

**APPROVED MINUTES  
OF THE CITY  
COUNCIL WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, MARCH 25, 2014 - 5:00 P.M.**

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for March 25, 2014 was called to order by Council President Craig Buckalew at 5:02 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, Henry Tweten, Mark Olstad, and Chad Grassel.*

*Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Greg Boppre, City Engineer; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Charlotte Helgeson, Library Director; 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. Feasibility Study for 2014 Assessment Job No. 1 – 17<sup>th</sup> St NE – Greg Boppre**

Mr. Boppre reminded the council that the plans and specifications for this project had been filed the previous week. He stated that the council can decide what percentage to assess on this project since it is not a state aid street. He added how if the council only decides to assess the 30% the remaining 15% would then have to come out of the City budget. Mr. Boppre said that in his report he is suggesting 45% to be assessed but whatever the council chooses the engineers will follow. Council member Tweten commented how usually the City uses 30% but on this project the City is already paying for a large part of the assessment he suggested the City assess 45% of the project. Mr. Boppre added there was a draft assessment roll included with the packet. He stated how the assessed amount was \$605,628 and according to the proposed assessment roll the City will be paying just over half of that amount because of all the City property along 17<sup>th</sup> Street.

Council Vice-President Leigh said if the council decides to use 30% approximately \$400,000 was budgeted the City would be able to cover the rest and give the taxpayers a break. Council member Grassel asked if that money was budgeted for anything else. Council Vice-President Leigh stated the money was budgeted for this project but could be used for something else and added how this was an opportunity to hold assessments down for these property and business owners. Council President Buckalew asked how that would be justified. Council Vice-President

stated the funds were budgeted for this project and this could be treated like a state aid street by assessing 30% of the costs and the City absorbing more of the cost. Mr. Boppre commented how this project could be treated like the project completed on 17<sup>th</sup> and stated whatever the council decides to move forward with he will revise the feasibility report accordingly.

Council President Buckalew asked for comments and questions. Council member Vetter stated that amount is budgeted but if that whole amount is not spent money this will be saved for the whole town and not a select few on this one project. He added that he willing to stay with the policy and the way it is. Council member Olstad stated he understands and appreciates Council member Leigh's and echoes Council member Vetter's comments too. He said this won't be done for everyone else in the City and the policy is not changing. Council Vice-President Leigh stated he is thinking about the people that were assessed from the last project. Council member Tweten commented how the council is considering assessing more so they are able to do more with the dollars available.

Council member Vetter asked if the same property owners were being assessed for 17<sup>th</sup> Street that were assessed for 15<sup>th</sup> Street. Mr. Boppre stated they are different property owners. Council member Vetter said except for the City. Mr. Boppre stated yes and then explained how the current assessment policy is used in determining who is assessed for a project which includes going half way down the block to assess for end benefit. Council member Olstad commented if the City picks up the additional 15% it could look like a street improvement district by covering the overage and added right now street improvement districts have not been approved. Mr. Boppre stated he would file this at the next meeting as is and added that the assessment roll could still be altered if the council so chooses.

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

## **2. Campbell Library Roof Update – David Murphy/Charlotte Helgeson**

Ms. Helgeson stated she had been working with Mr. Strommen, from Kennedy and Graven, to find an expert help come up with a solution. She explained about the difficulty in finding an expert within Minnesota and found one in Winnipeg, Canada. She stated how Mr. Strommen found Mr. Gary Proskiw with Proskiw Engineering, who is considered an expert in building envelope forensics. Ms. Helgeson informed council about the conversation she had with Mr. Proskiw and the questions that he asked. She explained how he will have to perform an air pressure test and at that point he can come up with a solution. She added how he is not certain that he can identify if Braun missed something and at that point it will be decided if he can be an expert witness or not and Mr. Strommen would only moved forward on the previous investigations.

Council President Buckalew asked if there were any questions. Mayor Stauss asked what they had to stand on since they were hired to improve the building and it was not done. Ms. Helgeson informed the council that Mr. Strommen say two ways that damages could be assessed by looking at the materials presented to him. She explained the first is that Braun saw the problem and ignored it and if that is the case they will have to pay to fix it. She added that if they missed it in all of their expertise they would have to pay the difference from the cost to have it repaired

in 2012 and what it would cost in 2014. Discussion followed about what needs to happen before Mr. Proskiw can work in Minnesota and what the costs are going to be working with Mr. Proskiw. Mr. Murphy added that he inferred from Proskiw Engineering are looking at expanding their business in the northern part of the United States. Council member Tweten told the council the library board met and passed a motion requesting the council proceed with this matter. He added that this has been a problem for years and hopes this will take care of it. Council President Buckalew added that his does need to get fixed and asked for any questions. He then asked if there is an estimate on how much this will cost. Ms. Helgeson stated he estimated it would be between \$10,000 and \$20,000.

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

### **3. Sewage Rates for Customers with Frozen Lines – David Murphy/Megan Nelson**

Mr. Murphy said staff was just looking for direction from the council on this issue. He stated how the cold weather has caused some issues with frozen lines with water service lines in town. He explained how the Water and Light Department put out a press release explaining how to test to see if a resident needed to keep their water running to keep the line from freezing. Mr. Murphy stated that in the past the Water and Light Department has taken an average of water use over the winter months and used those amounts to charge customers who need to keep their water running. He added how this was not written in a policy but had been past practice and would like to know if the council would still like to continue with this practice.

Mayor Stauss stated this is the way to go because this is an issue with frost; the bill could be very expensive if this isn't done, and so he said he was okay with continuing with this practice. President Buckalew said if the average number was put in the sewage rate would automatically change and its clean water that does not need to be treated. He asked if anyone had an objection. Council member Tweten commented how there are issues all over the state with frozen water lines and that what is causing the problem is that it is the length of the winter. Council President Buckalew asked if a policy can be created regarding this issue. Mr. Murphy stated he will work with the Water and Light Department to create a policy.

### **4. Civic Center Expansion – David Murphy**

Mr. Murphy stated at the last work session council requested three options to a girls locker room addition along with cost estimates to be brought back for the council to review. He explained how Mr. Dietrich with EAPC had been contacted and put together some estimates for these options. Mr. Murphy asked for direction after the options have been reviewed on which option should be focused on, who should be on the research committee, and on entering into a formal contract for the design of the building. He then asked Mr. Dietrich to address the three options.

Mr. Dietrich stated how he was contacted and asked to prepare three options he was given along with a cost estimate for each. Mr. Dietrich started reviewing the options and explained the drawings are only concept drawings at this point and they will need to be refined. He explained how Option A is taking away current storage and office space. He added that would be replaced by a locker room with showers and bathrooms, a coach's office, and a mechanical room. He

stated what allowed for Option B was moving the concessions upstairs and expanding the lobby. The lower level would then be locker room for the girls which would be very equivalent to the size of the boys locker room. He added that with a larger lobby and a higher occupant load it would require another bathroom that would have to be included. Mr. Dietrich stated that if changes are made to this building there are two items that will need to be added which are an elevator and sprinklers. He then explained Option C and how this was two levels with locker rooms on the lower level and a lobby/concession area on the upper level with a entry door for going both up and down. He added how the costs include the spaces being completely finished.

Mr. Dietrich started discussing the estimates. He stated Option A was a little under \$150,000. Council member Grassel asked if the council moved forward with Option A, is the cost included with moving the storage and office. Mr. Dietrich stated that was something the council would have to figure out. He continued reviewing the costs for Option B which came in at \$1,075,076. Council President Buckalew asked if the sprinklers listed were just in the new spaces. Mr. Dietrich said it was for the whole building. Discussion followed about completing that throughout the whole building would cost around \$150,000-\$165,000 including water service which was included under the HVAC/plumbing portion for Option B. He added the elevator was more than likely going to cost \$65,000-\$70,000.

Mayor Stauss asked if the cost of the elevator was included with Option A. Mr. Dietrich said the cost for the elevator was not included or the sprinklers but if the changes require those items to be included then the cost for Option A would go up. Council President Buckalew asked Ms. Ellis if the smaller dollar amount would allow the City to not include redoing the sprinklers or elevators. Ms. Ellis stated she was told from Kurt Wiley with the Department of Labor and Industry that any major renovation would require a platform lift or elevator would have to be included.

Mr. Dietrich reviewed the costs for Option C which included two new levels and new bathrooms along with the locker rooms. Mayor Stauss asked why the occupancy load increased. Mr. Dietrich explained how they figure out the occupancy load of the Civic Center with the different options by using the square footage. Ms. Ellis stated again that if a renovation is done and an area is given a new use could require the installation of an elevator. Mayor Stauss asked if another \$60,000 needed to be added to Option A for the cost of an elevator. Mr. Galstad stated they should also include the \$150,000 for the sprinkler systems also. Mr. Dietrich added the cost for the elevator could be more if a shaft has to be built. Mr. Grassel stated the cost will be higher since they will have to build a space for storage since Option A takes out the storage.

Discussion followed about the different options, what space could be utilized for storage, how much more Option A might be, and how the City will need to contact Mr. Wiley to get clarification regarding if Option A would require an elevator. There was also discussion about where the items would be stored by either building a storage shed at the Civic Center or storing the items in the Park Shop.

More discussion followed about the roof issue getting addressed with Option B, how much the Blue Line Club could possibly help with any of the options and if there should be a warm place people can watch the game from. Council member Vetter stated how this project has been talked

about for years and stated how the council should move forward with Option A because the others won't get funded and this way the project will get done. Council Vice-President Leigh asked to get the all of the real costs for Option A which would include a storage shed built at the Civic and to get input on this from Mr. Larson. Mr. Murphy asked what council members should be on the research committee. After some discussion it was decided that there was not going to be a research committee and everything would be brought back to the council. Council member Tweten asked for this to be tabled until the council knew where the funding was coming from. Council Vice-President Leigh disagreed and said this need to move forward. Mr. Murphy stated the information the council was asking for will be brought back to the next work session.

#### **5. Municipal Code on Alarm Systems – Megan Nelson**

Ms. Nelson stated how the City has a chapter on alarm systems and the fee schedule is supposed to be set by the council. She explained how City had been contacted on if there was a fee and how she was not able to find any type of fee schedule. Council Vice-President Leigh asked for a list of suggested fees to bring back to the next work session. Ms. Nelson mentioned different types of alarms and how council will have to decide if they would include them under this section of the code. Mayor Stauss said if its not a problem why make it a problem. Mr. Galstad stated the biggest issue is this ordinance is not being followed so council would need to decide if they want to keep or amend this section. Mr. Olstad stated where he works they have to pay \$40 per site for having an alarm and explained the process they had to go through. Council member Vetter asked to have something prepared and bring it back to the work session.

#### **ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADJOURN THE MARCH 25, 2014 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:26 P.M.**

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

*Voting Nay: None.*

*Absent: Helms.*

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David Murphy, City Administrator/Clerk-Treasurer