

**APPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, NOVEMBER 12, 2013 - 5:00 P.M.**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for November 12, 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 Mark Olstad.

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; David Murphy, City Administrator/Clerk-Treasurer; 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. 2014 Transportation Projects – Nancy Ellis

Ms. Ellis told the council that there were only two upcoming projects in 2014. The first was the reconstruction of 17th Street NE. She explained how this was a subtarget project and how this will be funded through federal aid, a local share, and special assessments. She added that since this is a federal aid street it will also have a sidewalk included which will be connecting to other sidewalks in this area. Discussion followed about what the City portion might be as well as when the north end of town streets might need to have another coat of overlay added to them.

Ms. Ellis stated the second project was going to be a sidewalk project going down 20th Street going from Highway 220 all the way down to 5th Ave NE and connect to the new sidewalk that was put in along Highway 220 this year. She explained how this was going to be partially funded by Transportation Enhancement funds and added there are still some funds available in state aid and in transit grants to help pay for this project. Ms. Ellis also told the council that the City is not currently planning any other projects. She added that the reason for this was because the City needs to start fresh before applying to get funding for another project so the City will have time to budget those costs and know where the local portion is coming from.

2. Police Dept Change Orders from JTC – Mike Hedlund/Brent Dammann

Chief Hedlund stated that JTC has submitted three change orders. He said the work has already been done on the first change order, they are requesting to be paid. He explained how during the mold remediation desks had to be removed from the offices and then reinstalled. He added that they also fixed concrete curbs and worked on the vestibule area. Chief Hedlund said the second change order was for window sills. He told the council how the sills were particle board that had gotten wet and swelled. He continued by saying how there are two options to choose from, one is plastic and the other is corian. He added the corian costs more but are solid pieces that would last for a very long time.

Chief Hedlund asked Mr. Dammann to explain the last change order. Mr. Dammann explained how the caulking was put around the base of the vestibule at the police department. He added how the drip system was supposed to work and how it wasn't working properly since the caulking was put in. Mr. Dammann also stated that a camera was damaged during the project and the costs for the repair will be deducted from JTC's contract. Discussion followed about how there haven't been issues in the police department since the roof and waterproofing projects had been completed, how the removal of the caulking on the outside of the police entrance should help keep the water out of the entrance, and how a little more should be spent on the window sills.

These items will be referred to a City Council Meeting for action.

3. Resolution 13-11-XX Special Assessments – Ron Galstad

Mr. Galstad explained how an issue was found when looking through special assessments. He stated that he also received a phone call with questions on how the assessments were split by the current property owner. Mr. Galstad told the council a lot had been split in Point of Woods 5th a few years ago. He stated how a property owner purchased 20 feet of the lot next to him but the specials were split as if the lot had been split in half. Mr. Galstad added that due to this error the City will have to pay the difference since the lot that should have the specials on it has now been sold. He added that he was looking at how he could have these specials paid by the original owner but hasn't found a way to do that yet. Council member Vetter asked why the specials could not be subtracted from the one property owner and added to where they should have been. Mr. Galstad explained how since the ownership of that property changed, the law does not allow for that to happen. Discussion followed on the process of how specials are calculated, what the process of splitting a parcel is, and how the administration office sends these numbers to the county.

Mr. Galstad stated how these specials were incorrect and it is the City's legal obligation to correct this issue. Council member Vetter asked to wait to correct this issue until it has been decided where the funds would be coming from. Discussion followed about if the council should wait to address this issue or if the council should have it corrected.

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

4. Quonset Storage Lease Agreement with DNR – Dave Aker

Mr. Aker informed the council that the lease agreement between the City and the Minnesota Department of Natural Resources for storage in the Quonset by the south fire station was up at the end of the month. He added he was contacted by the DNR to have this lease agreement renewed. Council Vice-President Leigh asked if any maintenance was needed or if there had been any issues because of their use of the building. Mr. Aker explained how the DNR had paid for replacing a garage door opener just last month. Mr. Galstad suggested taking out the option to renew after two years for an additional two years so the City would not be obligated up to four years since they are not paying for the use of the building. Mr. Aker told the council the agreement could be terminated by either party for any reason upon giving a written notice and 30 days to vacate. Council Vice-President Leigh asked that the council receive a copy of the original agreement.

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

5. Engineer Committee Amendment Update for Waste Water Project – David Murphy

Mr. Murphy told the council that committee had met with the city engineers to discuss the proposed amendment to the contract for the waste water treatment project. He explained how both sides have made proposals and the negotiating will continue until a possible agreement could be brought before the entire council to vote on. He told the council to let him or any of the council members on the committee know if they had any questions.

6. 13CP2 Watermain & Forcemain Replacement – David Murphy

Mr. Murphy reminded the council about how the subcontractor for 2013 City Project 2 – Watermain and Forcemain Replacement had a family emergency. He continued by saying Zavorals are requesting an extension to complete the project in 2014. He added how there will not be any additional costs to the City which was stated in a letter from Zavorals.

