

**APPROVED MINUTES  
OF THE CITY  
COUNCIL WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, APRIL 8, 2014 - 5:00 P.M.**

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for April 8, 2014 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 Stauss, Council President Craig Buckalew, Council Members Clarence Vetter, Dale Helms, Henry Tweten, Mark Olstad, and Chad Grassel.*

*Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Erika Azure, Administrative Assistant; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Mike Hedlund, Police Chief; 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*

Mr. Buckalew stated the agenda was going to be changed up and start with the residential refuse proposals first.

**8. Residential Refuse Proposals – Jason Stordahl**

Mr. Stordahl stated he asked both companies how long of a contract they were proposing. He explained how they both were proposing five year contracts and reviewed what the charges would be during those five years for both companies. He continued by saying the service from Waste Management has been good with few complaints on things. He added that most of the time residents call in to either get a different cart or to change their service. Ms. Azure stated that most of the calls are about changing out carts and if someone's garbage gets missed it usually gets picked up the next day. Council member Helms asked what happens if someone's cart disappears. Ms. Azure said that usually they are found and returned but if they are not found there is a replacement fee. Council President Buckalew asked how owns the carts. Mr. Stordahl stated that Waste Management owns the carts and in both proposals the vendors will own the carts. Mr. Stordahl stated a sheet was created to show what the costs would look like over the next five years for council review. He added that there were representatives from both Waste Management and Country Wide Sanitation to answer any questions the council might have.

Council member Tweten commented how he is dissatisfied with the people who are currently handling garbage because of the container of plastic is often full and items are stacked around the container. He added it is their job to take care of this area that he should not have to make a call to have this taken care of so he is willing to make a change. Council member Olstad asked for a clarification regarding the cost of the seasonal carts and if the \$11 is a month or for the season. Ms. Gornowicz stated that it would be \$11 per month that the cart was being used. Mayor Stauss stated that the two things the council is looking at are money and service. He added that service his area has been well taken care of. Council member Grassel asked council member Tweten what area he was speaking of. Council member Tweten stated the area by the Louie Murray Bridge. Council member Helms asked about what is all included with the recycle and drop center. Mr. Kalibabky explained how there are different containers at the site for recycling and how there should not be stuff on the ground and stated how the service level could be changed. Council member Helms stated he has seen items on the ground but can't blame Waste Management because this is done by people using the site. He added that would be the case unless someone would be monitoring this location daily. Discussion followed about how the security camera sign has not deterred many from putting items where they do not belong, how often the containers should be emptied, and how the current service is three stops a week at this location.

Council member Olstad stated that there were a list of references provided by CountryWide Sanitation and asked Ms. Gornowicz to give the council a snapshot of the services provided for these places. Ms. Gornowicz listed some of the larger clientele and stated what services they provide for these places which included both municipalities, government bases, and businesses. Council President Buckalew asked what color the carts were and if there was a difference between the refuse and recycling. Brian from CountryWide stated the carts were brown and had two colors of lids to show which one was refuse and which one was for recycling. Ms. Gornowicz continued by explaining to the council the services that could be provided. Council President Buckalew asked how much time was needed for them if the contract was awarded to them. Ms. Gornowicz said it was 4-6 weeks to order the containers and then delivery time. She added that as soon as a decision could be made it would be better on their part. Council member Helms said the goal of the council is to save money for the citizens and by the way things look CountryWide looks like they have the best dollar amount.

This item was referred to a City Council Meeting for action.

### **1-2. 2013 City Project No. 1 Multi-use Trail & 2014 Assessment Job No. 1 17<sup>th</sup> Street Bid Results – Steve Emery**

Mr. Emery told the council that there were two bid openings early that day. He started reviewing the 2014 Assessment Job. No. 1 first. He stated there were four bids received and what the range was of those bids. He stated they were close so they are competitive bids. Mr. Emery said how the estimate for the job was \$1,030,000 so the City did get good prices with the lowest bid was \$1,009,017. He informed the council Paras Contracting had the lowest bid and how they have been doing good work in the City in the last few years. He stated how this information has to be sent in to the state to make sure the DBE goals were met or that they made a good faith effort. He added how the council will be getting a letter from the state letting them know if the

contractor has been approved before the council can approve and award the job. Mr. Tweten asked if there will be a letter from the state for both jobs. Mr. Emery said yes.

Mr. Grassel asked if this was the same company that the City had trouble with before meeting their DBE requirements. Mr. Emery said yes again and said they hadn't met their DBE goals for the multi-use trail which he would be discussing next. He asked if there were any more questions on the 17<sup>th</sup> Street project. Council President Buckalew asked if there was a timeline for this project because this area will be busy during baseball season. Mr. Emery stated that they plan on starting in June and finishing up in October so the whole street will be tore up during the baseball season. He added that it was this way two years ago when 15<sup>th</sup> Street was under construction and it seemed to go okay. Mr. Galstad asked what the time is for getting a response back from the state on these two projects. Mr. Emery stated they have everything ready to be sent and hopefully it will only be a week or so.

