

**APPROVED MINUTES
OF THE CITY COUNCIL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, OCTOBER 15, 2019 – 5:00 PM**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for October 15, 2019 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, 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; 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 QUORUM:

The Council President Determined a Quorum was present.

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

Council President Olstad stated the open forum was an opportunity for members of the public to address the City Council on items not on the current agenda and items requiring Council action may be deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate. He asked if anyone who would like to address the City Council would step up to the podium. No one came forward.

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Work Session” for the East Grand Forks Minnesota City Council of September 24, 2019.
2. Consider approving the minutes of the “Special Meeting” for the East Grand Forks Minnesota City Council of September 24, 2019.
3. Consider approving the minutes of the “Council Meeting” for the East Grand Forks Minnesota City Council of October 1, 2019.
4. Consider approving the minutes of the “Work Session” for the East Grand Forks Minnesota City Council of October 8, 2019.
5. Consider approving the minute summary of the “Closed Session” for the East Grand Forks Minnesota City Council of October 8, 2019.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE ITEMS ONE (1) THROUGH FIVE (5).

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

Voting Nay: None.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

Items under the "Consent Agenda" will be adopted with one motion; however, council members may request individual items to be pulled from the consent agenda for discussion and action if they choose.

6. Consider adopting Resolution No. 19-10-68 approving the summary of the City Administrator's evaluation which states he consistently meets and/or often exceeds expectations with his job performance.
7. Consider approving the lease for a motor grader for the snow removal season from Butler Machine for a total of \$6,045 per month plus \$66 after the first 50 hours.
8. Consider adopting Resolution No. 19-10-69 approving the Food Shelf Program allowing for street maintenance tickets issued until the end of December 2019 to be paid with either food items or cash all of which will be donated to the East Grand Forks Food Shelf.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE ITEMS SIX (6) THROUGH EIGHT (8).

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

Voting Nay: None.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS, AND COMMISSIONS:

9. Regular meeting minutes of the Water, Light, Power, and Building Commission for September 18, 2019.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

10. Consider approving the final plat of Van Eps CRC Resubdivision with the recommendations of submitting a digital file to the planning office and the fee paid to Polk County for recording.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE THE FINAL PLAT OF VAN EPS CRC RESUBDIVISION WITH THE RECOMMENDATIONS OF SUBMITTING A DIGITAL FILE TO THE PLANNING OFFICE AND THE FEE PAID TO POLK COUNTY FOR RECORDING.

Council member DeMers asked if this plat creates a space that may become difficult to enforce because the next property owner may not know about the easement creating a problem. Ms. Ellis explained they had talked with the developer about the easement, structures cannot be constructed in the easement, and he was okay with that. She said this is not something they do with new lots but it is difficult not to allow it with existing lots. Discussion followed about how something may be an issue down the road and having the building inspections and planning office in the same space has helped cut down on the number of issues because they are communicating and reviewing the plats. Council member DeMers asked if something could be put in the PUD about not being able to impede drainage. Ms. Ellis stated it was zoned R-1, not a PUD, and is something they could include on the plat.

Council member DeMers asked if this change would require the addition of sidewalks. Ms. Ellis said no because they were only moving lot lines. Discussion followed about if an outlot was replatted, and many new lots were created, then sidewalks would be required. Council member Helms asked who would be responsible for taking care of the easement. Ms. Ellis said homeowners are required to take care of the easements on their property. Council member Helms asked if this was approved for single family homes. Ms. Ellis said this property is not being rezoned, if they wanted to change this to a duplex, the property would need to be rezoned or obtain a special use permit, which would require notification to the neighbors, a hearing, and approval by the Council.

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

Voting Nay: None.

11. Consider approving the amendment to the Coulee View PUD plan to allow for R-2 Zoning requirements for twinhomes/townhomes with zero lot line setbacks.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE THE AMENDMENT TO THE COULEE VIEW PUD PLAN TO ALLOW FOR R-2 ZONING REQUIREMENTS FOR TWINHOMES/TOWNHOMES WITH ZERO LOT LINE SETBACKS.

Council member DeMers asked about the decrease in the setbacks and if that would cause problems with easements or snow removal. Ms. Ellis said no because they were only reducing the side lot setbacks to allow the buildings to share a common wall, the rest would remain the same, and the current PUD called for a reduced front yard setback, and there wouldn't be any different for snow removal if this had remained single family.

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

Voting Nay: None.

12. Consider final approval of Emerson Estates 3rd Addition with the recommendation of submitting a digital file to the planning office.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL, TO FINAL APPROVAL OF EMERSON ESTATES 3RD ADDITION WITH THE RECOMMENDATION OF SUBMITTING A DIGITAL FILE TO THE PLANNING OFFICE.

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

Voting Nay: None.

CLAIMS:

13. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO AUTHORIZE THE CITY ADMINISTRATOR/CLERK-TREASURER TO ISSUE PAYMENT OF RECOMMENDED BILLS AND PAYROLL.

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

Voting Nay: None.

SUSPENSION OF RULES TO CONSIDER PURCHASE OF A PUMP.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO SUSPEND RULES TO CONSIDER PURCHASE OF A PUMP.

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

Voting Nay: None.

Mr. Stordahl stated they have run into some issues with pumps and capacity. He explained the equalization basin was very near its full capacity, they have been pumping out there, there are issues with the swale on the north end of town, and they have many pumps pumping around town. He added if water would come up on the road by the Point Bridge they do not have a pump to clear the water off. He said this is not an event that occurs often, more so in the spring, and they have been looking for a pump. He informed the Council they are not able to rent a pump but there was an 2018 eight-inch pump that has one hour on it the City could purchase, it would be sold to the City for cost, and the total would be \$62,000. He continued saying how this pump can be used as a bypass, it does not have to be constantly monitored, there is a shroud to keep noise down, and it comes with a warranty. He added how much they have utilized the six inch pump, how it already has over 2000 hours on it, it was utilized at the swimming pool, it was used to transfer water between ponds, it has been used during flooding, and during other storm water events. He asked if there were any questions.

Mayor Gander asked if this would be used to reduce the water in the swale. Mr. Stordahl said depending on the conditions and with the potential for more precipitation, they might need to move pumps around and prepare for pumping water to keep the Point Bridge open. Mayor Gander stated he had received requests from citizens to see if the water in the swale could be drawn down so he supports this purchase so they would be able to do that as well as having a pump for backup. He commented how it would be good to have this in the inventory. Council member Helms said the invoice did not list hose and asked if that was going to be another expense. Mr. Stordahl said it would be an additional expense but eight inch hose is easy to obtain and it would cost a few hundred dollars to get the necessary hoses from a local vendor. Council member Helms asked what freight was going to cost. Mr. Stordahl said he was not sure, the pump was on trailer they would pull, and they would be coming up to show them how to use the pump. Council member Helms asked if there was money available for this. Ms. Anderson stated there were funds available and they were coming from an enterprise fund.

Council member DeMers said he was generally in favor of this and asked if they had tried calling around to rent a pump. Mr. Stordahl said staff had called around to try and rent a pump, they had called other cities to see if a pump was available, nothing was available, and Minnesota Pump Works does not rent

pumps. Council member DeMers said they should try one more time to rent a pump but during flood events Grand Forks usually needs pumps as well. Mr. Stordahl said that was part of the issue when it comes to flooding, how they haven't had anything like the six inch pump before, and that pump has been excellent. He added he thinks this would be the same. Council member DeMers asked if it would be better to get another six-inch pump so both pumps would use the same hoses and parts. Mr. Stordahl explained they had considered another six-inch pump, they can pump 3 million gallons a day, and an eight-inch pump can pump 4.5 million gallons a day, which is substantial for reducing the level in equalization basin. He added it can be used for bypassing a lift station and the price of the pump of the six inch was \$64,000 so he thinks that they could be paying more for a six-inch pump.

A MOTION WAS MADE BY COUNCIL MEMBER JOHNSON, SECONDED BY COUNCIL MEMBER GRASSEL, TO PURCHASE AN EIGHT-INCH PUMP FROM MINNESOTA PUMP WORKS FOR A COST OF \$62,000.

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Gander said their hearts go out to the residents and businesses that have been affected by water. He said all of the snow and rain has been unprecedented during this time of year, many have never seen a harvest this wet in their lifetimes. He thanked all of the utility crews and emergency crews for taking care of the City as well as helping out neighbors. He thanked them for the service they are providing the citizens. He asked that farmers are kept in mind and helped in any way to help bring in the harvest. He thanked everyone again for what they have done so far.

Council Member Vetter asked if the City was going to be picking up trees that were snapped off. Mr. Stordahl said residents could haul them to the green site they wanted to but Public Works was trying to finish up with clean up and then would be going around picking up branches along with carpet or items from wet basements. Council member Johnson asked about electronics and paints. Mr. Stordahl said that drop off had taken place the previous Saturday, Public Works cannot store items, so that was done for the fall. Council member Riopelle said he was asked if they could hold the drop off a couple hours on an evening during the week instead of only having the drop off on Saturday. Mr. Stordahl said it was something they could look at for next time.

Council Member Johnson said he agreed with the Mayor and how everyone has done a good job.

Council President Olstad thanked the crews for the work they have done, their response to residents during this time, and how it is appreciated.

Mr. Gorte reminded the Council that he and Mr. Wilfahrt visit businesses annually for the Grow Minnesota program. Mr. Wilfahrt explained they visited 13 businesses, the companies are stable, there have adequate space to expand, he reviewed how they are performing well, and at this time East Grand Forks companies are either in growth mode or stable. Mr. Gorte stated that Mr. Kevin Hatcher went along on some of the visits to inform the businesses about programs that are available through the Water and Light Department. Mr. Wilfarht said many businesses appreciated Mr. Hatcher's information regarding the programs and how they also included State Legislators on some of the visits when there may be an issue and the Legislators might be able to assist. He added how Council members are also able to go out on these visits if they would like. Council member Helms said he appreciated the visit because not too many people visit along the Highway 220 corridor.

Council member DeMers asked about the 13 businesses they visited. Mr. Gorte said they visit both Chamber members and non-Chamber members. Mr. Wilfarht said they have visited almost all of the primary sector businesses, especially if they sell their goods outside the market or community they have visited them because of possible expansion and growth opportunities. He added they are now visiting more businesses that are not in the primary sector. Council member DeMers asked if any of the businesses have been visited more than once. Mr. Gorte said there is one that is visited each year, other primary sector businesses are visited every few years, and the remaining businesses are visited periodically.

Mayor Gander thanked Mr. Wilfarht for working with the City and for visiting businesses that are not Chamber members. Council member Helms said it was good to see Mr. Wilfarht involved in East Grand Forks. Mr. Wilfarht said he was glad to do it.

Mr. Gorte told the Council he is on the Polk County Housing Board and they were told that funds were becoming available for Northwest Minnesota to help with home repairs, the loan would be forgivable, and matching funds are required. He added those that are interested need to contact the Northwest Minnesota Housing Authority and this information would be posted on the EDA Facebook page.

Council member DeMers said the website upgrade was done today and asked if there were any issues. Ms. Nelson said everything seemed to go fine and a few things need to be updated. She asked the Council to look at the site, some pages need to be updated, and if they see something to let staff know. Council member DeMers asked how many people have signed up for notifications. Ms. Nelson said it was 409 for newsflash announcements. Council member DeMers suggested some sort of push to get people signed up to receive notifications so they receive information from the City. He added that the Water and Light Department is looking at painting the water tower on the north end of town and they were taking suggestions. Mayor Gander said Northland Community and Technical College was very interested in participating. Council member Riopelle suggested including the new logo.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO ADJOURN THE OCTOBER 15, 2019 REGULAR COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:39 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer