

**APPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 13, 2013 - 5:00 P.M.**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for August 13, 2013 was called to order by Council Vice-President Greg Leigh at 5:04 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 Vice President Greg Leigh, Council Members Clarence Vetter, Ron Vonasek, Henry Tweten, Mark Olstad, and Chad Grassel.

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Mike Hedlund, Police Chief; 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:

The Council Vice-President Determined a Quorum was present

1. Bid Opening for Cleaning Services – Nancy Ellis

Ms. Ellis explained to the council how she had requested proposals for cleaning services for City Hall, the Police Department, and the Public Works building, collected bids, and now was opening the bids at a public meeting. The first bid she opened was from Ann Ostlund who only submitted bids for cleaning City Hall for \$2000 per month and Public Works for \$500 per month. KBS was the next bid opened. They only submitted a bid for City Hall for \$700 per month. ISS Facility Services was the third bid opened. They submitted bids for City Hall at \$685 per month, Public Works at \$250 per month, and the Police Building at \$1050 per month. DustbusterZ Goal, Inc submitted bids for City Hall at \$1475 per month, Public Works at \$980 per month, and the Police Department at \$2875 per month. The last bid was from Wizards Cleaning Inc who submitted bids for City Hall at \$1490 per month, Public Works at \$490 per month, and the Police Building at \$1010 per month. Ms. Ellis stated that ISS Facility Services came in as the lowest bidder but the bids will be reviewed and she will bring a recommendation back to the council. Mayor Stauss asked why the Police Department would cost so much more. Ms. Ellis explained how there is an initial cleaning that needs to be done and it is cleaned more often since they are open 24 hours a day, seven days a week. Other comments added were that the garages are included; they would be required to clean up urination and vomit in the cells and

numerous changes of mop heads since the whole building needs to be mopped. This item will be referred to City Council for action.

2. Approval of the 2014 MNDOT Transit Application – Nancy Ellis

Ms. Ellis informed the council there was a lot of information that she had included in the packet regarding the budget for transit and if they had any questions to give her a call since there was so much to look over. Ms. Ellis went on to explain how the budget is set by Cities Area Transit and gave a breakdown of what comes from the federal government, the state government, and how the City has a operating match of 20% for costs. Council Vice-President Leigh asked if the MPO will be submitting this and if there are any increases in the budget the council should be aware of. Ms. Ellis explained how she is responsible for submitting the application and the increases in the budget fall under maintenance and gas. Mayor Stauss asked if part of her salary is included in this budget. Ms. Ellis stated that part of her salary is included as well as funds for training she needs to attend. Ms. Ellis also pointed out that ridership was up in 2012 but has flat lined in 2013. Council member Vetter asked if 2013 was a low year for ridership. Ms. Ellis informed the council that 2013 was not low, but close to being the same as 2012 so it is high again this year. Council member Vetter asked about the projected ridership and why it was varied. Ms. Ellis explained that there had been snow days when the buses didn't go out but added that usually the numbers end up about the same. Ms. Ellis also added that the Dial-A-Ride service has a 15% cost to the City, how there were not any federal dollars available for this service but usually this cost is under \$10,000 a year for the City. This item will be referred to City Council for action.

3. Microprocessor Panel for Civic Center – Dave Aker

Mr. Aker informed the council that he was pulling this item at this time. He stated he was looking through budgets to see if there were funds available for this panel. Vice-President Leigh asked how important it was for the Civic Center. Mr. Aker explained how this panel would show when things are running. He added this could save some money on electricity since there would be more control of when things run making it more energy efficient. Vice-President Leigh asked how much would be saved. Mr. Aker said it would be about 25% less a month in electricity costs. Mayor Stauss asked Mr. Boyce if this is something Water & Light could look into since this panel could save on energy. Mr. Lindquist stated this will be looked into and brought back to another work session.

4. PLC SCADA System – Jason Stordahl

Mr. Stordahl explained how the PLC SCADA system is the brains of a lift station and each of the lift stations had been on a schedule of being updated since the life span of this system is 15 to 20 years but that is not always the case. He added that there has been nothing but issues with the system at lift station number five. Mr. Stordahl said this might be a band aid fix but is recommending having IPS fix the PLC SCADA system at lift station number five since they had the lowest quote and commented how they are very good to work with. He also said there is money in the budget for this fix. Mr. Stordahl told the council there is a chance the panel will also need to be replaced so it can communicate with the rest of the system but that can be

transferred into the new lift station when that is completed. Mr. Lindquist asked to have this moved on the next council meeting since there is money in the budget for this project.

5. Massage Ordinance – Megan Nelson

Ms. Nelson explained how recently Altru had opened up a facility in East Grand Forks and how they offer massage therapy along with other services. She went on to explain the City Code states any massage parlor or employee is required get a license and renew it every year with the City. She stated that is wasn't very clear in the ordinance if these employees of Altru would be exempt from getting licensed. She also asked if they were required to get a license, if the background check done by Altru would be allowed in place of the background check performed by the City. After some discussion the council asked the City Attorney to look into this matter and inform the council on what he finds.

6. Part-Time Management Intern – Karl Lindquist

Mr. Lindquist informed the council that he is very happy with how Mr. Marquardt has worked out as an intern and would like to extend his length of time at the City until the end of the school year in 2014. He asked the council to approve letting Mr. Marquardt work 14 hours per week so he would not be considered a public employee. Mayor Stauss asked if his wages were included in the budget and commented how Mr. Huizenga never had an intern before and would like to know what the new City Administrator would be having them do. Council member Tweten added that if the City was going to have an intern the council will have to work it into the budget. Council member Grassel asked if Scott had included the intern position in the budget for 2013. Ms. Anderson said that he did not include it. Council member Vetter stated that it might be helpful during budget talks and help during the transition of when the new city administrator starts. This item will be referred to City Council for action.

7. Pay Equity Reporting – Karl Lindquist & Dan Boyce

Mr. Lindquist explained to the council that before Mr. Mattson started at the City the Water and Light Department reported their pay equity separate from the City and added how they are a separate entity from the City. He told the council that Water and Light has separate jurisdiction and should do their own reporting. Mr. Lindquist requested that Mr. Galstad draft a resolution for both the City Council and Water and Light Commission to pass and then submit a petition to the Department of Budget and Management to decide which way is the correct way for reporting pay equity. Discussion followed about how the City Charter has them listed as being separate, what issues might arise with differences in wages between the City employees and the Water and Light employees, and how this would allow the Water and Light Commission more flexibility when negotiating. Mayor Stauss asked if the Water and Light Department would consider hiring private contractors for certain jobs. Mr. Boyce informed the council that they already to that. Mr. Galstad added that they are not able to hire private workers exclusively. Vice-President Leigh said that if an agreement can't be reached the charter might have to be changed but to move this along to the next meeting.

8. Discussion on Auditing Services – Karl Lindquist & Karla Anderson

Ms. Anderson stated Council member Vetter had asked about the auditing services the City receives and how right now the City doesn't have a formal agreement with BradyMartz for services. She added that they have been very helpful with all of the turnover there has been in the Administration Office in the last few years. Council member Vetter stated he was not opposed to their services but stated it might be a good idea to ask for proposals for services to make sure the City is getting services at a fair price. Ms. Anderson told the council that when the City received a reduction in LGA BradyMartz lowered their fee for services as well. Discussion followed about the process of obtaining proposals for auditing services and what actions the council would be allowed to take. Ms. Anderson said the timing isn't the greatest right now for requesting proposals and asked if this could be brought up again next year. The council had no problems with that.

9. Discussion on Refuse Collection – Karl Lindquist & Jason Stordahl

Mr. Stordahl reminded the council that a representative came and spoke with the council in regards to renewing the contract with Waste Management a year early. He told the council that he had been approached by another company who is interested in possibly providing refuse collection services for the City. He commented on what good service Waste Management has provided but added what great service that Country Wide as provided during spring and fall cleanup weeks. Council member Tweten asked where Country Wide is out of. Mr. Stordahl said they were from Grand Forks. Mr. Galstad asked if they would provide the same kind of residential service that Waste Management does. Mr. Stordahl stated it is something he can look into by contacting other cities that Country Wide provides service for. Discussion followed on how long of a contract the City would advertise for and if the green site would be split from residential pickup. Council member Vetter asked when the contract is up with Waste Management. Mr. Stordahl said the contract went through June of 2014. Mr. Stordahl stated that he would check on Country Wide to see if they would be able to provide service for East Grand Forks to see if the council should ask for bids for service or if they should renew the contract with Waste Management.

Other

Council member Tweten asked Ms. Helgeson to tell the council about the retirement party. Ms. Helgeson stated there was going to be a retirement party for Ms. Anita Poss who had work in the library for over 20 years and that the party was going to start at 6:00pm at the library. Council member Tweten also reminded everyone of Heritage Days this weekend.

Council member Olstad told the council the Water Carnival was canceled because they were not able to get enough volunteers and that at the last drug task force meeting Chief Hedlund was made Chairman of the Board. Last of all Chief Hedlund informed the council of all of the mold that has been found in the Police Department and if any of them would like to see if he could bring them on a walkthrough of the station.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER OLSAD, TO ADJOURN THE AUGUST 13, 2013 SPECIAL COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:07 P.M.

Voting Aye: Vetter, Tweten, Olstad, Leigh, and Grassel.

Voting Nay: None.

Karl Lindquist, Interim City Administrator