

**APPROVED MINUTES  
OF THE CITY  
COUNCIL WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, NOVEMBER 8, 2016 – 5:00 PM**

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for November 8, 2016 was called to order by Council President Mark Olstad 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 Mark Olstad, Council Members Clarence Vetter, Craig Buckalew, Henry Tweten, and Marc DeMers.*

*Karla Anderson, Finance Director; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Reid Huttunen, Parks and Recreation Superintendent; Gary Larson, Fire Chief; and Megan Nelson, Executive Assistant.*

**DETERMINATION OF A QUORUM:**

*The Council President Determined a Quorum was present.*

**1. MPO Lease Agreement – Nancy Ellis**

Ms. Ellis informed the Council the lease agreement with the MPO was going to expire at the end of 2016. She stated the MPO provides the information to the City about what they can be charged for leasing space which is sent on federal requirements. She said they are currently paying \$12.25 per square foot and based on the Consumer Price Index it would increase to \$12.35 for 2017 and \$12.45 for 2018. Ms. Ellis continued saying that the MPO is requesting a three year lease, all other leases are two year leases, and she would like to stay consistent with lease agreements. She added how there had been discussions about finding a more private space for the human resource employee and one of the offices rented by the MPO had been suggested to be used. She explained that the rent amount received from the MPO would be reduced from \$12,028 to \$9,583 per year if that happened. She asked for direction from the Council on how to proceed. Discussion followed about how the office space for the human resource employee was discussed in a department head meeting; there are other spaces that office could be located, and how this could affect the MPO lease agreement.

Council President Olstad asked if other options for the location of the human resource office could be brought to the next work session for discussion. Ms. Ellis stated that would be done and that she would prepare the lease agreement with a caveat about the potential need for use of the office space. Council Council member Vetter asked if Mr. Haugen had been talked to about this. Ms. Ellis said she talked with him today. Council member Vetter asked to have staff go back and talk with the MPO about the lease agreement to get their thoughts about it. Ms. Ellis stated she would be talking with the MPO and

that this item will be brought to the November 22<sup>nd</sup> work session.

**2. Request to Hire – Jeremy King**

Mr. King informed the Council there was going to be two vacancies in the wastewater/stormwater division very soon. He explained that one employee was going to be retiring and the other employee has accepted a different position within the City. He requested to start the hiring process to fill both of these positions as soon as possible.

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

**3. Request to Start New Employee at Higher Pay Rate – Mike Hedlund**

Chief Hedlund informed the Council they had completed the interview process and are currently working on the background for a potential employee for the Secretary/Dispatcher/Jailer position. He stated the candidate they were looking at comes with extensive experience and education and would like to start this person at a step three instead of step one on the pay scale. Council member Tweten asked to move this along. Council member DeMers asked if this was for the temporary position. Chief Hedlund said it was but more than likely it would become permanent.

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

**4. 2017 Lutheran Social Services Site Use Agreement – Reid Huttunen**

Mr. Huttunen stated he was requesting to have the site use agreement signed between the City and Lutheran Social Services. He said he had reviewed it with the Senior Center Director and they do not see a need to make any changes.

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

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE NOVEMBER 8, 2016 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:10 P.M.**

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

*Voting Nay: None.*

*Absent: Pokrzywinski and Grassel.*

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David Murphy, City Administrator/Clerk-Treasurer