Mr. Emery then moved on and reviewed the bid results for 2013 City Project No. 1 Multi-use Trail that will go in on the west side of Highway 220. He explained how these bids consisted of a base bid and alternate bid. He added how the base bid was for the installation of the trail from 23<sup>rd</sup> Street down to 20<sup>th</sup> Street and the alternate bid was to extend the trail all the way to 17<sup>th</sup> Street. He stated there were three bids for this project, reviewed the amounts of each bid, and stated that the lowest bid would save the City money because the lowest bid came in lower than the project did last fall. He reminded the council that before they can approve and award this project they will have to get the approval from the state.

Council member Tweten asked if we have had trouble with this company before. Mr. Emery explained how they had completed projects before and last fall was the first time there had been any issues. Council member Tweten said if they are bondable the City will award the bid but if there is going to be problems the council would like to know that in advance. Mr. Emery stated that is why the state is going to review this information. Discussion followed about the progress of the project when 15<sup>th</sup> Street was reconstructed and how some of that work was time consuming. Council member Grassel asked if this was included in the budget. Ms. Anderson said yes. Mr. Emery told the council what aid they will be getting to help pay for both of these projects and that the council might be able to receive more funds for the project on the multi-use trail.

### **3. Request to Purchase Pickup for Park & Rec Dept – Dave Aker**

Mr. Aker told the council about a three quarter ton pickup on the government bid that he would like to purchase for \$26,922. Council President Buckalew asked what will be happening with the old pickup. Mr. Aker explained how the pickup they have has a cracked frame and can no longer be used to plow. He stated he would also like to get hook-ups for a plow and added the plow they have is still good to use. Council member Helms asked where this pickup will be going. Mr. Aker stated the park shop. Council member Helms also asked if this pickup will be able to handle plowing. Mr. Aker stated that it would. Council member Helms asked how old the pickup is the Parks Department was using. Mr. Aker stated it was a 1997.

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

#### **4. Request to Purchase Tractor for Cemetery – Dave Aker**

Mr. Aker stated he had collected two bids for the purchase of a tractor. He said how the bid from John Deere was for \$17,437 and the bid from Kubota was \$21,655. He explained how this originally was going to be used as a snow blower also but he added that they can't afford the cab so he would like to take off the snow blower attachment and added a rototiller on to it. He stated that doing this it would save another \$900 from the original bid.

Council member Tweten commented that next time Mr. Aker is gathering quotes to also look into Bobcat for equipment. Council member Helms asked if the Parks Department currently has a tractor. Mr. Aker said no but the tractor they use to have one that was a 1974. Council member Grassel asked if the Kubota had a cab. Mr. Aker said no. Council member Grassel stated how there was a discussion about utilizing this tractor year round and how this will have to be looked at again. He added how the addition of a cab needs to be considered so it can be used in the winter especially since the City will be taking care of more sidewalks. Council member Tweten agreed that a cab should be added. Ms. Anderson stated that currently there isn't anything at the Civic Center for Mr. Larson to use to blow snow.

Council member Olstad commented that he agreed with Mr. Grassel and that this tractor needs to be utilized as much as possible. He also added that adding the snowplow option back on with the cab will cost an additional \$7500. Discussion followed about the capability of the Bobcat the Public Works Department uses and what would work better in the cemetery. Council member Grassel asked that Mr. Aker go back, look at other options, and then bring this back to council. More discussion followed about how soon this tractor is needed. Council member Vetter stated the Kubota bid did include a cab in their price of \$21,655. He asked that Mr. Aker go back to John Deere and get a quote that includes a cab.

This item will be brought back to the next work session.

#### **5. Request to Purchase a Pool Heater – Dave Aker**

Mr. Aker stated he had two bids for pool heaters. He explained the bid from Horizon for \$59,780 and the other bid from Vilandre for \$33,672 and how these were suppose to be for the same kind of heater. He stated he thought Vilandre's was better because that will be installed completely. Council President Buckalew stated how the Horizon bid looks like it is for a combination of two heaters and asked if the heater Vilandre's was proposing was a bigger heater. Mr. Aker stated he called to ask but the person was not in to talk to about the quote. He added that the current heater can no longer be prepared because it is so old. Discussion followed about the future of the pool, how the specs were need for both of the heaters, and Council President Buckalew suggested that this heater can be reused if there are changes to the pool. He added that the heater will be needed this summer.

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

#### **6. Request to Hire Summer Seasonal Employees for Park & Rec – Dave Aker**

Mr. Aker stated he put down an estimate of how many workers he will need in the different areas for this summer. Council member Vetter asked what seasonal workers get paid. Mr. Aker stated they start at \$7.25. Council member Vetter commented how there is talk about the raise in minimum wage won't be affecting anyone and how it will directly be affected the City. Discussion followed about when the proposed changes in minimum wages might take place and the need for these seasonal people. Ms. Anderson stated she thought the proposal of hiring additional full time people would be keeping a full time person with Mr. Larson to work in the cemetery. Council member Grassel stated that was the proposal and that they would be hiring an additional mower. More discussion followed regarding where the full time personnel and part time personnel were going to be working out of in the parks department.

