

**APPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, NOVEMBER 26, 2013 - 5:00 P.M.**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for November 26, 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, and Chad Grassel.

Dave Aker, Parks & Recreation Superintendent; 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; 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. Engineer Amendment to Contract – Greg Boppre/Engineer Committee

Council member Vetter gave a brief summary of the negotiating process with the engineers and the new proposal for the engineering contract. He stated how there is a set cost of design regardless the amount of the project so they settled on a lump sum of \$700,000. He continued by explaining the engineers will be getting a max of 3% of the total construction costs, down from 5%, for monitoring the progression of the project which will be paid at an hourly rate. He stated how if the project comes in over 14 million these fees will be less than 8% and if the project comes in under 14 million it will cost little over 8% in fees.

Mr. Murphy told the council that he had been contacted by Council member Olstad who was not able to be at the meeting tonight but had a question. He stated that Council member Olstad wanted to know if this proposal included tertiary treatment or if it would be necessary to consider adding tertiary treatment to this amendment. Mr. Boppre said he doesn't foresee the MPCA or the EPA requiring or mandating tertiary treatment to be included with this project at this point or within the next two years. He added that if something comes up during the project they can address it at that time. Council President Buckalew asked Mr. Galstad if he had a chance to look over the document. Mr. Galstad stated everything looked normal. Mr. Boppre said he wanted to make sure the council knew how professional Council member Vetter was during the negotiation process. Council President Buckalew thanked both Council member Vetter and Mr. Boppre for their work on this.

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

2. Amendment of the Facility Plan for Stabilization Ponds – Greg Boppre

Council President Buckalew asked if this had already been done. Mr. Boppre informed the council they gave their approval to the engineers to make the amendment to the facility plan and what he is asking for is approval of the amended facility plan from council and then send it in to MPCA for them to review. He stated how large the entire document was and explained how only the pages that had been changed were included in the packet. Mr. Boppre then reviewed the changes made to the facility plan, how they will handle the waste water that will come into the system every day, and how he is still looking at PFA for funding but is still looking for other sources as well.

Council member Grassel asked how much needs to be built in the middle of the pond. Mr. Boppre reviewed all of the things that need to be done and how it will also depends on the contractor. Council member Tweten asked if it is going to be bid as one job or split into two jobs. Mr. Boppre stated it is planned to be bid as one contract because it is such a big job it could attracted many contractors. Council member Vonasek asked if the ponds will be dried out and then have the biosolids removed or if the biosolids will be taken out in liquid form. Mr. Boppre reviewed how both methods could work but he added that it would depend on the contractor. More discussion followed about if the City will be getting back on the IEP list to possibly get funding from the state, if the City could utilize the 40 acres north of the ponds, and how the City should take advantage of no sales tax by putting the materials on one contract and labor on another contract.

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

3. Annexation Update – Ron Galstad

Mr. Galstad reminded the council at a previous meeting he was directed to draft an ordinance to annex into city limits a 2 acre piece that is city owned. He stated a public hearing was not necessary because it is city owned property that was being annexed in. Council member Leigh asked where this property was located. The property location was described out next to Bygland road. There were no other questions.

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

4. Snow Removal Agreement in Pinehurst Court – Megan Nelson

Ms. Nelson explained the private right-of-way in Pinehurst Court has not yet been dedicated as public right-of-way. She stated the process has started but more time is needed to have it completed. She told the council that this was the same agreement from the year before; the only things changed were the termination date and the City Administrator's name. Discussion followed regarding how this became a private right-of-way, where the process is at to change this to a public right-of-way, what benefit there would be for the City, how these residents were paying a portion of the cost to have the dedication changed, and how the City would be covered for liability purposes under this agreement.

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

5. Elected Official Insurance – Karla Anderson

Ms. Anderson informed the council that every year the City takes out insurance to cover elected officials

and stated how the purchase of this coverage requires to be approved by a resolution. Council member Tweten commented how important it was since council members covered. There were some questions regarding boards and volunteer coverage. Ms. Anderson explained it was only the elected official coverage that required a resolution.

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

6. Consider Excess Liability Coverage for 2014 – Karla Anderson

Ms. Anderson reminded the council about the discussion last year regarding this and stated how they waived the limit but didn't purchase the additional coverage because it would have cost an additional \$35,000 which was not included in the budget. She explained what the council chose the year before and asked how they would like to proceed this year. Council Vice-President Leigh stated he supported what the council did last year. Council President Buckalew asked Mr. Murphy what is past experience has been regarding this issue. Mr. Murphy stated in his past experience they didn't waive the limit but if the insurance covers up to the 1,500,000 he didn't see any problems with it.

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

7. MPO Work Program – Clarence Vetter/Nancy Ellis

Council member Vetter stated the MPO is looking to see if there were projects for next year and asked the City if they had anything they wanted researched. He stated that he had spoken with Ms. Ellis and they only thing they came up with was looking at Bygland Road. He stated that if there were any projects the council would like the MPO to look into, now is the time to suggest projects. Ms. Ellis gave examples of other studies the MPO had done which included a freight access study and quiet zone study among others. Council President Buckalew asked when the study would be completed. Ms. Ellis stated it would be done at the end of 2014 or 2015. Council President Buckalew asked what the deadline was for submitting an idea. Council member Vetter stated the deadline was the end of December.

8. Polk County Radio Grant – Gary Larson

Chief Larson told the council that he has been attending monthly meetings for a Polk County Radio users group. He added that Polk County is making a change to the 800 MHz radio system which is a big expense for the fire departments to change over. He explained how the fire departments in the county are planning to apply for a grant to help pay for 800 radios for all Polk County Fire Departments. Chief Larson informed the council this would mean East Grand Forks would get about 20 radios worth about \$50,000 and it would only cost the City about \$7,500. He continued to explain how these radios could benefit the City and asked to see if the council would be in favor of moving forward with the grant process. Council President Buckalew asked if it will be awarded in 2014 and if it was what the plan was to cover the \$7,500. Mr. Murphy stated they would either find money in the budget and if there weren't any funds available, he wouldn't have any issue advising the council to take money out of the fund balance to cover this grant. Discussion followed about if the police would also be getting radios and the current issues with radios in our region with both Polk County and Grand Forks.

9. Capital Improvement Budget Discussion – David Murphy

Ms. Anderson handed out new packets to the council with the newest numbers for capital improvements. She then explained if the City gets additional funds from the Water & Light Department most of the items would be funded. She stated how the department heads met and went over everything that had been proposed, reorganized or pushed items back to other years, and from that meeting came the information that is being presented. She also informed the council that the portable alarms the police department would like to purchase can be purchased with funds available this year so that item was removed from the 2014 budget. Discussion followed about different items included in the capital improvement budget, how both projects will be funded next year, and how the departments are trying to stay on top of maintenance. Mr. Murphy told the council how professional the department heads were when meeting and work very well together.

Council Vice-President Leigh asked what would have to happen not to have an increase in the levy. More discussion followed about how much would have to be cut from the budget to keep it a flat levy, what could happen in the future if the City keeps a flat levy over a period of time, and how the budget process has gone the last couple years.

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

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO ADJOURN THE NOVEMBER 26, 2013 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:16 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer