

**APPROVED MINUTES  
OF THE CITY  
COUNCIL WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, JANUARY 8, 2019 – FOLLOWING THE COUNCIL MEETING**

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for January 8, 2019 was called to order by Council President Olstad at 5:23 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, Council President Mark Olstad, Council Vice-President Chad Grassel, Council Members Clarence Vetter, Dale Helms, Tim Riopelle, Tim Johnson, and Marc DeMers.*

*Karla Anderson, Finance Director; Nancy Ellis, City Planner; Steve Emery, City Engineer; 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; 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. Consideration of 2018 City Project No. 3 – VFW Parking Lot Improvements – Steve Emery**

Mr. Emery reminded the Council the previous fall quotes had been requested for the paving and drainage improvements to the gravel lot next to the VFW. He stated three quotes had been requested, two were received, and the lowest quote was still 32% higher than the estimate so the Council rejected the quotes. He stated the Council could ask for quotes or request bids but the requirement to ask for bids increased to \$175,000 so they could request quotes for this project. He recommended asking for quotes from local contractors. He added to account for inflation the costs should end up between \$106,000 and \$110,000. He stated the funds for this project were TIF dollars.

Council Vice-President Grassel asked if this would be allowed to sit for a year before the paving. Mr. Emery said they would put in the base layer, let it sit for a year, and then complete the paving. Mayor Gander asked if all the costs were to be front-end costs. Mr. Emery said they were. Council member Riopelle asked if the process described was accounted for in the estimates. Mr. Emery said they were. Council member Johnson commented that the VFW had nothing to do with this lot. Mr. Emery said that was corrected because it was owned by the City.

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

**2. Consideration of Replacement of Swimming Pool Pump – Reid Huttunen**

Council President Olstad stated Mr. Huttunen had to attend a different meeting so he was not able to be at

the work session. He said based on the information provided in the packet Mr. Huttunen was recommending option one that included the purchase of the Aurora pump along with a larger strainer but the cost of the strainer would not be covered by insurance. Council member Helms asked if the pump was part of the other issues. Ms. Anderson said it was not and how an insurance claim had been filed because the pump quit working. Council member Helms asked if it was an original pump. Council President Olstad explained the pump was only three or four years old and was installed when the renovation project was done.

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

### **3. Request Approval of Coulee View 1<sup>st</sup> Resubdivision Plat – Nancy Ellis**

Ms. Ellis told the Council this was a clean-up plat and this would be going before the Planning Commission on Thursday. She explained there was a property line that would not be closed based on the metes and bounds, they have talked with the adjoining property owners about this, and these lots will be replatted as rectangular lots that will allow for clean title. Mr. Galstad reviewed the process that would need to be followed to complete this. Council member DeMers asked if there were culverts in an area by the property line and if so an easement should be put in place to make sure the City has access to clean or repair them. Ms. Ellis said she would speak with the property owners to make them aware of the situation before the next meeting.

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

### **4. ADA Transition Plan for Public Right-of-Way – Nancy Ellis**

Ms. Ellis reminded the Council a draft of this plan had been presented in November about the need to inventory the crossings, trails, and sidewalks that are located in the public right-of-way. She explained not much had changed from the draft, there were some items removed because they were located in the Minnesota Department of Transportation right-of-way that would be covered by the State, and this needed to be adopted to allow the City to continue to receive federal funding. She added how the question was raised about bus shelters, typically they fall under transit, but they might also need to be included in this plan. She told the Council once this was adopted there would need to be a complete plan done for the entire city and all city facilities. She stated she would be asking other cities for examples of policies and an implementation plan. She added this would be brought forward once it was determined if the bus shelters need to be included and if so they would need to inspect them as well.

Mayor Gander said how there are areas of transportation that are out of compliance and fixing everything in a short amount of time would be very difficult to do because of cost. He continued saying how the City making a good faith effort of listing the areas that need to be addressed and being allowed to make these changes over time is a common sense approach.

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

### **5. Request to Purchase 2019 Police Pickup Truck – Mike Hedlund**

Chief Hedlund stated \$37,000 had been budgeted for the purchase of a new police vehicle. He said the original budgeted amount was for \$42,000 but had been lowered to \$37,000. He explained there was not a State bid for the pickup that he would like to purchase, he did ask for quotes from six different

dealerships, but only received back quotes from two. He continued saying how they use Code 4 Services for options and changing the vehicle over because this business had always had better prices than dealerships and they always use Custom Stripes in East Grand Forks for striping the vehicle which usually costs around \$500 per vehicle. He told the Council Christian Brothers had offered \$1,000 for trading in the 2016 vehicle this pickup would be replacing and the other dealership only sent a price sheet without offering anything on a trade. He said he would rather sell the vehicle at auction because they should be able to get more than \$1,000 for it. He added that any costs that were not covered by the budgeted amount and from the auction sale would be covered from another line item in his budget.

