

**APPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, NOVEMBER 19, 2013 - 5:00 P.M.**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for November 19, 2013 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: 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; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; and Jim Richter, EDHA Director.

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.”

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of November 5, 2013.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of November 12, 2013.

A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE ITEMS ONE (1) THROUGH TWO (2).

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.

Council member Vetter asked to have item five pulled from consent. Mr. Murphy asked to have item six pulled from consent. Council President Buckalew stated these two items would be added to new business.

3. Consider approving the agreement between the City of East Grand Forks and Thur-O-Clean for cleaning services for City Hall to begin on January 1, 2014.
4. Consider approving the agreement between the City of East Grand Forks and Thur-O-Clean for cleaning services for the Police Department to begin on January 1, 2014.
5. Consider adopting Resolution No. 13-11-107 declaring that the City of East Grand Forks acts as the legal sponsor for the FY 2013-2014 funding to the State of Minnesota Department of Natural Resources for the trail maintenance of snowmobile trails managed by the Red River Snowmobile Club.
6. Consider adopting Resolution No. 13-11-109 authorizing the City Council to order that the following costs, with interest charged at 10% per year beginning on January 1, 2014 for mowing grass on the listed properties be certified to the County Auditor for collection with the 2014 real estate taxes.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LEIGH, TO APPROVE ITEMS THREE (3) THROUGH FOUR (4).

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

Voting Nay: None.

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

7. Regular meeting minutes of the Water, Light, Power, and Building Commission Meeting for October 17, 2013.
8. Regular meeting minutes of the Planning Commission Meeting for October 10, 2013.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

9. Consider adopting Resolution No. 13-11-110 approving the change orders for 2013 City Project No. 3 – Police Building Improvement Project.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 13-11-110 APPROVING THE CHANGE ORDERS FOR 2013 CITY PROJECT NO. 3 – POLICE BUILDING IMPROVEMENT PROJECT.

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

Voting Nay: None.

10. Consider adopting Resolution No. 13-11-111 correcting the special assessments to parcel number 83.04368.00 in Point of Woods 5th Addition.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 13-11-111 CORRECTING THE SPECIAL ASSESSMENTS TO PARCEL NUMBER 83.04368.00 IN POINT OF WOODS 5TH ADDITION.

Council member Vetter asked if there was a process put in place to make sure this does not happen again. Mr. Galstad stated that the City will make sure this isn't going to happen again and how if a replat will be taking place the Administration Office will be notified, a recapture of the special assessments will be done, and then recertified by the City Council. He added that the records do not show that the recapture for this replat brought back to council to be certified. Ms. Ellis clarified that the proper procedure was followed for the replat, it was the recapture that was not done properly. Council President Buckalew asked Mr. Murphy if he was comfortable with the process. Mr. Murphy said how he is comfortable with where the process is going. He added that there are departments that will be meeting on this topic to make sure everything is covered and possibly to involve the County so everyone is on the same page. Mr. Galstad stated that there has been difficulty in the past since the County will record any legal document for a split that wasn't approved by the City even if it goes against the city code. Council member Olstad asked where the money would be coming from. Mr. Galstad stated that it will be the City's responsibility since there is no legal action he can find have the developer to pay the difference.

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

Voting Nay: None.

11. Consider approving the amendment to Lease Agreement No. 11874 between the City of East Grand Forks and the Minnesota Department of Natural Resources extending the time of lease through November 30, 2015.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER VONASEK, TO APPROVE THE AMENDMENT TO LEASE AGREEMENT NO. 11874 BETWEEN THE CITY OF EAST GRAND FORKS AND THE MINNESOTA

DEPARTMENT OF NATURAL RESOURCES EXTENDING THE TIME OF LEASE THROUGH NOVEMBER 30, 2015.

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

12. Consider adopting Resolution No. 13-11-112 approving the change order for 2013 City Project No. 2 – Watermain and Forcemain replacement.

A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT RESOLUTION NO. 13-11-112 APPROVING THE CHANGE ORDER FOR 2013 CITY PROJECT NO. 2 – WATERMAIN AND FORCEMAIN REPLACEMENT.

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

13. Consider granting preliminary approval to amend the City’s Comprehensive Plan to include the update to the Long Range Transportation Plan – Street/Highway Element.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VONASEK, TO GRANT PRELIMINARY APPROVAL TO AMEND THE CITY’S COMPREHENSIVE PLAN TO INCLUDE THE UPDATE TO THE LONG RANGE TRANSPORTATION PLAN – STREET/HIGHWAY ELEMENT.

