breathing apparatuses and tanks. He told the council the city would be responsible for approximately \$6,199.00 if they accept this grant. Mr. Larson explained how some of these items were to be replaced next year and that was going to cost the department around \$18,000.00 so this grant is a great help. He said how he will be looking with the finance director to see where in the fire department's budget he would be able to cover the city's share.

7. Northland Community College Special Event – Ron Galstad

Mr. Galstad explained the special event that Northland Community and Technical College would like to hold in August as a welcome back to the students. He then explained how the state will not sign off the Release and Indemnification portion of the application and how the responsible party for the beer garden they would like to have would have to sign that and take on the responsibility. Mr. Galstad stated how it might be a good idea to have Mr. Klug come and address the council and then they can decide if they wanted to be a part of this event or not since there had been some discussion of the city becoming involved in this event. Mayor Stauss stated how the council needs to encourage events like this and help draw people into the community.

Mr. Galstad also informed the council that he is looking into what the city's options are since the library roof is still leaking. He told them what has happened up to this point but added that he will be reviewing the contract again and sending them a notice if necessary.

Since he still had the floor Mr. Galstad also addressed an issue of a citizen's complaint about people walking and driving on the levee where there are not any paths or trails. He had been asked to draft an ordinance restricting the use of the levee system. He asked for guidance from the council on how restrictive he should be. After some discussion it was decided there first will be no trespassing signs put up, try and patrol this area more, and if these don't stop the trespassing then an ordinance could be drafted.

8. Replat of Greenway Crossing First Addition – Jim Richter

Mr. Richter told the council that there is an area that has been dedicated as park land and is wondering if the council would approve vacating this property as dedicated park land and sell off the lots. Mr. Lindquist asked if there needs to be a notification period, public hearing, or if this would be possible and not violate an ordinance. Mr. Richter stated he was not sure what the process would be but that it would be handled by the Planning Commission and they would be the ones to handle these things if necessary. Discussion followed about why the city should add more lots to its inventory, how the hockey boards will be relocated possibly on school property, and to think about what the city might want to charge for them.

Ms. Anderson introduced Mr. Andrew Marquardt to the council. She stated how he is the intern that will be working in the administration office for the summer. She added how Mr. Marquardt

is working on his master degree in public administration. Council President Buckalew welcomed Mr. Marquardt.

Mr. Galstad told the council that Little Bangkok would like to put out three small tables and chairs on the sidewalk so they have some outdoor seating. He added that he didn't know off hand of a policy or ordinance that wouldn't allow this request but he was going to take another look. He also added that this could help promote business downtown.

Mr. Lindquist informed the council Ms. Klump from Springsted had sent the City Administrator Profile to him and he had handed out copies at the beginning of the meeting. He told the council that if they wanted something changed to get back to him by the end of Wednesday, otherwise he was going to let Ms. Klump to move forward with the recruitment process.

Council President Buckalew asked when the next Waste Water Public Forum should be held. He added that some people will be out of town during the first Monday so maybe it should be held later in the month. After some discussion it was decided to hold the public forum on June 18th following the council meeting already scheduled for that evening.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADJOURN THE MAY 28, 2013 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:55 P.M.

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

Voting Nay: None.

Karl Lindquist, Interim City Administrator