

**APPROVED MINUTES  
OF THE CITY  
COUNCIL WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, SEPTEMBER 9, 2014 – 5:00 PM**

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for September 9, 2014 was called to order by Council Vice-President Greg Leigh 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: Mayor Lynn Stauss, Council Vice President Greg Leigh, Council Members Clarence Vetter, Dale Helms, Henry Tweten, Mark Olstad, and Chad Grassel.*

*Karla Anderson, Finance Director; Greg Boppre, City Engineer; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Mike Hedlund, Police Chief; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; and Jason Stordahl, Public Works Director.*

**DETERMINATION OF A QUORUM:**

*The Council Vice-President Determined a Quorum was present*

Chief Hedlund introduced two new officers to the council. He stated that Mr. Ryan Drews had just finished school and Mr. Nick Gunderson had previous experience in Belle Plaine.

**1. Final Payment to the Army Corps of Engineers – Greg Boppre**

Mr. Boppre explained to the council that the Army Corps of Engineers is requesting the final payment for the flood control project. He stated the first bill the City had received was around \$180,000 and as City Engineer he reviewed all of the information and that is how they came up with the fair number of \$76,288.29 for a final payment. Mayor Stauss asked if Grand Forks was also finishing up their final payment. Mr. Boppre said yes but he wasn't sure what their final amount was going to be. Mr. Galstad asked if the City had received a release for this project stating that this would be the full and final obligation of the City. Mr. Boppre stated that he can request that.

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

**2. Purchase of Property for Lift Station #5 – David Murphy**

Mr. Murphy said that first he apologizes for not sending the message there was going to be a bus available for checking parks after the meeting today.

Mr. Murphy then explained how there is not enough space by Lift Station #5 to build the new station and how staff had looked at other options. He said how there is property that is currently owned by the railroad and there was not any future plans for this area. He went on to say how the railroad said that if the City was interested in purchasing the property they would have to have an appraisal done. Mr. Murphy stated how an appraisal had been completed and it came in at \$40,000 which could be covered by funds in the waste water account. He added how the City could have an option to reimburse these funds through bonding.

Council member Tweten commented how the staff is keeping track of funds spent on upgrades to the waste water system and how the City is hoping to get a match from the state. Council member Vetter asked how much property the City was looking at obtaining. Mr. Boppre stated how it did not extend all the way back to the alley but it was close so it was a good size piece. Council member Vetter then asked how much they were going to offer to the railroad. Discussion followed about how the City could try and negotiate a price and how staff would only be authorized to offer up to \$40,000 for the property.

This item will be referred to a City Council Meeting.

### **3. Lease with Northland Community College – David Murphy**

Mr. Murphy reminded the council how representatives from Northland Community and Technical College had come and presented the idea of utilizing the parking lot area by the Veteran's Memorial north of Fire Station #1. He stated how the council had directed staff to work on a lease agreement with the school, added how Mr. Galstad had reviewed the lease agreement, and his changes were in red. Mr. Brian Huschle stated he would have to discuss Mr. Galstad's changes with the College's general counsel. Mr. Galstad reviewed his changes on how their insurance should be listed first and charged first. Mr. Grassel asked what would happen with vehicles left overnight if in this area and how upset people will be if their cars are towed. Mr. Stordahl added how this parking lot is the last priority when it comes to the down town area and he was sure if they would be able to have this area cleaned by 8:00 in the morning. Mr. Huschle stated that if the weather was that bad they would more than likely not be having school.

Council member Olstad asked if they had contacted any of the businesses in this area about this proposed idea. Mr. Huschle said they had not. Council member Olstad commented that there are employees of these businesses, on call fire fighters, and catering vehicles that sometimes park in this area and they should be notified and spoken to about what is being proposed. Discussion followed about putting up restrictive parking signs, how the college is only proposing to use these lots from 9:00am until 3:00pm Monday through Thursday and 9:00am to noon on Fridays, how the trailers will not be loaded, and if the City would be leasing the parking lot or giving them the authority to use. Council member Olstad stated that if this is going to be done it needs to be done right. Council member Tweten commented how the college system is a part of the State and they City should help make this work.

Mr. Huschle asked to get a list of businesses that would need to be contacted about what is being proposed. He added how he will have to speak with the College's general counsel about questions on the agreement. Council member Grassel said how they will also have to figure out

the parking issue and who would be paying for cars that might need to be towed away. He stated that it may never be an issue but it is something that needs to be considered and added they might want to bring in the syllabus and show the businesses how often they would need to be utilizing the parking lot.

This item will be referred to the next Work Session for further discussion.

#### **4. Minnesota Functional Classification Revisions – Earl Haugen**

Mr. Haugen stated that the packet included lots of background information on functional classes of road system. He explained how the functional classes use to have an impact and stated how things are changing again and it seems they will have an impact in the future. He showed the council what is being proposed which included a down grade of part of Highway 220, US Business Highway 2, and Bygland Road. Mr. Haugen explained how a down grade of these roads meant that they were no longer eligible for federal funds. He stated that with the proposed changes put the City below the eligible percentage available for federal funds and asked for direction from the council on what they would like to try and change back to having eligibility for federal funds.

Council member Vetter asked with Highway 220 changing to a minor if they would be able to have all of Bygland added back and be under the percentage. Mr. Haugen said they could but it didn't meet much of the criteria for that to happen. Discussion followed about how there are two schools that are located off the Bygland, when the last time there was a study completed on traffic on Bygland Road, and what the process moving forward working with the MPO on these functional classifications. Ms. Ellis asked if the council could pass a map or if the MPO would prefer a resolution. The council asked Mr. Haugen to try and have all of Bygland changed back. Mr. Haugen stated that they will be competing against highways and trunk highways for funding.

This item will be referred to the next Work Session for further discussion.

#### **5. Update to Land Use Plan – Nancy Ellis/Earl Haugen**

Ms. Ellis stated how about every five years staff updates the land use plan. She stated that she is requesting to get approval to have the MPO and since there are funds available, to also hire a consultant to help update the land use plan. Mr. Haugen stated that the MPO is looking for projects so the council could also be able to request more than just the land use plan project for the MPO to look into.

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

#### **6. Request to Hire a Code Enforcement Officer and Discussion of Inspection Service Contract – Nancy Ellis and David Murphy**

Ms. Ellis stated that she needed to clarify and stated this position is the building inspector with a couple additions to the job description so they will also help with zoning and nuisance violations. She added how this would be a full time position, the job description had been approved by the

Civil Service Commission, and according to the points this position would be placed on Grade 16 of the City's pay scale. Discussion followed about how the job description included other duties as assigned and how the time line had not been set since it is depended on how soon the Civil Service Commission would be able to meet for first interviews.

Council Vice-President Leigh asked when the contract ended with Indepth Inspections. Mr. Murphy stated that the contract expired on September 19<sup>th</sup>. Ms. Ellis asked to have the contract extended until the position was filled. Discussion followed about how it had taken some time for the Civil Service to meet and approve the job description and if there was enough to keep this full time position busy. Council Vice-President asked to have a time line for the extension of the contract when the council votes on it. Council member Grassel asked if they will be required to have their license prior to being hired. Ms. Ellis said yes since they would need to be able to complete inspections as soon as they are hired.

### **7. Pump Replacement – Jason Stordahl**

Mr. Stordahl stated there are four pumps in Lift Station #1 and during the annual pump inspection the found water in the oil in two of them there were scheduled to be replaced in 2015 and 2016. He explained how there was a pump from this lift that was kept as a backup from last year and they are currently using that in this lift. He explained how it takes weeks to get these pumps so an order had been placed for two new pumps and how there was money in the waste water fund to cover this cost.

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

### **8. Snow Removal Agreement – Megan Nelson**

Ms. Nelson stated that a couple years ago a group living in Pinehurst Court approached the council and asked to enter into a snow removal agreement and to have their private drive dedicated as a public right-of-way. She added that this process had started but had not been completed and with the weather changing she wanted to be prepared and asked the council if they would like her to prepare another snow removal agreement with these residents. Mr. Galstad stated that he had been working on gathering signatures from the mortgage companies for this but had only received one. He added there was something he could file without needing their approval and would be working on this process.

Council Vice-President Leigh asked what the City is doing so this does not happen again. Ms. Ellis stated that she does not recommend any private drives and that private utilities are no longer allowed. She said they could request a private drive but she never recommends them. Council Vice-President asked when this is dedicated if it will be maintained as an alley. Mr. Stordahl stated that it was and explained that at this time the only maintenance that Public Works has done was snow removal. Discussion followed about if there was a Home Owner's Association it would have been in charge of snow removal and alley maintenance and if there any more private drives that are within the City. After discussion Council Vice-President Leigh asked to have the snow removal agreement prepared.

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

### **9. Sale of the Riverwalk Center – David Murphy**

Mr. Galstad stated how the council had considered replatting the Riverwalk Center at the last meeting. He added how Council member Vetter stated during the last meeting that he would not be voting for the plat unless lot one was dedicated as public right-of-way or access easement. Discussion followed about the parking lot, reviews of the agreements and commercial lease between the City and the Moores, and how the agreement for the Demers Ave shops had not been completed yet. Ms. Ellis stated the EDHA Board recommended selling the stores along with the rest of the mall. Council member Helms asked if the agreement could include a requirement of keeping the stores out front. Mr. Galstad stated the City could not require that. Council member Helms said not to sell them. Ms. Ellis stated they had looked into condoing the stores but it would have been very difficult and costly to do. Mr. Galstad added it was tried many times to have the businesses purchase their own locations but they were never interested. He then asked for direction from the council. Council member Helms requested to have a complete easement on lot one. Discussion followed about what might happen if lot one is turned into an easement.

This item will be referred to the next Work Session for further discussion.

### **Other Business**

Mr. Stordahl informed the council that no bids were received for the sand and salt shed. He added that they will try to rebid this project in December or January with a completion date in 2015.

Council member Helms stated that he was not going to make it to the Planning Commission meeting and said that if any of the other council members were able to attend in his place the meeting was going to start at noon in the Training Room.

A short discussion took place and the council decided not to take a park tour but rather postpone it until the next work session.

### **ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER OLSAD, TO ADJOURN THE SEPTEMBER 9, 2014 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:17 P.M.**

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

*Voting Nay: None.*

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David Murphy, City Administrator/Clerk-Treasurer