

**APPROVED MINUTES  
OF THE CITY  
COUNCIL WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, AUGUST 9, 2016 – 5:00 PM**

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for August 9, 2016 was called to order by Council President Mark Olstad 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 Mark Olstad, Council Vice-President Chad Grassel, Council Members Clarence Vetter, Henry Tweten, and Marc DeMers.*

*Karla Anderson, Finance Director; Dan Boyce, Water & Light Manager; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Mike Hedlund, Police Chief; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; and Megan Nelson, Executive Assistant.*

**DETERMINATION OF A QUORUM:**

*The Council President Determined a Quorum was present.*

**1. Proposed Fee Increases for Winter Activities – David Murphy**

Mr. Murphy informed the Council that the winter activity fees in the Park and Recreation Department. He explained that there was quite a bit of online usage for the summer activities, that there was an increase to summer activities to cover the fee for the online charges, and how a 3.1% increase is needed for the winter activities to cover the fee. Council Vice-President Grassel asked if the summer activities were increased by the same percentage. Mr. Murphy said it was basically a \$5 increase to most of the fees for both summer and winter activities. Discussion followed about how the fees are taken out before the City receives the funds, how the setup for the current site was considerably less than what have been previously proposed, and the list of winter activities was going to be sent out with the Water and Light bills this year.

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

**2. Request for Street Repairs – Jeremy King**

Mr. King informed the Council there were three areas that could use street repair work. He explained repairs that were needed on 20<sup>th</sup> Street NE by the tech school, the east frontage road of Highway 220, and an area on 2<sup>nd</sup> Street NW. He added how there was an option to include replacing the curb and gutter as well as the panels on 2<sup>nd</sup> Street NW. Mr. King asked for approval to move forward with the

street repairs needed on 20<sup>th</sup> Street NE with Miller Motivations. He then asked for approval to move forward with repairs on the frontage road with Opp Construction. Mr. King then asked for input from the Council on if and how they would like to move forward with the work on 2<sup>nd</sup> Street NW. Council President Olstad commented how the crown of 2<sup>nd</sup> Street NW was fine and asked if removing the panels was necessary. Mr. King stated that the panels could last longer on this street. Discussion followed about how these projects were determined, how there is a water leak on 20<sup>th</sup> Street NE so they will be working with the Water and Light Department on that repair, and that 2<sup>nd</sup> Street NW was still functional.

These items will be referred to a City Council Meeting for action.

### **3. Request to Purchase Records Management System – Mike Hedlund**

Chief Hedlund explained to the Council how a new record system was needed in the police department. He gave a presentation about a proposal from Zuercher Technologies for a new system. He stated how this system would be used by both the Crookston Police Department and the Polk County Sheriff's Department so it would have to be approved by all three agencies. He reviewed the benefits the department would have utilizing this system. He told the Council about the issues the department is having with the current system, how they spend approximately \$8,500 per year on maintenance fees with the current setup, and that the maintenance fees for the Zuercher System would be approximately \$11,000 per year. He then asked for questions. Discussion followed about how many years of records were needed to be kept, that moving forward would be contingent upon the other agencies approving the proposal, how it could help officers work more efficiently and that the system could be customized for what the department needs.

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

### **4. Update on VFW Post 3817 Off-sale Request – Ron Galstad**

Mr. Galstad informed the Council he had talked with the manager at the VFW. He explained how they will be following the rules for off-sale, they can designate off-sale purchases on their system, and they will be requiring any off-sale purchases to be taken out of the premises immediately after the purchase is complete. He added that he is satisfied with how things will be handled and recommended that Council move forward with approving the application.

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

### **Other**

Mr. Murphy stated that an invitation had been handed out to all of the Council members for the ground breaking ceremony for Monday, August 15<sup>th</sup>.

Chief Hedlund reminded everyone about the meet and greet ice cream social that will be taking place on Thursday, August 11<sup>th</sup> from 5:30pm until 8:00pm weather permitting. He stated that it will be held inside City Hall if the weather didn't cooperate and that this would be a chance for the public to meet people from different departments and other agencies that serve the City.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE AUGUST 9, 2016 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:35 P.M.**

*Voting Aye: Tweten, Olstad, Grassel, DeMers, and Vetter.*

*Voting Nay: None.*

*Absent: Buckalew and Pokrzywinski.*

---

David Murphy, City Administrator/Clerk-Treasurer