

**APPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, JULY 22, 2014 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for July 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: Council President Craig Buckalew, Council Vice President Greg Leigh, Council Members Clarence Vetter, Dale Helms, Henry Tweten, and Mark Olstad.

Dave Aker, Parks & Recreation Superintendent; Brad Bail, City Engineer; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

1. Request to Prepare Plans & Specs for 14CP5 Sand/Salt Storage Building – Greg Boppre

Mr. Boppre informed the board that he was looking for approval to prepare the plans and specifications for the sand and salt storage building for Public Works. He stated how this had been included in the budget for \$120,000. Council member Tweten commented how this had been talked about for years, said how it is needed, and the council should move forward with this. Mr. Boppre reviewed the process of how the project will be moving forward and it will take some time before it is completed. Council member Vetter asked if the building would be open on one end. Mr. Boppre stated that it was. Council member Vetter asked if the prevailing winds were taking into account. Mr. Boppre stated that they had considered that when working on this project.

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

2. Request to Prepare Plans & Specs for 14CP7 Campground Improvements – Greg Boppre

Mr. Boppre stated that staff had started working on this project and ran into some problems. He

asked the council for their help and advice on how this should move forward. He said how there are currently four possible options to consider for this project that is being funded by \$250,000 from the state. Council Vice-President Leigh asked which option is most needed from the City standpoint. Mr. Boppre said that Mr. Bail would be answering that.

Mr. Bail explained to the council this project was to add utilities to 24 existing sites at the campground. He said how he met with the Catherine Johnson, the head Park Ranger for the campground, and found out that 10% of the sites are required to stay primitive which would take off 11 sites on this project. Mr. Bail then explained he had contacted Lance Crandall from the Department of Natural Resources to see what options are possible. Mr. Bail suggested adding utilities but locking the boxes if the campers wanted it to remain primitive but there was an option of renting the site as either primitive or with utilities. Discussion followed about how the DNR is unhappy with the City because they did not go through them for this project and how the City Engineers are waiting to hear back from the DNR about what options are possible.

Mr. Boppre told the council that it would be in the City's best interest to be able to add utilities to the 24 sites that were originally proposed for this project. He added how there are issues between what the City and DNR would like to see happen and how there are differences of opinion on the profit-sharing portion of the contract. Council Vice-President Leigh stated that he would like to work with the DNR on this project and added that if the DNR owes the City money they should be paying it. Mr. Boppre said that the funds from the State need to be obligated this year so they will have to come up with a plan soon. Discussion followed on how the current contract between the City and the DNR reads and how the DNR might be willing to add an amendment to the contract clarifying the issue of profit-sharing. Mr. Boyce informed the council of the work that Water and Light does every year before and after the flood in the campground and about the expenses that have not been reimbursed by DNR and how these will be turned in to them.

Mr. Bail stated again that he had been in contact with Mr. Lance Crandall who is in charge of the Northwest region of Minnesota and have been running possible options by him for this campground. He said how Mr. Crandall was going to do some checking and will be getting back to them about which possibilities could be utilized. He added that an expansion of the park could result in an expansion of services like roads and another bathhouse. Council President Buckalew stated that if members of the council need to have a conference call with the DNR he would make himself available otherwise they will wait to see what is brought forward at the next meeting.

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

3. Request to File Plans & Specs for 14CP6 Cemetery Mill & Overlay – Greg Boppre

Mr. Boppre told the council that these cost estimates included a narrowed street at Lee's Place and an alternate that included the repairs to the trail system. He explained that the price is higher than the estimates because the overlay that is needed is longer than what was originally proposed at a previous work session and because there was another area that was identified that is in need of repair. Council Vice-President Leigh stated that maintenance of the paths are important

because they are used all of the time. He then asked where the funds are coming from for this project. Mr. Boppre said that he had been working with Ms. Anderson on that and that a portion of the project was going to be paid for from the Street Maintenance fund. Mr. Aker stated that there was \$44,000 available in the Greenway Maintenance fund for the bike trails. A short discussion followed about including the fund the project will be funded by on the RCA on future projects.

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

3a. SCADA System Update

Council President Buckalew stated there was going to be a brief discussion on 3a. Mr. Boppre informed the council that they had forgotten to include an RCA for this item and there had been a bid opening that day for this project. He said how the estimate for this project was over \$200,000 and the low bid came in at \$120,959. He added that the other bid came in at \$146,600 so both bids received were very good bids. He stated how this will be brought forward at the next council meeting and thanked the council for allowing this to be added to the meeting.

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

4. Request to Declare Surplus Property – Mike Hedlund

Chief Hedlund told the council they had been provided a list of surplus vehicles that were seized by either the Police Department or the Drug Task Force. He stated the plan was to put these up for auction on GovDeals. He added that there was also a surplus of bikes. He explained how the Police Department holds on to the bikes for 60 days but if they are not claimed they are then considered as surplus property. He asked if those were the bikes could be included on the auction. Council member Tweten asked if 50% of the money goes to the county on the vehicles. Chief Hedlund explained how if a case is handled by the county a percentage goes to the county prosecutor, a percentage goes to the state, and a percentage goes to the City. He added that the money from the vehicles brought in by the drug task force only goes to the task force. A short discussion followed about how the bikes that are not claimed will be included on the auction.

