

**APPROVED MINUTES  
OF THE CITY  
COUNCIL WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, FEBRUARY 13, 2018 – 5:00 PM**

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for Tuesday, February 13, 2018 was called to order by Council President 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: Mayor Steve Gander (5:00pm), Council President Mark Olstad, Council Members Clarence Vetter, Mike Pokrzywinski, Tim Riopelle, Henry Tweten, and Marc DeMers.*

*Karla Anderson, Finance Director; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Reid Huttunen, Parks and Recreation Superintendent; David Murphy, City Administrator/Clerk-Treasurer; Keith Mykleseth, Water & Light Manager; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.*

**DETERMINATION OF A QUORUM:**

*The Council President Determined a Quorum was present.*

**1. Request to Purchase Mower – Jason Stordahl**

Mr. Stordahl reminded the Council about the mower replacement plan and money had been budgeted this year to replace a mower. He said he was requesting to purchase a mower for a total of \$63,760.54 from MTI Distributing who has the Minnesota State contract. He added \$65,000 had been budgeted for this purchase and asked to declare the other mower as surplus. There were no questions.

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

**2. Discussion on Proposed Trip to Winnipeg – Mayor Gander**

Council President stated things were going to be shifted around and asked to move forward with the discussion of the trip to Winnipeg. Mayor Gander stated how Jairo who currently works for the Metropolitan Planning Organization has connections up in the Winnipeg area and would be able to help the City make contacts in regards to transit, housing, tourism, and overall governance. He explained how the group could attend a meeting, depending on what meeting they attend may dictate the day they will be going, how he is interested to see the difference in regards to how they conduct their meetings, and how Council, staff, and board and commission members would be able to attend. He added how he had also talked with the Chamber about this trip and how a person or two from the Chamber may also go with on the trip. Mayor Gander said he didn't think there will be a cost to the city or participants because the costs for this trip may be covered by donations.

Mr. Jairo Viafara informed the Council that he has been in contact with a developer in Winnipeg who develops properties for Walmart and would like to host the delegation. He added the City of St. Paul, Manitoba has an approximate population of 7,000, could be considered a bedroom community, and making a connection with them may be helpful since there are similarities between St. Paul and East Grand Forks. He stated the Mayor of Winnipeg would like the group to attend a committee meeting and then meet later for a question and answer session. He added how he would be trying to have someone there to discuss bike and pedestrian transit which was requested by Council member DeMers. He asked if there was anything else they wanted to possibly do. Discussion followed about how Mr. Viafara lived in Winnipeg for 28 years and worked in transit.

Mayor Gander stated there are options and they will need to decide what they should do and when this trip should take place. Mr. Viafara suggested they attend the Executive Policy Committee because they discuss more pressing issues. Discussion followed about how those meetings take place on Wednesday mornings, how the group would go towards the end of April or beginning of May, and they would be leaving around 6am and will be back the same day sometime after supper.

### **3. Request to Purchase Bobcat Tool Cat & Attachments – Reid Huttunen**

Mr. Huttunen requested to purchase a toolcat and attachments. He explained the cost had increased slightly for the toolcat compared to what had been budgeted but the attachment prices had remained the same. He stated \$55,450 had been budgeted for this purchase but the total was going to be \$55,719.50 which left a shortfall of approximately \$270. He added there should be some cost savings for the edger or playground equipment that had been budgeted and should make up for this shortfall. He then asked for questions. Council member Tweten suggested moving this item on. Mayor Gander asked if they would share this equipment with other departments if it was needed. Mr. Huttunen said they absolutely would and that Public Works has shared equipment with them many times.

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

### **4. Request to Hire Parks Foreman – Reid Huttunen**

Mr. Huttunen reminded the Council he had been looking at the organizational makeup of the department and reviewed the 2018 budget. He explained that he had increased the wages budget for 2018 to be able to promote a park maintenance worker to park foreman. He said that before there was a park foreman and two park maintenance workers. He stated that here was a huge benefit to having this position which was last filled in 2012-2013 because after a retirement Mr. Gulbranson was shifted from park foreman to ice arena manager. He told the Council this position would be very valuable to him because this position would be in charge of all the maintenance for the parks but also be the supervisor of the seasonal staff which took up a significant amount of his time last summer. He said that this internal promotion would increase a salary by \$3,500 to \$4,000 but after review of the budget they would still have \$20,000 remaining after this position was filled. Mr. Huttunen requested to fill the park foreman position.

Council member DeMers asked if this position was included in the bargaining unit. Mr. Huttunen said he was told it was not a part of the bargaining unit. Council member DeMers said it made more sense for this position to not be included in the same bargaining unit if this position was going to be directing work and he would not have an issue with this position. Council member Tweten stated he was in support of filling this position, things need to get done, and Mr. Huttunen was working on a grant to help pay for more park shelters. He added again that he did support the foreman position.

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

### **5. Discussion on Charter Commission and Appointees – David Murphy**

Mr. Murphy said he will need names of people for appointments to the Charter Commission. He stated the amendments to the charter would need to be submitted to the County by around July 4<sup>th</sup> of this year in order to be voted on during the general election. He asked to have names submitted to him by the end of the following week. Ms. Nelson added that she had talked with the County to let them know about the possibility of charter amendments being added to the general election ballot.

### **Other**

Mr. Galstad stated the consultant for Verizon had been asking about the small wireless antennae in the down town area. He explained the location was specifically picked, the Water and Light Department did not have any issues with the location that was picked, and that they would be putting up their own structure for this. He said how the company was putting these antennas up in the Grand Forks down town area and would like to also include the one in down town East Grand Forks in their 2018-2019 construction plan. He added these facilities are now mandatory by State statute and he is working on an ordinance to address this requirement. He told the Council it was their decision to proceed because this structure would be located in the right-of-way.

Mr. Galstad said the main issue would be opposition to the location and he hasn't worked on the agreement with them because other items need to be in place prior to the agreement being completed. He stated Verizon had been in touch with Mr. Mykleseth and he will need to know how the Council would like to proceed. Discussion followed about how this is the direction things were going so it would be difficult to stop, this would be extension off of light poles, and how there may be an issue with their location because the area is congested with other utilities. Council member DeMers asked if this could be added on to the traffic lights that are at the corner. Mr. Mykleseth said that was the original location they wanted to add it to but MNDOT objected to it when asked. More discussion followed how the structure they would be using would look the same as the street lights that in the down town location. Mr. Mykleseth told the Council he would email them the picture of the proposed structure so they know what it would look like.

### **ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER POKRYZWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE FEBRUARY 13, 2018 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:32 P.M.**

*Voting Aye: DeMers, Vetter, Pokrzywinski, Riopelle, Tweten, and Olstad.*

*Voting Nay: None.*

*Absent: Grassel.*

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David Murphy, City Administrator/Clerk-Treasurer