

**APPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, SEPTEMBER 24, 2013 - 5:00 P.M.**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for September 24, 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: Council President Craig Buckalew, Council Vice President Greg Leigh, Council Members Clarence Vetter, Ron Vonasek, Henry Tweten, Mark Olstad, and Chad Grassel.

Karla Anderson, Finance Director; Greg Boppre, City Engineer; 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 President Determined a Quorum was present

1. Facility Plan for Stabilization Ponds – Greg Boppre

Mr. Boppre informed the council that he is working on the facility plan for the stabilization ponds. He explained how this shouldn't be a long process since he already has most of the information regarding the project schedule and had gathered estimates. He added that they will have determine the current flow rate and prepare a plan for future phosphorus treatment. He said there were two options for phosphorus treatment with one being tertiary treatment and the other using liquid alum. Mr. Boppre ended by telling the council that he will be completing the amendment to the facility plan, send it to the MPCA for approval, and start looking for funding sources to help with this project.

Council member Tweten added that both he and Council member Grassel presented to the House of Representatives bonding committee regarding the sewage project and the utility expansion of the campground. He explained how well the presentations went, how there were 24 members of the committee in attendance, and how the state might be able to help with a 50% match in funding from the state. He added that members of the council should go down to the Capitol to meet with state representatives and work with them and possibly get help funding or bonding for our projects.

Council member Grassel informed the council that he was told by Representative Hausman there were not enough votes to get the funding for the campground through last session. He added the

council needs to take the time and call, email, or do whatever they can to get in contact with the representatives regarding these projects. Council member Grassel also told the council that his presentation seemed to be well accepted and there were lots of good questions.

2. Mold Remediation in Police Department – Brent Dammann/Greg Boppre

Mr. Boppre stated he handed out an updated quote from Steamatic for mold remediation in the police department. He added how there were two businesses that were asked to submit quotes and only one did. He also explained how he asked why the quote changed from approximately \$34,000 to \$84,000. Mr. Boppre then stated the change was based on only working on two rooms at a time and how the \$34,000 was only taking out two feet of the walls with the possibility of repairing more if there was more mold found.

Council member Leigh stated that since the roof is still leaking and asked how the council would know that there won't be more mold. Mr. Boppre stated how JTC will have to make repairs due to the water that leaked in from the roof when they didn't properly have it covered when it rained. Chief Hedlund stated he would like to wait to do any mold remediation until the roof project is complete. Discussion followed about if the council could use quotes or if they need to get bids since this might go over \$100,000, how there is only \$61,000 left in the building maintenance fund and how this project might have to be paid for in part from the reserves, finding ways to complete more than one room at a time, and where employees could be relocated to during this process. Mr. Boppre explained how he will ask for new quotes since they might be able to complete more than two rooms at a time and this could bring down the price.

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

3. Bid Results for 13CP1 Sidewalk Improvements (TE) – Greg Boppre

Mr. Boppre gave a brief overview of the project of adding a multi-use trail on the west side of Highway 220 and how the council rejected the bids the first time because they were too high. He explained this time around the bids were much more reasonable but the City will still have to pay more for their portion than originally planned since the state funds will be based on a percentage of the project. He recommended awarding the bid to Paras Contracting so the state funds would be obligated and the council could budget funds for this project in 2014. Discussion followed about if the council should wait until after the budget has been finalized to accept the bid, how the bid is only good for 60 days, and how there are also other projects to consider that are scheduled for 2014. Ms. Ellis reminded the council that if the funds are not obligated they will be turned back to the state.

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

4. Refuse Collection Services – Jason Stordahl

Mr. Stordahl told the council had looked into Country Wide to see if they could be a possible vendor for refuse collection. He explained that he had checked with Country Wide and they are interested in submitting a bid for services. He said how they are servicing surrounding area communities as well as the Air Force Base and asked if the council would like to hear a presentation from them about the services they would be able to provide. Discussion followed regarding what the upfront costs would be and who would pay them and if or how soon the

council should request bids for service since the current contract isn't up until June 2014. Most of the council members commented on the excellent service the City is currently receiving from Waste Management. Mr. Lindquist then asked how long would it take for a new vendor to be geared up and be able to handle the refuse collection for East Grand Forks. Mr. Stordahl said he would ask and inform the council when he finds out.

5. Sander Truck – Jason Stordahl

Mr. Stordahl informed the council that there was a sander truck and flusher truck budgeted to be purchased this year. He explained how he is looking into getting one truck and how that one truck could be fitted for both purposes since the sander is used in the winter months and the flusher truck is used in the spring for flood clean-up. He stated that this way there will be less maintenance since it is only one truck and looking at the estimates he gathered it will only cost around 54,000 instead of 65,000.

Mr. Lindquist asked if about the surplus equipment and if this would take the price down. Mr. Stordahl stated that these prices do not include any reductions from selling surplus equipment but asked the council if he could declare some equipment as surplus because it is no longer used and sell it.

Both of these items will be referred to a City Council Meeting for action.

6. Salt & Sand Building – Jason Stordahl

Mr. Stordahl explained how there was \$80,000 budgeted for a building to store sand and salt for Public Works. He explained how he had been collecting quotes for the building and found that he could have it built for around 80,000. He added Ms. Anderson had a conversation with him regarding the funds being used for the police department project. He then stated that there were funds in the street reconstruction budget for two projects and one that wasn't going to be happening for about \$80,000 which would cover the Salt & Sand Building since both the salt and sand are used on the streets. Discussion followed about how the building needs to be constructed, how there are rules and regulations regarding salt and sand buildings, and how Mr. Stordahl had started collecting quotes. Council President Buckalew suggested that if the building could not be completed this fall, that the City should enter a 1 year contract with MNDOT to rent a space in their shed.

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

7. MNDOT Snow Removal Contract – Jason Stordahl

Mr. Stordahl explained since the City will be moving forward and building a salt and sand shed they will need to sign the snow removal agreement with MNDOT for snow removal on Demers and Business Highway 2. He stated that if the council didn't want to move forward with the shed that he would try and amend the contract so the City wouldn't be charged for using the space in the MNDOT salt and sand shed in exchange the City wouldn't charge the MNDOT for snow removal services.

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

8. City Boiler Inspection – Karl Lindquist

Mr. Lindquist explained to the council about how the City's insurance company is requiring the boilers at the library be inspected every day since the library is now open seven days a week. He informed the council there are already two people that have the boiler inspection license that is required and how there were discussions to include the three new park maintenance workers in a rotation of inspecting. Mr. Lindquist then told the council that according to the union contract there are only two people that would receive a stipend for this inspection. He suggested having boiler inspection added as a job duty in the park maintenance workers' job description and added how these positions may have to be reappointed. Discussion followed regarding what has to be done during an inspection and how this is not a job that could be contracted out. Mr. Lindquist stated he would call in the union steward and the labor negotiator lawyer to see if a memorandum of understanding could be drafted to amend this section of the contract.

9. Discussion of Preliminary Budget – Karl Lindquist

Mr. Lindquist explained to the council he distributed the newest version of the preliminary budget and that Mr. Marquardt had put the document into used binders for them so they can review the budget during the upcoming budget meetings. Ms. Anderson added that any changes made will be printed on colored paper so they will know what pages changes were made on.

On an unrelated note Council member Tweten informed the council that he had been approached by the American Legion regarding the flags they put up behind the Riverwalk Centre. He stated they asked to have the trees removed since the flags keep getting caught in them and ripping. Council President Buckalew stated that these trees were diseased so they need to be taken down. Discussion followed on how the trees in the community need to be taken care of and how the council will review the parking lot study which includes providing a pedestrian walkway and green space in the downtown parking lots.

10. October 8th Meeting – Karl Lindquist

Mr. Lindquist asked if the council would like to move the work session to another day so the whole council has an opportunity to attend the regional meeting put on by the League of Minnesota Cities. After some discussion most council members were able to attend and there would still be a quorum to hold the meeting so the meeting date was not changed.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER VONASEK, TO ADJOURN THE SEPTEMBER 24, 2013 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:40 P.M.

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

Voting Nay: None.