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

5. 2014-2015 Gravel & Sand Bids – Jason Stordahl

Mr. Stordahl explained how gravel and sand bids are asked for annually. He said the gravel is used mainly for alleys and the sand is used to mix with salt in the winter time for the roads. He stated that no one responded to the RFP so companies were contacted for bids. He said that K&K Trucking came in low and recommended awarding them the job. Mr. Murphy asked if the bids were comparative to last year. Mr. Stordahl stated they were very comparable and close to what they proposed the previous year.

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

6. Final Approval of Riverwalk 1st Addition – Nancy Ellis

Ms. Ellis informed the council that this is being brought forward so they are aware of the situation before this went to a council meeting. She explained how they are cleaning up the plat of the Riverwalk Center for the sale of the building. She explained that the original plat included lots 1-24 with an alleyway running through the center of it. She stated that the Riverwalk Center was built over this and was never replatted so this replat would clean up the legal description, vacate the alley, and break the property into two lots. She said that Lot 1 is the parking lot area with utility boxes and Lot 2 is the building itself. Ms. Ellis told the council that in the original agreement the legal description that was used included lots 1-24 which they thought at the time was only the building but that description also included a portion of the parking lot and utilities. She said this is why it was split into two lots on the replat. Ms. Ellis then explained easements that are included on the plat were access easements to maintain the access to the parking lot from 2nd and 3rd Street as well as utility easements. Ms. Ellis then asked for questions.

Council member Helms explained that this had gone through the Planning Commission and summarized the discussion of the plat and issues that might come up with the sale of a portion of the parking lot. Council Vice-President Leigh stated that he was not in favor of selling Lot 1. Ms. Ellis stated that the council could include an access easement on Lot 1. Discussion followed about if there was a way to modify or renegotiate the agreement and how the original agreement came to be and was approved by the City Council.

Council member Olstad stated the EDHA Board had discussions with Mr. Moore. He said the discussions were about the access to the building, not blocking the access points, and if the dumpster area could be redone. He added nothing was ever said about building a garage. More discussion followed about how far out Lot 1 extended into the parking lot. Council President Buckalew asked if council action was needed to put an access easement across Lot 1. Ms. Ellis stated that it would only need to be added to the plat since this property is currently owned by the City. Council President Buckalew asked to have that included on the plat and to have meeting set up with Mr. Moore to inform him of this change.

7. Housing Update – David Murphy

Mr. Murphy stated that he was first going to address the proposal the City had received from the Northwest Housing Authority. He explained that they are now proposing a transfer of housing instead of managing the housing for East Grand Forks. He said that transfers are only allowed twice a year by HUD so if this was to happen the transfer of housing would be set for January 1st. He added that if housing is transferred over Northwest Housing Authority would look at renting the space in the city. Mr. Murphy told the Council that he had shared this information with the EDHA Board at their meeting today and they were in support of moving forward with the transfer. He added that Lee Meier will be at the next EDHA Board Meeting to answer any questions the board had about the transfer.

Mr. Murphy stated that the second item he was going to address was the hiring of a new Economic Development Director. He stated there were two major head hunting firms in

Minnesota. He stated that it would be about a three month process and explained how either company would work with the City to find a candidate. He added that the estimated cost for this process was around \$15,000 and that the EDHA Board did give the go ahead to start moving forward with this process. Council member Vetter asked how the EDHA was going to pay for this process. Ms. Nelson suggested funds that were left over from Town Square. Council member Vetter pointed out that the EDHA general fund was already in the hole and asked how the Northwest Housing Authority could afford to run the housing and not downsize. Discussion followed about how the vouchers allocated for East Grand Forks could not be transferred to another city and how HUD reduces the amount of reimbursements to a housing authority if they have a high fund balance which East Grand Forks does, and if all of those funds would be transferred with the housing program.

8. August 12th Meeting – David Murphy

Mr. Murphy asked Ms. Nelson to address this. Ms. Nelson stated that the Work Session scheduled for August 12th would take place the same day as the Primary Election. She explained that a meeting can take place but it could not go past 6:00pm. She asked the council if they would like to meet up in the Council Chambers since the Training Room is used as a polling location or if they would like to postpone the meeting. After a brief discussion the council asked to hold the meeting on 12th up in the Council Chambers. Ms. Nelson stated she would post the change in location of the meeting.

Other

Council member Tweten brought up some projects that should be considered and addressed. He asked Mr. Stordahl to elaborate. Mr. Stordahl explained to the council some problem areas Public Works has been dealing with this year and explained how some money had been set aside for projects like this but not all of the projects could be addressed at this time due to lack of funding. Council member Tweten asked to increase the street maintenance budget. Council President Buckalew stated that Mr. Stordahl should give the council a priority list during budget discussions to see if some of these issues could be addressed starting next year but at this time the council didn't have enough information to take any type of action at this time.

Mr. Galstad stated that he had been notified there was an issue with water pooling out behind a home that is being built on the south end in Mr. Peabody's development area. He explained that Mr. Peabody is considering installing a storm water sewer and is asking to connect to the City's storm sewer that is already in place in this area. Discussion followed about where this area was located off of Laurel Drive, how if this was done it would have to be turned over to the City because no private utilities are allowed, and it would have to be built according to City specification. Council Vice-President Leigh stated that the council needs to see information before the council meeting. He added that the council needs more information before making any decisions on this. Council President Buckalew stated the information the council needs can be brought to the next work session to be discussed.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE JULY 22, 2014 COUNCIL WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:33 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer