

**APPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, JUNE 11, 2013 - 5:00 P.M.**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for June 11, 2013 was called to order by Council President Craig Buckalew 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 Lynn Stauss, Council President Craig Buckalew, Council Vice President Greg Leigh, Council Members Clarence Vetter, Ron Vonasek, Henry Tweten, and Chad Grassel.

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Rod Hajicek, Lieutenant; Charlotte Helgeson, Library Director; Gary Larson, Fire Chief; Karl Lindquist, Interim City Administrator; Megan Nelson, Executive Assistant; Jim Richter, EDHA Director; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

1. Plans & Specifications for Sidewalk Projects (13CP1 & 12CP5) – Greg Boppre

Mr. Boppre told he had passed out maps showing where the sidewalk and trail will be situated in the Highway 220 corridor. He continued by explaining these projects, how the city already received the permit from the MNDOT to proceed with both of these projects, and where some of the funding was coming from. Mr. Boppre told the council the trail project is part of the Transportation Enhancement project and will be receiving around \$225,772.00 in funding for this project. He also informed the council that the sidewalk project will mostly be covered with transit dollars and that this project will help connect more sidewalks on the north end of town. Mr. Boppre asked for plans and specifications for these projects to be filed and received authorization to set the bid date. Council Vice President Leigh asked where the funding for the city portion of these projects was coming from. Mr. Lindquist informed him that information will be available at the council meeting before the council votes to move forward with these projects.

2. Plans & Specifications for 2014 City Project No. 1 Street Improvements – Greg Boppre

Mr. Boppre explained how the city is in a four year rotation to received federal funds for specific projects and 2014 is the next time the city is eligible for these funds. He told the council he is preparing this street improvement project in advance so that by February 2014 everything will be in place to set a bid date so the city will be able to get competitive bids. He went on to explain the proposed project would be to improve 17th Street NE from Highway 220 all the way down to 5th

Avenue NE. Mr. Boppre also explained that approximately 30% of this project can be paid for with special assessments. Council Vice-President Leigh stated the city needs to be careful because the city owns a large section of 17th Street and would have to pay the special assessments and would the city be able to afford that. Mr. Boppre stated he would be completing a feasibility study so the council would be able to see who will be impacted by this project. Ms. Ellis informed the council that there are not many other streets where this funding can be used, how long the process takes to change what street where improvements can be made, and if there is not enough time to make a change to a different location the city will then miss out on their rotation of funding for street improvements.

3. Bid Results for 2013 City Project No. 3 Police Building Improvements – Greg Boppre

Mr. Boppre informed the council they only received one bid from JTC, Inc for \$399,440.00 for the Police Department Improvement project. He told the council he had handed out the memo that showed the proposed budget and what the budget would be with the proposed bid. Questions were asked about the differences in cost with the admin/legal portion and Mr. Boppre explained how he took them out since it is a city owned building. He also added that there was an addition to the contingency budget and hopefully that will not need to be used so that might bring down the costs. Mr. Boppre then asked Mr. Dammann to explain the proposed deducts for this project to help bring the costs down. Discussion followed about how this project has been put off for over 10 years, costs will only be going up and only completing some fixes will only be a band-aid approach. Ms. Anderson stated there was the possibility for some projects to be pushed back so more funds could be available for this project. She also stated there was approximately \$123,000 in the program income fund that could be used towards this project.

4. Street Sewer Maintenance – Jason Stordahl

Mr. Stordahl explained to the council a sewer cleaning maintenance schedule was set up in 2011. He told the council that a fifth of the sewer pipes are scheduled to be cleaned every year. He had received two quotes for this job. One was from Jet-Way Multiple Services for \$40,700.00 and the other was from Veit for \$46,500.00. Mr. Stordahl explained how there was \$45,000.00 budgeted for this so he will be recommending that Jet-Way Multiple Services be awarded the job.

5. Parking by Minnesota Heights Building – Nancy Ellis

Ms. Ellis informed the council there were some questions and concerns about parking around the Minnesota Heights Building. She told the council there was concerns about the current situation with vehicles parked on the streets for very long periods of time and on the sidewalk and what might result once there are tenants parking out on the street for long periods of time. Ms. Ellis told the council the contractors had been notified to have their employees park in the city lot across the street. She also said how part of this area is zoned as commercial so the council has the ability to place time limit signs in the commercial area. Ms. Ellis informed the council that her and Mr. Stordahl went and took measurements to see if angled parking could work on the west side of the street which is not zoned as commercial. She asked that Widseth Smith Nolting draw up a plan for angled parking to see if this was a viable option. After some discussion the council members supported putting up signs limiting the time allowed to park on the commercial zone and see how that works before moving forward with angled parking.

