

**APPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, APRIL 22, 2014 - 5:00 P.M.**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for April 22, 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 Lynn Stauss, Council President Craig Buckalew, Council Vice President Greg Leigh, Council Members Clarence Vetter, Dale Helms, Henry Tweten, Mark Olstad, and Chad Grassel.

Dave Aker, Parks & Recreation Superintendent; Greg Boppre, City Engineer; Nancy Ellis, City Planner; Ron Galstad, City Attorney; 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 City Project No. 2 Sidewalk Improvements – Greg Boppre

Mr. Boppre informed the council he would like to file plans and specifications for this project which would add sidewalks down 20th Street NE and down 5th Ave NE at the next meeting and get authorization to advertise and set the bid date. He explained the proposed funding for this project and stated that funds were budgeted for this project. Council Vice-President Leigh asked if the sidewalk was going to be located next to the curb and if trees would be taken out. Mr. Boppre stated the proposed location for the sidewalk is next to the curb and some trees do need to be taken down for this project. Council Vice-President Leigh stated that snow removal is going to be an issue. Discussion followed about if the sidewalk could be moved farther away from the street, elevation issues, and how the proposed plan had already been signed off for approval at the state district office. Mr. Galstad added that if the council wanted to change the location of the sidewalk they might have to go through an appraisal process which would set the project timeline and start date back. Mr. Boppre stated they would look at this again to see if there was a better placement of the sidewalk and have Mr. Krug look into where the city easement line is.

2. 2014 Street/ICON Presentation – Greg Boppre & Jason Stordahl

Mr. Stordahl informed the council about the yearly street report, reviewed the budget information, and showed the council examples of issues that are addressed with these funds such as manholes and panel replacement. Mr. Boppre added that over the years the technology has changed and when having to fix a manhole they are using floating manholes which are able to adjust during the different times of the year so they last longer. Council member Helms asked if placement was taken under consideration and not locating manholes in the center of driving lanes. Mr. Boppre said yes. Discussion followed about how changes have also been made with catch basins.

Mr. Stordahl continued by telling the council about problem areas that need to be addressed. Mayor Stauss asked when the City is due for another total overlay. Mr. Stordahl and Mr. Boppre explained how staff will be meeting about the street conditions, discussing what streets need to be addressed first, and bring a recommendation back to the council. Mr. Boppre then introduced Mr. Fanfulik to the council and explained how he input all of the information about the streets into the database of the ICON Pavement system. He added that Public Works will be utilizing this system for their street projects and then turned it over to Mr. Fanfulik.

Mr. Fanfulik demonstrated to the council how the ICON system worked which included creating a scenario with a specific budget which created a map showing the best way to get the most projects completed with that budgeted amount. He also showed them a map of the streets and how it showed the conditions of the streets which in turn shows what areas need to be addressed first. Mr. Boppre explained the information in the database includes when the street was constructed and when a repair was done as well as what kind of repair it was. He added that this will be a good tool to use to help with street management. Ms. Ellis added that both the MNDOT and the Federal Government eventually will be requiring some type of pavement management system be in place in order to qualify for funding in the future. She also said that this can up the City qualify for transit dollars as well. Discussion followed about how this could help make decisions regarding streets as long as the data is kept current.

3. 2014 Street Crack Sealing – Jason Stordahl

Mr. Stordahl explained how he collected quotes for crack sealing 100,000 linear feet for the annual repair. He added how the last few years the crack sealing that was done has held up very well and how they need to select streets for this year. He stated he is recommending the council award the job to Northwest Asphalt and Maintenance.

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

4. Annual Sewer Cleaning – Jason Stordahl

Mr. Stordahl informed the council that they have a schedule of cleaning a fifth of the sewer lines every year. He added that there are some problem areas they have cleaned every year. He explained how this is seen as a preventative measure by the insurance company which helps if there is an issue. He stated he had received two quotes and is recommending to the council to

award the job to Jet-Way to spend up to \$40,000. Council member Helms stated he had a concern about spending up to \$40,000 and how that was figured out. Mayor Stauss asked if the quotes were apples to apples. Mr. Stordahl explained they were because they both bid for cleaning 36,800 linear feet of sewer lines and there was \$40,000 budgeted in case there were issues.

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

5. Safety Footwear – David Murphy & Jason Stordahl

Mr. Stordahl stated staff was made aware the East Grand Forks Personnel Policy states the City will provide a \$75.00 allotment for safety footwear to employees. He added that the Water and Light Department had a safety committee that researched this issue and made a recommendation to the Water and Light Commission who adopted a new policy which allows for a \$150 allotment for safety footwear for employees. Council Vice-President Leigh stated that this item is negotiated into the union contracts which allow \$100 per year and allows for a one year carry over. He added that the policy should be looked at and possibly changed and to figure out who needs to wear safety footwear. Mr. Murphy stated that the union contracts supersede the personnel policy. Council member Tweten explained his concerns regarding this issue. Council member Vetter stated the policy should be updated to be consistent with the contracts. Discussion followed about how union contracts are different because items are more important to some groups than others. Mr. Galstad suggested including definitions in the policy stating who needs to wear safety footwear. More discussion followed about how it might be difficult to have concise definitions. Mr. Murphy stated would complete some research on this matter and would bring it back to the next work session.

6. Request to Purchase a Pool Heater – Dave Aker

Mr. Aker stated how he had collected two quotes for a new pool heater and explained the costs of each. He said he recommended purchasing the 1.5 million BTU heater for \$35,000. Discussion followed about the information received about both of the heaters, what possible service was included with the purchase of each, and how much each heater would warm up the pool because they had different BTU capabilities. Council Vice-President Leigh asked make sure they purchase a heater that is powerful enough to heat the pool. He stated the council did not have the proper information to make a decision on this and asked to have a proper proposal brought back. Mr. Murphy stated staff would determine what kind of heater was needed and bring proposals back for council consideration.

7. Request to Purchase Tractor for Cemetery – Dave Aker

Mr. Aker stated he collected three bids for the purchase of a small tractor. He stated how he had received a bid from Bobcat but the attachments were not interchangeable and that he was recommending purchasing the tractor from John Deere. Council member Grassel commented the tractor from Bobcat was too big for what they need. Mr. Galstad asked if the price included both a cab and snow blower. Mr. Aker said yes. Council member Grassel added that he was on the Cemetery Commission and how before there wasn't a machine to help with snow removal for

funeral services in the winter time so he also recommends moving forward with this purchase.

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

8. Inquiry from American Legion – David Murphy

Mr. Murphy stated the American Legion asked to see if the City would be interested in getting a military vehicle for display in the city. Mayor Stauss stated that this had been discussed before but it was never pursued. Council Vice-President Leigh stated he thought it was a good idea but there was not enough room by the memorial so it would need to be placed somewhere else. Discussion followed about how the council would support this and possible locations where a vehicle could be placed.

9. Request to Annex North Property Discussion – David Murphy

Mr. Murphy asked Council member Tweten to speak regarding this issue. Council member Tweten explained how there is interest in annexing land on the north end of town for apartment buildings. He stated how there is both a land owner and developer interested and how this could have influence on commercial activity in the City. He stated how this would take some time because of the annexation and electric process and added how this will make a big difference to both the City and the college. Ms. Ellis added that the development plan that was handed out had not been reviewed, recommended, or approved by the planning commission.

Council Vice-President Leigh asked who was asking for annexation, who will be fronting the costs, and why the City should stick its neck out for this project. Ms. Ellis stated that typically a property owner request the land to be annexed. Council Vice-President Leigh asked how much it will cost if this property is annexed. Mr. Galstad stated the property owner didn't want to pay more in taxes and explained the City could move forward with a rural tax district or an economic property tax district. Discussion followed about other developers who were interested in developing this area. Council member Olstad asked what it would cost for the City to bring up the utilities for this area. Mr. Boppre estimated around \$500,000 for watermain, sanitary sewer, storm sewer, utilities, and streets. More discussion followed on how the proposed apartments will go up one at a time and would wait for one to fill up before building more. Mayor Stauss stated how Thief River Falls has issues with housing along with other areas so hopefully the state might step up and help with these projects.

Ms. Ellis reminded the council of the two other developers that were interested before and were not offered any incentives for developing and asked the council to decide if they wanted to offer something to a developer for this area. Mr. Murphy added that this is a policy decision the council would have to look at. Council President Buckalew stated they did not have enough information at this meeting to make a decision. Council member Olstad asked if they would be able to do this process in steps to move up the infrastructure and if not stated this was asking a lot of the City. Council member Vetter stated how this is not driven by a developer or land owner and if it is they need to get together and approach the City. Council member Olstad stated the developer had approached the land owner. Council member Vetter stated then they need to bring in a proposal. Mr. Galstad stated they had approached the EDHA board where they asked

if there were any incentives.

Ms. Ellis reminded the council of the process that would need to be followed if they decided to move forward with this. Discussion followed about having the costs applied as special assessments to the property, if this could be done without giving incentives, and if this could possible spur development on the north end of the City.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO ADJOURN THE APRIL 22, 2014 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 7:06 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer