

**APPROVED MINUTES  
OF THE CITY  
COUNCIL WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, JANUARY 14, 2014 - 5:00 P.M.**

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for January 14, 2013 was called to order by Council President Craig Buckalew at 5:02 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, Henry Tweten, Mark Olstad, and Chad Grassel.*

*Dave Aker, Parks & Recreation Superintendent; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Stephanie Erickson, MPO Planner; Ron Galstad, City Attorney; Earl Haugen, MPO Executive Director; Charlotte Helgeson, Library Director; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; 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*

**1. Stoplight Request on 23<sup>rd</sup> Street – Henry Tweten**

Council member Tweten stated the function the council attended last Friday and Saturday resulted in planning for future development. He stated on the north side of town the traffic has been increasing. He commented how it could increase more with the sale of city lots and the possibility of more development of apartments and a multiuse park. He stressed how this can be a dangerous corner. Council member Tweten stated there are around 1800 students that attend the East Grand Forks Campus with 125-150 instructors. He added how they are adding a program in the fall which could increase attendance and the amount of traffic. He then asked Mr. Boppre to add comments.

Mr. Boppre reminded the council of a SIMS grant the City had applied for which would have extended the traffic lanes north and included a stoplight at the intersection of 23<sup>rd</sup> and Highway 220. He also reminded the council how the City was not awarded that grant. He added that since this intersection includes Highway 220 the MNDOT would have to warrant the need for the traffic light. He said how the first thing that would need to be done is a traffic count and what the process could be after that count was completed. Mr. Boppre also informed the council that if this project was going to happen funding wouldn't be available for at least two years. He said how MNDOT is aware of this situation and the City should keep open dialogue with them.

Council member Olstad asked what happens next and how much it will cost. Mr. Boppre stated it all depended on how the council decides to move forward. Discussion followed about inviting the district engineer this spring to look at this intersection, how not moving forward with this could slow down growth on the north end, how addressing this intersection will have to be done in the future, that the City

currently is not meeting warrants, and if there was a busy time of the day or if traffic was more constant all day. Council member Tweten asked just to get the process started by inviting the district engineer in April. Council President Buckalew asked Mr. Boppre to see if he would find out if there is a cost to complete a study at this intersection. Mr. Boppre said he would.

## **2. Plans and Specifications for 2014 City Project 3 Lift Station No. 5 Improvements and 2014 City Projects No. 4 SCADA Improvements – Greg Boppre**

Mr. Boppre is asking permission from the council to start working on these two projects. He stated that both of these projects have been budgeted for. He added that they are currently looking at a couple different sites for the new lift station to be located on since the current location of lift five would not allow for a new lift station to be built there. Mr. Boppre also told the council the waste water department has also had many issues with the SCADA system which was put in after the flood and the technology needs to be upgraded.

Council Vice-President Leigh stated he would approve both of these projects. Council member Tweten asked what the cost estimates were for these projects. Mr. Boppre said the estimate for redoing the lift station was around \$2.5 million and about \$270,000 for the SCADA project. Council President Buckalew asked if the jobs would be awarded this spring. Mr. Boppre said yes since it will take time to get the pumps ordered as well as the new SCADA system. Mr. Grassel asked what two locations they were looking at. Mr. Boppre stated the City owned some property north of the park shop and the other location they were looking at was by the Sugar Hill sub-station.

This item will be referred to a City Council Meeting for action.

## **3. 2018 Federal Sub-Target Project – Greg Boppre**

Mr. Boppre stated that this proposed project is similar to the project that will be completed this year on 17<sup>th</sup> St NE. He explained that every four years the City receives federal funds for a project which has to be approved by both the City as well as the MPO. He is suggested to complete work on 10<sup>th</sup> St NE from 5<sup>th</sup> Ave to 8<sup>th</sup> Ave. He stated how there had been talk about upgrading this road since it is a part of the state aid system. Mr. Boppre informed the council that WSN is currently working with American Crystal and Transystems and working with them on their truck maintenance facilities. He added they have been looking at East Grand Forks and Moorhead facilities first.

Mr. Boppre explained how this could become a bigger project because they are interested in a different route into American Crystal which could come off of 10<sup>th</sup> St NE and if Transystems builds a facility there this might also create more jobs which in turn would make the City eligible for EDA funds for this project. Council member Tweten commented and how this facility could add jobs to the community, create more business, and help enhance the tax base. Mayor Stauss stated the thought this would be a good idea with getting beet trucks off the residential roads and asked what would have to happen to make this possible since this land is wet. Mr. Boppre stated if the City is interested they could set up a meeting with American Crystal and Transystems. Discussion followed about where funds could come from to cover this project and what the City would have to do to start asking for funds. Council President Buckalew asked if this road was paved at one time. Mr. Boppre stated at one point there was some asphalt but it hadn't been kept up and added there is storm sewer available in this area. Council President Buckalew stated this project made a lot of sense and this suggestion the council would like to move forward with.

This item will be referred to a City Council Meeting for action.

#### **4. Kennedy Bridge Project Ped/Bike Addition - Clarence Vetter**

Council member Vetter reminded the council about the Kennedy Bridge project and how during this process both Minnesota and North Dakota Departments of Transportation have looked into adding a bike and pedestrian path on the bridge. He stated how the MPO adopted a resolution in support of the addition of cantilevered bike and pedestrian structure on the outside of the bridge. Council member Vetter explained the MPO took this position because of safety concerns as well as agricultural equipment going across the bridge. He added how now both Departments of Transportation don't want to move ahead with the cantilevered path and asked the City to pass a resolution in support of the cantilevered path.

Mayor Stauss said this was a no brainer because of safety concerns and asked why the DOT holds meeting for public comment and direction and then don't accept what the public would like to move forward with. Mr. Haugen stated that the Grand Forks council will be also asked to pass a resolution in support of the cantilevered path later this month. Council President Buckalew stated that safety is a concern of people and the kids that would utilize this path. He said he would support his resolution. Council Vice-President Leigh stated he would support his resolution because he had seen three accidents on the bridge where the cars spin and bounce around. He added that people don't need to be on the highway regardless if it makes inspections more difficult. Mayor Stauss added that the City will have to keep the path clear in the winter months.

This item will be referred to a City Council Meeting for action.

#### **5. Request the Purchase of a Snow Blower – Jason Stordahl**

Mr. Stordahl stated how there was a miscommunication and the snow blower should have been included with the 2014 capital purchases since it was a higher priority. He told the council he handed out an updated quote which included the trade in value for the snow blower he would like declared as surplus which brought the price down to \$65,804. Council President Buckalew asked if the life of the snow blower was only seven years. Mr. Stordahl stated it all depended on different factors and explained issues the City was having with the snow blower they were trading in. He told the council that he took one of the city mechanics to look at this snow blower he has proposed to purchase who stated the maintenance would be much less. Discussion followed about if there was a need for the type of blower the City was going to be trading in.

This item will be referred to a City Council Meeting for action.

#### **6. Purchasing Card Procedure – Karla Anderson**

Mr. Murphy stated with the absence of Ms. Anderson he would be able to answer any questions the council might have. He explained how the proposed purchasing card procedure was included in the packet and with council approval the staff will implement this start using the purchase cards. Ms. Nelson added this was working document and how there might be some slight modifications made if necessary.

This item will be referred to a City Council Meeting for action.

#### **7. Update on POW 5<sup>th</sup> Reapportionment Process – David Murphy**

Mr. Murphy reviewed the process of how this replat came to be. He stated how this area already had storm sewer, sanitary sewer, watermain, and curb and gutter put in and assessed. He explained how the

real estate attorney said since this property was already assessed and this is being reapportioned the property owners only need to receive a notice about the reapportionment which with council approval will be sent out tomorrow. Mr. Murphy said how once they receive the notice they have 30 days to appeal and asked if the council had any questions. There were no further questions.

#### **8. LELS Memorandum of Understanding – David Murphy**

Mr. Murphy told the council an issue came up during negotiations with the law enforcement labor services bargaining group. He said how this didn't need to be addressed in the labor agreement but could be settled with a memorandum of understanding. Mr. Murphy then explained how the state changed a statute which lengthened the probationary period of a police officer from 6 months to 12 months. He reminded the council the personnel handbook states that after 6 months and meeting qualifications the person would move from step 1 to step 2. Mr. Murphy explained how it is important to treat all employees the same. He stated how he spoke with Chief Hedlund about this memorandum of understanding and he did not have any issue with this being put in place. Mr. Murphy asked if there were any questions. Council member Vetter said in the last line on the first page it states "will become permanent, full-time employees". He asked to have the word permanent taken out of the sentence. Mr. Murphy said yes.

This item will be referred to a City Council Meeting for action.

#### **9. Council Vacancy Discussion – City Council**

Mr. Murphy said how with the unfortunate passing of Council member Vonasek created a vacancy on the council. He told the council they have the ability to appoint someone through a resolution. He added the term would only be until the end of 2014. Mr. Murphy also told the council since the term would be short they could also leave the position vacant since there is an election in the fall. He then asked the council how they would like to proceed.

Council member Tweten stated there should be a map available showing Ward 2 along with a list of qualifications and requirements of the position. He added the date should be set for interviews. Mayor Stauss added this process should be quick since there is less than a year left of the term. Mr. Murphy asked what sources the City should use to advertise for this position. Council President Buckalew stated the paper, radio if possible, and social media so any avenue available to get the information out. He added to collect applications until January 30<sup>th</sup> and set interviews for the first work session in February. He then asked if an interview would still have to be done if there was only one applicant. Council member Tweten stated the council wouldn't have to appoint if there is only one person who applies, they can leave the position vacant. Council Vice-President Leigh added the council could add questions if necessary during the interview process.

#### **ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE JANUARY 14, 2013 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:55 P.M.**

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David Murphy, City Administrator/Clerk-Treasurer