6. Northland Community & Technical College Transit Contract – Nancy Ellis

Ms. Ellis told the council that every year Northland Community and Technical College goes through a negotiation process for rides on the city buses for their students. Ms. Ellis explained how typically Northland would \$6000.00 per year to cover these rides. She explained how since the transit system receives federal dollars for the program all rides have to be fair and equitable so the contract changed. She told the council that the new contract will consist of the college paying 75 cents per ride, for their students not to exceed \$7,000.00 instead of paying a flat rate. Discussion followed on how ridership has increased and how in order for students to ride they have to have a card and show their student ID.

7. Declaration of Surplus Property – Rod Hajicek

Mr. Hajicek informed the council that there is a large number of surplus cars the police department would like declared as surplus property so they can be put up for auction. Council member Vonasek asked if the police department was going to have the auction online again. Mr. Hajicek told the council that everything went well with the online company they used and everything sold so they plan on using their services again.

8. Change of Council Representative on Planning Commission – Craig Buckalew

Council President Buckalew told the council that originally Council member Vonasek was put on the Polk County Planning Board. He continued by telling the council the mayor had also appointed Mr. Powers to the board. Council President Buckalew informed the council that he asked Mr. Vonasek to take his place on the City's Planning Commission since he has been and will be busy finishing up negotiations for this year and since they are only one year negotiations he soon will be busy with them again for next year.

9. Update on Library Roof Status, Levee No Trespassing Ordinance, and Rescinding of Park Dedicated Land – Ron Galstad

Mr. Galstad asked Ms. Helgeson to inform the council what was happening with the roof report. Ms. Helgeson stated that the report was just sent to the city early in the day. She explained how they did find some mistakes and issues with the roof in this investigation. She went on to say how they recommended installing heat tape and adding more insulation in certain areas as a fix for these problems. Ms. Helgeson stated that any work done since the job has been completed should not be paid for by the City. Mayor Stauss said he agrees with Ms. Helgeson. Council President Buckalew said he did not agree with the heat tape recommendation and asked if there were any other alternatives given. Mr. Galstad stated that the company responsible will need a chance to fix the mistakes and if needed then the City would have the ability to mitigate damages. He also said this mitigation would be based on the current contract. Discussion followed on what the project was this time, how the roof is a cold roof and there shouldn't be moisture getting in, and it was suggested to invite Braun Intertec and Kraus Anderson to a work session so they would be able to answer questions about the roof and the report. Mr. Lindquist added that the council should approve the proposed resolution so Mr. Galstad would be able to move forward with legal actions if necessary.

Mr. Galstad gave a brief summary about how there had been some complaints about people on the levee system. He stated a committee made up of him, some of the department heads, and the interim city administrator met and discussed what should be included in an ordinance regarding the levee system. He added that some of the items that will be included will be addressing pedestrian usage, maintenance issues, what might compromise the integrity of the levees, and how now all of the repairs to this system are paid for by the city. Mr. Galstad told the council he will be drafting the ordinance and will submit it for approval.

Mr. Galstad told the council the all of the steps in court the city would have to take in order to change the park land to lots for homes. He added there is a current case where a court is saying parks cannot be vacated. He also told them that if the courts allowed the City to vacate the park the courts would then determine if there were damages to the surrounding property owners the City would have to pay for that. Discussion followed with most of the council members stating they would like to drop this issue since it would be so costly process.

OTHER:

Mr. Galstad informed the council that there has been a complaint from a property owner regarding the project on 15th St NE. He explained how the property owner never received a notice and how the city has three options by doing nothing, follow statute and hold a public hearing so the property owner has the ability to object, or try and negotiate with them to settle this issue. Discussion followed to figure out what would be the best way to resolve this issue. Mr. Galstad stated he would contact the property owner and would keep the council informed.

Mr. Aker asked the council to consider the use of perpetual funds to update the entrance at the cemetery. He told them that he received a quote to have brick installed and landscaping done for \$3,740.00. Council member Vetter asked if that would be an appropriate use of those funds. Ms. Anderson assured him that they were.

Mr. Lindquist told the council that dues for the League of Minnesota Cities are increasing again and there is a crack in the floor at the Senior Center that will need to be fixed.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO ADJOURN THE JUNE 11, 2013 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:13 P.M.

Voting Aye: Vetter, Vonasek, Buckalew, Tweten, Leigh, and Grassel.

Voting Nay: None.

Absent: Olstad

Karl Lindquist, Interim City Administrator