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

5. Consider adopting Resolution No. 13-11-107 declaring that the City of East Grand Forks acts as the legal sponsor for the FY 2013-2014 funding to the State of Minnesota Department of Natural Resources for the trail maintenance of snowmobile trails managed by the Red River Snowmobile Club.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 13-11-107 DECLARING THAT THE CITY OF EAST GRAND FORKS ACTS AS THE LEGAL SPONSOR FOR THE FY 2013-2014 FUNDING TO THE STATE OF MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR THE TRAIL MAINTENANCE OF SNOWMOBILE TRAILS MANAGED BY THE RED RIVER SNOWMOBILE CLUB.

Council member Vetter asked if the City collects an administration fee for this because of all of the requirements put on the City including worker’s compensation coverage. He also asked if Mr. Galstad had a chance to review this contract. Mr. Galstad stated that no employees work on grooming the trails but the City could check to see if a ryder would need to be added for coverage. He added that this contract has been in place for many years. Ms. Anderson informed the council that the City already has a ryder covering volunteers but she will check to see if groomers would be covered. Ms. Nelson also

informed the council that the snowmobile club handles everything, completes all of the paperwork, and brings in the items that need a signature from the City Administrator so the time spent on this is very minimal.

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

Voting Nay: None.

6. Consider adopting Resolution No. 13-11-109 authorizing the City Council to order that the following costs, with interest charged at 10% per year beginning on January 1, 2014 for mowing grass on the listed properties be certified to the County Auditor for collection with the 2014 real estate taxes.

Mr. Murphy explained to the council how parcel 83.01939.00 had been purchased but the title company did not verify any pending assessments of this property with the City. He stated how he had spoken with the new owners and they were going to check with the title company and see if the title company would make the payment. He suggested the resolution be amended and have that parcel be removed from being assessed. Ms. Nelson stated she would amend the resolution so it would not include parcel 83.01939.00.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT THE AMENDED RESOLUTION NO. 13-11-109 AUTHORIZING THE CITY COUNCIL TO ORDER THAT THE FOLLOWING COST, WITH INTEREST CHARGED AT 10% PER YEAR BEGINNING ON JANUARY 1, 2014 FOR MOWING GRASS ON THE LISTED PROPERTY BE CERTIFIED TO THE COUNTY AUDITOR FOR COLLECTION WITH THE 2014 REAL ESTATE TAXES.

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

Voting Nay: None.

CLAIMS:

14. Consider adopting Resolution No. 13-11-113 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 17335 for a total of \$752.80 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER VONASEK, TO ADOPT RESOLUTION NO. 13-11-113 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 17335 FOR A TOTAL OF \$752.80 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None.

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

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, 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:

Council Member Buckalew informed the council about the Coalition of Greater Minnesota Cities Fall Conference in Alexandria he, Mayor Stauss, Mr. Murphy, and Mr. Olstad had attended the week before. He stated how most of the information covered was about the upcoming state legislative session.

Council Member Tweten stated the materials submitted for the packet by Mr. Haugen was very detailed, well put together, and commended him for the good work the MPO is doing.

Council Member Leigh told Mr. Aker what a great job Mr. Swendseid was doing on trimming trees on Bygland Road.

Mr. Murphy said he had two items with the first being an update on a project done in Crookston given by Mr. Strandell on Wednesday afternoon in the Training Room at 4:00pm. He then asked the council members to check their calendars and see if they were available on January 10th for the goal setting session.

BUDGET PRESENTATIONS (Meeting Moving to Training Room):

16. Campbell Library Budget Presentation – Charlotte Helgeson

Ms. Helgeson started her presentation by showing the council the new library logo that was created this year and reminded the council how the Campbell Library is now a four star library. She continued on by reviewing work done to the exterior of the building this year and stated how the plan is to add cameras on the exterior next year since they already have the software set up for the interior of the building. Ms. Helgeson then explained about the additions to the interior of the building which included installing circuit setters in the heating system which should help with the cold spots, replacing the meeting room chairs, replacing carpeting, and replacing baseboard fins.

Ms. Helgeson stated how the Program Coordinator is now a full time position with the Volunteer Coordinator being cut back to part time to stay within the budget. She gave an overview of the new software systems the library will be using which will allow for interlibrary loans, what the staff was currently working on, and how the library is working on strengthening outreach programs. She continued by listing the capital improvement items the library that are upcoming which include replacing laptops, window replacement, and carpet replacement. Council President Buckalew asked what was included already in the budget. Ms. Anderson stated that since the resolution was passed setting aside the building maintenance fund for the next two years most of these items were pushed back in the capital improvement schedule.

Council member Tweten asked how much is accomplished by the volunteers at the library. Ms. Helgeson told the council how all of the volunteers at the library are the equivalent to having another full time person working at the library because they help with so many different projects and events.

17. Water & Light Department Budget Presentation – Dan Boyce

Mr. Boyce began his presentation by reviewing the list of employees and the Water & Light Commissioners. He then began going over the graphs and information he had provided to the council in the packet by first going over water revenue and expenses. He explained how the water depreciation is high and how usually money has to be taken from the electric fund to cover costs. Mr. Olstad asked what is all in depreciation. Ms. Andersons stated that it included all of the capital improvements and equipment. Discussion followed about the Central Sub project that has not been completed yet and how sections of watermain are replaced every year. Council member Tweten added that hopefully changing over from metal to fiberglass will help in the future.

Mr. Boyce continued on with electric revenue and expenses. He talked about the largest expense was purchasing power. He also mentioned the franchise fee that is paid to the City and what goes into the building maintenance fund. Mr. Boyce also told the council about the items that the Water & Light Department takes care of for the City without charging for which include putting up and taking down both the holiday decorations and floodwall. This was followed by a brief overview of Water & Light five year plan for vehicles and equipment and the proposed water and electric rates for 2014. Mr. Boyce stated that if anyone needed more information or had any questions on the information that was discussed he said they could visit him in his office.

A short discussion followed regarding the building maintenance fund, how it was affected by the resolution passed by earlier in the year, and Mr. Boyce suggested the City works with Water & Light on the possibility of making some funding available for the building maintenance fund. Council President Buckalew thanked Mr. Boyce for his suggestion and asked if the pool should be brought up at the goal setting meeting. Mr. Murphy said that the pool project should be included in that discussion and stated that he was going to meet with the department heads the following day to put a priority list together for capital improvements for the meeting next Tuesday.

Council member Vetter asked if the commission had already approved the budget for 2014. Mr. Boyce said they had back in August. Ms. Anderson also stated that \$50,000 line item for energy efficiency needs to be taken out from the City budget because of changes in the requirements for using these funds and told the council how the City will only be able to recoup 25% of a project cost for energy efficiency and how the City will now have to cover the rest of the costs on these projects.

18. Park & Recreation Budget Presentation – Dave Aker

Mr. Aker started his presentation by giving an overview of his department and the number of employees both full time and part time. He pointed out that there are usually two seasonal people hired in the winter but this year he would only like to hire one. Mr. Aker continued with overviews on the job duties in the different areas covered by the department which include flower beds, park areas, and skating rinks. While discussing rinks Mr. Aker mentioned possibly taking out the rink on the south end of town

and putting an ice path around Stauss Park. He added that there have been issues and complaints at this rink. Council member Vetter asked if the rink was used. Mr. Aker stated it was. Council Vice-President Leigh stated they should plan on flooding this rink because it is used frequently. Council member Vetter also suggested flooding the rink and doing something else for the noise. Council member Grassel suggested having the cops drive around and try to make sure there aren't any issues.

Mr. Aker continued on with explaining the Civic Center and VFW Arena. Council member Grassel asked if the park department was in charge of moving snow off of the sidewalks and how that came about. Discussion followed about all of the areas the Parks Department is in charge of snow removal. Mr. Aker stated this was why he wanted to hire a seasonal winter worker. Mr. Aker then continued with an overview of the Blue Line Arena. He informed the council how the Blue Line Club had asked to have ice on the arena from September until April and how much more that would cost. Council member Vetter asked if the ice rental would cover the costs and Mr. Aker stated that it wouldn't be. Council President Buckalew suggested determining the costs and charging them for those costs.

Mr. Aker continued his presentation with an overview of recreation which included the Senior Center, the swimming pool, the expansion of pickleball courts, the different sports for winter and summer, the cemetery, and the campground. Mr. Aker informed the council how the campground has continued to have an increase in the number of visitors in the last couple years. He finished up by explaining some capital improvement items, some that were included in the budget and others that were not.

Mr. Murphy told the council that he was going to have the intern meet with the department heads and have a list made of what employees each department has for both full time and part time, what their job description is, and how things might be 2 and five years down the road. Discussion followed about hiring a part time parks worker and new regulations coming out about rinks, how the systems to make ice in the arenas might have to be completely redone in the near future, and the current state of the Civic Center compressors.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO ADJOURN THE NOVEMBER 19, 2013 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 7:05 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer