

**APPROVED MINUTES  
OF THE CITY  
COUNCIL WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, SEPTEMBER 23, 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 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, Dale Helms, Henry Tweten, Mark Olstad, and Chad Grassel.*

*Karla Anderson, Finance Director; Brad Bail, City Engineer; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Paul Hansen, Fire Engineer; Charlotte Helgeson, Library Director; David Murphy, City Administrator/Clerk-Treasurer; and Megan Nelson, Executive Assistant.*

**DETERMINATION OF A QUORUM:**

*The Council President Determined a Quorum was present*

**1. Update on the Girls Locker Room – Wayne Dietrich**

Mr. Dietrich explained that there were a few updates for the council on this project. He stated how the locker room will be located under the lobby and originally the concession stand would move to under the bleachers. He said after the first meeting with the Blue Line Club they didn't want the concession stand under the bleachers and suggested a satellite concession area in the front lobby. He added the cost estimates included this change. Mr. Dietrich reviewed how the bathrooms and locker rooms would be updated on the lower level and how some of the project will be bid out as alternates so the council can consider the costs of things. He explained how some of these alternatives included warm seating with the bridge coming out, building out the space by the bridge, and possible upgrades to the north concession area. He added that all of the equipment upgrades would be done and paid for by the Blue Line Club.

Council President Buckalew stated that based on a state statute 25% of the project has to be spent on accessibility issues and asked if it was addressed with this proposal. Mr. Dietrich stated that with the changes and upgrades being made there won't be any issues reaching that percentage. Mr. Murphy added that the concession added in the lobby will help with that also because it made it more accessible. Council member Grassel asked what the cost was to get rid of the bridge and make it just a flat walkway or if that was not included in the base bid. He added that he had the understanding it was going to be taken out and not bid as an alternative. Discussion followed about how they didn't need to change the whole area but just take out the steps making

this bridge accessible to all as well as including that in the base bid of this project.

Ms. Anderson informed the council of a grant that is available that could help pay for a portion of this project. She explained how the City could get up to \$200,000 but in order to submit an application the City Council would have to pass a resolution. She asked if a special meeting could be held because the application was due on October 1<sup>st</sup> and there would not be a meeting prior to the deadline. After a short discussion the Council chose to hold a special meeting on Monday, September 29<sup>th</sup> at 4:30pm to consider a resolution to apply for the grant.

## **2. Update on Functional Classifications Revisions – Earl Haugen**

Mr. Haugen informed the Council that he had spoken with the City Engineers, staff, and MnDOT about the proposed changes the Council would like the roads classified as within the City. He stated how they were trying to keep as many principal arterials as possible. He reviewed what had been discussed and what will be suggested to keep as principal arterials, major collectors, and what roads would be dropping down in classifications. He asked the council to approve the changes and explained how this will only be preliminary approval and how this might end up in arbitration if the other state and federal agencies don't agree with what was being proposed. Mr. Haugen also stated how this can be updated as the City grows. Council member Olstad asked if these changes affect possible funding for projects. Mr. Haugen explained that the streets that are dropping in classification would be either City projects or assessment projects so that funding wouldn't be changed. He added that if they are able to keep the proposed principal arterials the City will still be eligible for federal funds for those projects.

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

## **3. Request for MPO Studies – Nancy Ellis**

Ms. Ellis informed the Council that the MPO is preparing their work program for the next two years and would like to know if there are any specific studies the Council would like to have done. She added that there were a few examples included on the RCA the Council could ask to have done or an area of concern. Ms. Ellis said how the MPO will already be working on updating the Land Use Plan. She asked if there were any questions.

Council Vice-President Leigh asked what would be potentially studied for item two on Bygland Road. Ms. Ellis said they would be looking at speed, traffic numbers, traffic control, and any traffic concerns during busy times. Council member Tweten stated how there have been lots of comments about the intersection of Rhinehart and Bygland and asked for clarification about the slip plane. Discussion followed about how the river undercuts the approach to the Point Bridge which is a safety issue and how there is a question about the traffic and future growth on the north end of town. Council member Tweten stated that all of the items should be requested.

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

#### **4. Review of Northland Lease Agreement – David Murphy**

Mr. Murphy informed the Council that Mr. Huschle and Mr. Hamilton who was the instructor of the truck driving course were present at the meeting. He explained that the areas in red on the lease agreement were discussed at the last meeting, the items in blue were how the State Counsel had advised the college, and how these should address the issues brought up from the last meeting. He then turned it over to the representatives from Northland.

Mr. Huschle stated how the towing language addresses some of the issues that were brought up at the last meeting. He added that if there are vehicles in the way or there is too much snow to drive then they won't be driving there that day. He explained how they had not met with all of the businesses yet but they had met with the Blue Moose, Boardwalk, and River Cinema. Mr. Hamilton stated that since they will be utilizing the parking lot from 9:00am to 5:00pm Monday through Thursday and from 9:00am to 12:00pm on Fridays the businesses they had spoken with didn't have an issue with them using the lot. He added that how the school has a high safety record and he would not want to jeopardize that trying to drive around cars or through snow. He informed the Council that the student drivers are not brought out until they have certain skills and they do have an alternative area to use if necessary.

Council member Tweten stated that they could try and help the college within reason and at least try this arrangement. Council member Olstad asked about #5 in the lease agreement and if that no longer held the college responsible if there was damage because there was no guarantee. Mr. Galstad said there was no guarantee and they would not be held responsible for damages. Council member Olstad added how this parking lot is not a priority when it comes to snow removal and that it takes time to clean. He stated how he doesn't want that to be an issue. Council Vice-President Leigh commented how they could try this arrangement since the trucks will be empty. Discussion followed about how this section of the parking lot was built for truck traffic.

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

#### **5. Request to Declare Items as Surplus – Paul Hansen**

Mr. Hansen informed the council that the different departments have items that were no longer needed. Council Vice-President Leigh asked if there were items that other departments could utilize the items on this list. Mr. Hansen explained how many of these items are old and obsolete. Mr. Murphy added that the departments already discussed these items and they were not able to use them. Discussion followed about how other cities might have an interest in some of these items and how they are going to be sold at auction.

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

#### **6. Tour of Public Facilities and Parks**

The City Council and staff boarded a bus for a tour of the City parks. They began at O'leary Park followed by Stauss Park, Nash Park, Harnie Park, and ended with a quick look at Sherlock

Park. At each park the council saw what was there, discussed if there were possible upgrades to the park with replacement or additional of shelters and playground equipment, what buildings needed to be repaired, and how much the parks were utilized. Mayor Stauss commented that beautification of the City was important but it would also have to be practical with the consideration of the difference between wants and needs when it comes to upgrades and additions to the parks. President Buckalew asked if there was a way to monitor the parks, see how much they are utilized, and if there was a need for something like more shelters he would be in favor of moving forward on it.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER HELMS, TO ADJOURN THE SEPTEMBER 23, 2014 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:39 P.M.**

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

*Voting Nay: None.*

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David Murphy, City Administrator/Clerk-Treasurer