Council President Buckalew stated he feels that it is the City Administrator's responsibility to make sure that staffing is adequate to get the job done. Mr. Murphy stated that since hiring seasonal workers the City takes on additional liabilities and prior to hiring he likes to bring this to council and answer questions or handle any issues. He explained that after the applications come in he will be putting the list of hires under the consent agenda for the council to vote on so it is included in the record which helps with tracking.

Ms. Anderson mentioned how the Quality of Life group looked into the possibility of hiring an intern from UMC in horticultural to be in charge of the flowers this year. She added that she is bring this up so the council is aware of this and to make sure it is okay to proceed to move forward with this. Council member Tweten stated he thought that this would be a good idea and commented on the different aspects this person could take care of. Council President Buckalew stated he had employed from the University before and has all good things to say about them. He added how it would help to have someone who understands disease or have someone that has an interest who could help solve problems with trees. Ms. Ellis added that she had advice from a horticulturist when the new trees were planted at City Hall.

Council member Olstad asked what the intern from UND will be doing. Mr. Aker stated that he will be in the Park and Rec office. He stated how each week he will be working with the different areas within parks. Ms. Anderson added that the Administration Office is looking at having an intern in the office at no charge to the City and will be bringing that information forward when it is ready. She said she just wanted the council to be aware of it.

## **7. Request to Hire Summer Seasonal Employees for Public Works – Jason Stordahl**

Mr. Stordahl stated that he asking to hiring 5 seasonal employees which is the same number as the previous year. He added that this is a budgeted item. Council member Tweten asked if there are people coming back from the previous year. Mr. Stordahl stated that there is a possibility of hiring three of the five from last year.

## **10. Civic Center Update – David Murphy**

Mr. Murphy stated he was just going to give a verbal update on this issue. He stated that he had received a draft contract from EAPC. He added that he also sent a copy to Mr. Galstad to

review. He said how he is still putting the cost estimate together for what Mr. Larson needs for storage and what is going to be in storage. He told the council that Option A does not require an installation of an elevator or sprinklers unlike Options B and C. Council President Buckalew asked how close the storage would have to be. Mr. Murphy stated it would come down to time and convenience of items. Council member Grassel said there were more costs because there is a door that would need to be installed so there is a way for the girls to get on and off the ice along with the coaches from that end. Mr. Boyce added that it would be helpful to see a drawing showing the options and if it would affect the utilities.

Mr. Scanlan stated he was excited that the talk has gotten to this point. He added that how the school has a title nine issue but they do not own the building. He said how he had spoken with Mr. Huizenga regarding this and brought him a price for converting the downstairs concession area into a locker room because that is all they need at that time was \$118,000. He commented on possible issues with completing this project along with the other options. Mr. Scanlan explained that the only recourse the school would have would be make the boys locker room a game night only locker room and how that was not a very good option either.

Council member Tweten stated how whatever is done needs to be done right and whatever is done needs to be done with the future in mind. He added that only doing the minimum is not solving anything. Council President Buckalew said to keep in mind the parking lot also. Mayor Stauss added that he agrees with Council member Tweten that if something is done it needs to be done right and it has to be fair. He added that the girls could utilize the room over that the VFW Arena for a few years to see if bonding money would be available.

Mr. Murphy stated he would have more information for the next work session. Discussion followed about how project costs and the ability to include an elevator reasonably are what the state uses to determine if an elevator is required to be installed. Ms. Anderson also suggested that if the City would want to move forward with Option C fundraising efforts could be started to be used towards the Civic Center as well as other projects like the pool.

## **9. Alarm System – Megan Nelson**

Ms. Nelson stated she had prepared an RCA with the information she had received from contacting the League and the City of Grand Forks. She explained that Council Vice-President Leigh had asked for a recommendation which the council can change as they see necessary and stated that her recommendation would be to amend the current ordinance, leave the portion that would allow the City to charge for false alarms, and adopt a fee structure for false alarms.

Council member Olstad asked how this would be enforced, if the chiefs would have to keep a running total, and if alarms like life alert alarms will also be included. Mayor Stauss commented on how adding a fee could create more of a burden. Chief Hedlund stated that having some sort of penalty would be helpful when it comes to a business that is being more careless with their system but he added that he does not want to see something that would prevent people or businesses from getting an alarm system. Discussion followed about why this was brought up and how a policy that is already in place helps when issues start to happen. Council member Vetter suggested that since the ordinance is already in place to adopt a fee structure that would

address this so the ordinance would not have to be amended.  
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 VETTER, TO ADJOURN THE APRIL 8, 2014 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:25 P.M.**

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

*Voting Nay: None.*

*Absent: Helms.*

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David Murphy, City Administrator/Clerk-Treasurer