Mayor Gander asked if this purchase was for rotating out one of the older squad vehicles. Chief Hedlund said it was, how this pickup was pursuit rated, and would have the space for them to pick up bikes, cones, and haul equipment. Council member DeMers asked if the interceptors were on a replacement schedule. Chief Hedlund said the three year schedule was to replace two vehicles, two vehicles, and this year was only one but in the future they may also need to include a K9 vehicle or it might also be purchased through donated funds. Council member DeMers asked if there was also a quote for an interceptor. Chief Hedlund said no. Discussion followed about how the trade-in amount offered seemed low, the quote would remain the same even if they did not trade in a vehicle, and the other dealership only sent a price sheet but were not responsive when it came to questions.

Council member DeMers said \$42,000 was penciled in the budget, it had been reduced to \$37,000, and the budget was recently approved so he asked if this was this a request for more funds. Chief Hedlund said it was not and he would be covering the difference from the small tools and equipment fund budgeted for the Police Department because getting a vehicle was a top priority. Discussion followed about how the Chief had checked with his officers about getting a pickup, there is a group that would be willing to drive a pickup, the pickup would not have a topper on it, and how at this time no additional training would be needed for officers to drive this because they had already gone through a driving course in an SUV.

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

#### **6. Consider Excess Liability Coverage for 2019 – Karla Anderson**

Ms. Anderson told the Council this item is voted on each year and in years past the Council has voted to waive the limit without purchasing additional coverage. She stated there are three options that include not waiving the limit, waiving the limit without purchasing additional coverage, and waiving the limit with purchasing additional coverage. She added how the last time she had checked it would cost \$35,000 for additional coverage and that amount had not been included in the budget. Council member Vetter asked if the Council waives coverage if insurance will still cover the \$1.5 million. Ms. Anderson said they would. Council President Olstad said they typically move forward with option two that waived the limit without purchasing the additional coverage. There were no questions.

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

#### **7. Discussion on Devices for Paperless Packets – Corey Thompson**

Mr. Thompson said he was looking for direction from the Council on what devices they would like to move forward with, how they had three options to choose from, and these devices were all in the same price range. He suggested considering offering this to all of the boards and commissions as well if the reason is to keep city business separate from personal business. Discussion followed about how the

rational for this is to allow for keeping things separate and giving the council members a device to conduct city business, emails, and review packets along with other information on. Mr. Galstad told the Council there could always be a problem and if personal devices are used the Council could be without them for a while but the likelihood is remote. He stressed again even with having a device they would need to keep things separate or their personal devices would still be taken if requested for discovery.

Council President Olstad asked what the thoughts were of the group. Discussion followed about each council member would be able to pick the device that would work best for them and how a use agreement or policy would need to be set by the Council regarding these devices. Council member DeMers commented how he is very in favor of moving forward with paperless packets and how this will allow for a more robust packet. He added the Council would need to address a use policy and data retention. Council President Olstad stated Mr. Murphy can reach out to the League of Minnesota Cities to request policy information. Discussion followed about how in the most recent records retention policy that was adopted included a retention schedule on email, how all of the city emails are stored in an archive server, and they will follow the record retention policy on the time frame it is required to keep emails.

This item will be brought back to a future Work Session.

**8. Discussion on Coalition of Greater MN Cities & Legislative Priorities – David Murphy**  
**a. Modification of LGA Formula**  
**b. Request Funding for Future Bridge**

Council President Olstad stated the two items they were planning to talk about at Legislative Day was making changes to the LGA formula and requesting funding for a south end bridge. He read an email from the Coalition stating they are looking into changing the LGA formula so it is policy driven, not politically drive, and they have reached out to Representative Kiel and Senator Johnson to work on the bill for this change. Council President Olstad asked if there were any other thoughts. Council member Riopelle suggested mentioning more funding for the drug task force, how there had been nine drug related arrests in one day, and there might be an addition of another county to the drug task force. Council President Olstad stated the State sends out grant funds to the drug task forces so they could ask for additional funds. Council member Vetter said he was glad to see the request for funding for the bridge because it is a high priority. He continued asking if they could see if the special benefits test could be removed from special assessments process because it is getting harder and harder to prove for the road maintenance projects.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADJOURN THE JANUARY 8, 2018 COUNCIL WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:09 P.M.**

*Voting Aye: Vetter, Helms, Riopelle, Johnson, Olstad, Grassel, and DeMers.*

*Voting Nay: None.*

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David Murphy, City Administrator/Clerk-Treasurer