

**APPROVED MINUTES  
OF THE CITY  
COUNCIL WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, AUGUST 26, 2014 – 5:00 PM**

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for August 26, 2014 was called to order by Council President Craig Buckalew at 5:40 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, Dale Helms, Henry Tweten, Mark Olstad, and Chad Grassel.*

*Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; and Jason Stordahl, Public Works Director.*

**DETERMINATION OF A QUORUM:**

*The Council President Determined a Quorum was present*

**1. 2014 City Project No. 6 – Cemetery Improvements – Steve Emery**

Mr. Emery explained how they had opened the bids for this project and they were higher than expected. He added the alternates came in close to what was estimated but the base bid was much higher which he attributed to due to the nature of the work and the time of the year. Discussion followed about making this project a priority the following year, if any other major construction was coming up, and how Mr. Stordahl will be working with the ICON program to get a list of possible projects for the Council to consider.

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

**2. Bike Lane on Bygland Road – Steve Emery**

Mr. Emery explained that he had worked with Mr. Stordahl and Ms. Erickson from the MPO on this project. He explained the two options they brought forward with one being sharrows and the other including designated bike lanes. Discussion followed about these options. Council member Vetter stated that he had asked for this to be looked at and stated this project shouldn't cost as much as these options were. More discussion followed about the safe routes to school sidewalks, where people actually ride their bikes, and how the council would also have to consider the long range transportation plan in this decision.

### **3. Northland Tech Use of Parking Lot – David Murphy**

Mr. Murphy reminded the council about the presentation they had listen to from representatives from Northland College. He stated they had sent over a lease agreement and asked the council if this is something they would consider before staff spends time reviewing this material. Discussion followed about how the Council would need to know when the parking lot would be used, what part of the parking lot would be used, and how this would affect the downtown businesses. The Council directed Mr. Murphy to look into the paperwork that was sent and bring it back to the council to consider.

### **4. Sprinkler System at Riverwalk Center – Nancy Ellis**

Ms. Ellis stated that the sprinkler system needs to be fixed at the Riverwalk Center and be brought back up to code prior to the selling of the building. Council member Olstad stated that this issue had also been brought before the EDHA Board and like Ms. Ellis stated, the building needed to be brought up to code.

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

### **5. Outdoor Skating Rinks – Dave Aker**

Mr. Aker told the council he received a bid from Lumber Mart for \$6,509.35 for the materials for an outdoor rink. He stated that he was looking at replacing the boards at two locations so the total amount would be \$13,018.70. He added that there was \$12,000 in the budget for this and the rest of the project would be covered by using the repair and maintenance fund.

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

### **6. Request to Start Sergeant Promotional Process – Mike Hedlund**

Chief Hedlund stated there was a pending situation and a sergeant position might be opening up. He asked to get a head start of the process with by allowing current personnel to apply for the position. Council member Leigh asked how many sergants there are. Chief Hedlund stated there were four and they were in charge of each shift. Discussion followed about the make up of the shifts.

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

### **7. Request to Start Secretary/Dispatcher/Jailer Hiring Register – Mike Hedlund**

Chief Hedlund stated that one of the administrative people in the office had turned in her resignation. He added that she gave them a few months notice before she is going to be done. He asked that to open an internal process first because he was told there was interest within the department.

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

### **8. Update on Special Events on the Rivers – Megan Nelson**

Ms. Nelson explained how when it comes to events on the rivers there are many agencies that could have the potential to be involved. She informed the Council about the confusion regarding the swim

event that took place earlier in the year and how East Grand Forks, Polk County, Grand Forks, and Grand Forks County are trying to work together so there is better communication and so everyone receives the same information. She stated how the Uff-da Mud Run was coming up and with these groups focusing on safety it was recommended to have a requirement of life jackets for this event. She added how the Grand Forks City Council had passed the application with the requirement of anyone under the age of 18 having to wear a life jacket at the river crossings and she was requesting that the East Grand Forks City Council have the same requirement. Discussion followed about how some people say this river is over regulated and how events should not be taking place once the river reaches flood stage at 28 feet.

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

#### **9. Request from Little Bangkok – David Murphy**

Mr. Murphy explained to the council about an incident involving a pipe that burst where Little Bangkok was once located. He stated they are asking the council to consider a reduction in the sewage portion of the bill. Discussion followed about if their regular use was included in the bill, the reasons why there was an issue, and how their insurance was not going to cover the bill.

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

#### **10. 2015 Preliminary Budget Discussion – David Murphy**

Mr. Murphy stated this was just a brief update about the levy. Ms. Anderson stated that the information she passed out included a 10% increase to the levy. She added that they are still looking into expenses and that this budget did not include any capital improvements or projects other than the payments to the Central Equipment fund. Discussion followed about when the locker room project will be worked on, what projects could be bonded for, and how the new apartment building is in the TIF District so it will not be a part of the tax base until 2016. Ms. Anderson stated that staff had also looking into the enterprise funds to make sure they were breaking even. Mayor Stauss commented how maintenance and repairs need to continue but the Council also has to consider what they do when it comes to raising taxes because of what is going on in North Dakota.

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

#### **ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADJOURN THE AUGUST 26, 2014 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:55 P.M.**

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

*Voting Nay: None.*

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David Murphy, City Administrator/Clerk-Treasurer