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

7. Planning/Transit/Building Inspections/City Hall Budget Presentations – Nancy Ellis

Ms. Ellis gave an overview of the office duties in the Community Development office. She explained how much the City was saving since the Building Inspection office and Planning are now combined. Council member Tweten asked when the contract was up and Indepth Inspections and asked for a report of what the City has paid them for. Ms. Ellis stated how the contract is not up until March of 2014 and will get that report to the council with what they have been paid. Ms. Ellis continued with Inspections and stated there was more commercial done this year with one more house building permit this year than last year. She added how she will be requesting to keep the inspection service contracted out until the permit technician retires in about 15 months and then re-evaluate how the office functions. Council member Vetter asked why there were no employees listed under building inspections. Ms. Ellis stated she would look into that and have it corrected.

Ms. Ellis continued by reviewing the budget for City Hall. She informed the council she had to increase the amount for utilities. She explained how there hasn't been enough budgeted for the last two years for utilities. She added how the extra cost of custodial services would be covered

by lowering the amount to the supplies and adding that amount to custodial services. Mayor Stauss stated that at some point the dome will have to be repainted.

Ms. Ellis then went over the transit budget. She explained how the ridership has steadily increased over the last couple years and how the City is now getting more funding from the state for different things like a Dial-A-Ride vehicle. She said how transit has revenue coming in from the advertising on the bus and from the contract with the technical college. Discussion followed on how the City will be asking Cities Area Transit to help pay the local share for the Dial-A-Ride Vehicle, who is eligible for Dial-A-Ride services, and a brief review of what needed to increase and where the City is saving money with the current services provided.

8. EDHA Budget Presentation – Jim Richter

Mr. Richter began with an overview of the employees and board members. He then reviewed the programs and this year's activity under housing which includes housing assistance, down payment assistance, the new construction incentive program, tax abatement, and a brief overview of lot sales. Council President Buckalew asked what the interest rate was on the down payment program. Mr. Richter told him it was 5%. He then gave an overview of the programs and the year's activity under economic development which include loan funds, the TIF districts, and commercial lot sales. Mr. Richter also informed the council about the Riverwalk Centre, the Infill Building, and the Industrial Park 2nd Addition. Mr. Richter explained how revenue was down for the year at the Infill building because Altru had moved out but that space will be filled as of December 1st by Mr. Galstad's law office.

Mr. Richter also said how there were only five lots left in the Industrial Park. Mayor Stauss asked what is being looked into for additional development. Ms. Ellis stated that the City tried to annex in more property when the 5 acres were annexed into city limits last year but the property owners were not interested. Council member Tweten reminded the council that if land is annexed the Water and Light Department needs to be involved. Discussion followed about an upcoming development in 2014.

9. Police Department Budget Presentation – Mike Hedlund

Chief Hedlund gave an overview of the Police Department budget over the last few years and the number of employees. He continued going over areas of the budget that needed increases which included general supplies, software maintenance, communications, and custodial services. Mayor Stauss asked how often the police department was cleaned currently. Chief Hedlund stated that the Police Department is cleaned three days a week for four hours each time. He also explained how the mold remediation hasn't taken place but they are looking into options like cleaning out the duct work, then having an air quality test completed, and then seeing how to move forward.

Chief Hedlund then continued going through the budget for 2014. He requested the purchase of a new dispatch console. He stated that in the last two years he said it was estimated to cost around \$100,000 but after speaking with Mr. Thompson in the IT Department there might be equipment and be up and running for only \$20,000. He explained the increase in communications were for four portable alarm systems that cost approximately \$4000 each. He stated the alarms the department have no longer function and added that if the council would like

to purchase just two this year and then they could budget to purchase two more the following year.

Chief Hedlund then gave an overview of the Drug Task Force and how some of these costs are covered by a grant. Council member Olstad told the council that being on the board has allowed him to see what a great benefit this organization is to the City. Mr. Murphy stated how he has had experience with two other drug task forces and from the little that he has been able speak with them he stated how this group was noticeably more effective than other groups.

Chief Hedlund went on with his presentation and told the council how he doesn't see squad cars as a wish list item. He explained the rotation he would like to get into purchasing an SUV and car for two years and then only a SUV every third year. Mr. Murphy asked about if these SUVs were able to be used in a pursuit. Chief Hedlund stated these SUVs were pursuit rated. Discussion followed about what funds could be used to purchase the vehicles, proposed purchases over the next five years, and finding a way to get a school resource officer back into the public school system.

A short discussion followed about how the City will be including a ryder from the League of Minnesota Cities since there are so many unknowns about healthcare and how Mr. Murphy will meet with the department heads to make a priority list to present to the council that might not be currently included in the budget.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADJOURN THE NOVEMBER 12, 2013 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 7:15 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer