

**APPROVED MINUTES  
OF THE WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, AUGUST 22, 2023 – 5:00 PM**

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for Tuesday, August 22, 2023 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 Tim Riopelle, Council Members Clarence Vetter, Ben Pokrzywinski, Brian Larson, and Karen Peterson.*

*Staff Present: Karla Anderson, Finance Director; Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Michael Hedlund, Police Chief, Charlotte Helgeson, Library Director; Reid Huttunen, City Administrator; Jeremy King, Interim Parks & Recreation Superintendent; and Jason Stordahl, Public Works Director.*

**DETERMINATION OF A QUORUM:**

*The Council President Determined a Quorum was present.*

Council President Olstad stated Mr. Emery would be giving an update. Mr. Emery informed the Council Opp Construction was starting construction on Demers Avenue on Monday, August 28<sup>th</sup> for street and ADA improvements from 4<sup>th</sup> Street NW up to 10 Street NE. He stated this section would be closed for about five to six weeks and a letter was prepared and delivered to many of the businesses about the project. He added they might try to open some areas as they are completed to help minimize the time the area was closed. He told the Council he was still working on the delays on the HAWK system and they could consider liquidating damages on that project and 5<sup>th</sup> Avenue south of Highway 2 would be opened back up at the end of the week.

**1. Consider Approving the 2024 Fixed Route and Dial-A-Ride MNDOT Applications – Nancy Ellis**

Ms. Ellis explained the City was considered 5307 small urban transit management type of agency which meant the City received State and federal funds each year. She stated the City received funds from the federal government for operations and capital, the State of Minnesota had rules listing how the federal funds could be spent, and how the remainder came from the State and local shares. She said the State has found it has come more difficult to fund the systems, the City did not have much capital purchases because the system ran through Grand Forks, the appropriations fund continued to grow, so there was a new agreement with the State to allow the City to use more federal funds for operating. She stated they had to review the number of items when renewing the yearly agreement with the State, a cost allocation plan was used to help determine costs of the system or for services, and it involves Grand Forks, the University of North Dakota, and East Grand Forks. She said the plan included direct and indirect costs for the system, it included 25% of her salary, and there was usually a split between the State and local share.

She reviewed the costs for dial-a-ride services, audits were changing, and that required a cost allocation plan for dial-a-ride services just like fixed route services. She added they had determined the 2024 costs, there had been an influx of revenue from the State, the split changed to a 95/5 with the City, and added a maximum amount requested in the application was based on previous applications. She said it was a concern because of the cost of running the system increased every year and the State would not be providing any additional funding other than what had been included in the application so anything over that amount would be the City's responsibility. She stated she would budget more for the City's local share because the budget did not include for non-routine maintenance and last year, they had to replace an engine for a bus that should have been replaced because she ordered a bus in 2022 but it would not be coming until 2024.

Ms. Ellis reviewed that when the City was audited, the audits went back three years, and if the City had received additional funding, it would have to be paid back. She said at a staff level they would be making sure they were more exact with the final numbers; they were planning on budgeting \$100,000-\$115,000 which was about \$40,000 to \$50,000 less and it was possible there could be more savings. She said the biggest concern in future years were large increases in operations so small urban transit managers were going to work towards new formulas or find ways to get additional funding.

## **2. Request to Purchase In-Car & Body Cameras – Michael Hedlund**

Chief Hedlund said the body cams were purchased in 2018, the company would no longer extend the warranty, so it was time to replace the cameras. He explained they had looked at different options and it was recommended to continue with WatchGuard. He reviewed how the cost would be split over years. There were no questions.

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

## **3. Review the Proposed PEG Channel Policy – Ron Galstad**

Mr. Galstad stated staff had been working on the policy, the proposed policy limited the channel to government, and education, and it was a work in progress so it could be changed in the future. He added that there were concerns about who would oversee the applications, monitor the system, or make decisions on first come, first serve basis. He said again this was for government usage and it was based on FCC and policies currently in use. There were no questions.

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

## **ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE AUGUST 22, 2023 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:20 P.M.**

*Voting Aye: Helms, Olstad, Larson, Peterson, Vetter, Pokrzywinski, and Riopelle.*

*Voting Nay: None.*

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Megan Nelson, City Clerk