

**APPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, OCTOBER 28, 2014 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for October 28, 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: 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; 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; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present

1. Request for Cell Tower Location – Nancy Ellis

Ms. Ellis informed the Council that this drawing was not done to scale but she thinks this proposed location would work to place the service shed and monopole. She explained they know this has to be at least 30 feet away from the dyke which would meet the require setbacks. She said at this point she needs direction from Council and is asking to see if they would like staff to work with Verizon to move forward with this. She explained this process was still in the beginning phases and staff would be bringing back detailed drawings to scale, the potential lease agreement, and other information so the Council can decide if this is something they would like to move forward with.

Council Vice-President Leigh asked if the Council would like to allow this within the City and in a park. He then asked how tall the pole would be. Ms. Ellis stated that the pole would be 65 feet high and that the light fixtures are around 30 to 40 feet high. Mr. Galstad stated that the City has on ordinance that allows towers within the City. He added that they can't be restricted from being within the City but the towers would have to comply with City requirements. Council President Buckalew asked if this would be additional income for the City. Ms. Ellis explained a \$9,000 per year had been offered but that is negotiable. Discussion followed about how the City will be maintaining ownership of the property, to possibly include an inflation clause in the

contract, the new placement was much better than what had been previously proposed, and how this area will be fenced in and landscaped in accordance with the ordinance. Council Vice-President Leigh asked to see what other communities receive on leases like this. Council President Buckalew asked if there were any objections and if there were none that this would be moved on.

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

2. Parcel 40.00149.00 Discussion – Nancy Ellis

Ms. Ellis stated how there had been some questions regarding the City Property that is just outside of City Limits. She explained the history of this property on how the County had purchased this property, it had been turned over to the City, and that it had been purchased with 404 funds. She explained that there were restrictions on this property because it was purchased with 404 funds which require it to remain open without storage. Mr. Galstad added that if the City were to sell they could only sell it to another government entity. He explained that Huntsville Township's zoning requirements include screening items that were being stored which cannot happen because nothing can be built on this property so it could not be leased to be utilized for storage. Council Vice-President Leigh stated they should be able to continue to use the right-of-way on the property to prevent them from having to back up on the highway. Mr. Galstad said the gravel does not violate the restrictions of 404. Council President Buckalew asked who would be contacting the Peckas about this. Mr. Murphy stated that it would be handled.

3. Review of Extension to Township Fire Contracts – David Murphy

Mr. Murphy explained he had reviewed the proposed extension to the fire contract. He told the Council that the original and previous amendment was included in the packet as well as the extension of the contract. He said how there were a couple items that he had a question on with the first being wording in sections C and D. He stated that this contract was for five years, how things can change, and if the townships would be agreeable to including language where if funding were to change they would be willing to make modifications.

Mr. Jeffery explained that one year into the 2009 agreement the prior administrator changed the amounts so this was to protect the townships. He then explained how the City collects the 2% from taxes, how they provide 4 vehicles for the Fire Department to use, they help pay for maintenance, and how providing service for the townships helps in getting grants because of the large service area. He stated that both sides bring something to the table and that they don't want taxes to rise for the township residents. Discussion followed about the good working relationship between the townships and the City, that the proposed extension was the same wording as before, and that the townships pay a lump sum for 1st Responder calls while the City collects a monthly fee.

Council member Vetter asked to change the contract so it does not say fee so in the future if the City could raise property tax to cover the cost of 1st responder calls they would be able to do so instead of having to amend the contract. After more discussion on language Mr. Jeffery stated he

will adjust the language stating the City will raise the funds as they see fit. More discussion followed about this language was originally added so the townships would have the assurances the City will continue to collect for 1st responder service. Mr. Murphy stated that they now have the direction from the Council and will fine tune the proposed extension to the contract.

4. Request for Kitchen Repairs at Fire Station No. 1 – Gary Larson

Ms. Nelson informed the Council about how the current cabinets were made out of particle board and no further repairs can be made. She stated how the Chief was asking to replace the particle board drawers with real wood, reuse the drawer and cabinet fronts, and replace the counter tops. Council Vice-President Leigh commented how difficult it is to work and repair particle board. Ms. Nelson added that there was \$10,600 budgeted and the lowest bid came in at \$10,700. Ms. Anderson stated that other projects had come in under budget so there would be \$100 available to cover the cost.

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

5. Request to Repair Windows at Blue Line Arena – Dave Aker

Mr. Aker explained how there were windows that needed to be replaced and that he had two estimates for this project which were \$16,275 and the other was for \$5,184. He stated how he would recommend moving forward with Sterling Carpet One and would like to keep the five windows on the west side of the building which would reduce the amount of by \$1,296 to bring the cost of the project to \$3,888. He added that Mr. Leigh suggested keeping the windows in place and covering them with siding. Council Vice-President Leigh stated that there the windows should be thermal paned which could be covered and would be cheaper to do. Council member Tweten said the kind of window used needed to be specified and asked if anything was being done with energy efficiency. Mr. Aker stated that the windows were coming out. Discussion followed about if the windows and window frames needed to be removed, that the windows were already covered on the inside of the building, and if there would be an issue covering the bottom of the frames. Council President Buckalew asked Mr. Murphy to look into this further with Mr. Aker.

6. Street Improvements – Jason Stordahl

Mr. Stordahl informed the Council that in the past there is usually 7 to 10 year cycles of completing a mill and overlay on some streets. He said how the last mill and overlay that was completed was done about eight years ago. He explained how Mr. Murphy had asked for a street improvement plan. He stated how he had been working with the city engineers to come up with a plan for street improvements utilizing ICON and inspecting the streets. Mr. Stordahl said they created a map showing what needs to be done and included a proposed time frame. He stated that they are asking the Council to review the information and provide input. Discussion followed about areas that need attention and if they were included on the map, how this was just a proposal, and would not extend the contract the City has with the city engineers. Council President Buckalew asked to see who would be affected and how much it will cost to complete some of these projects. He added that he appreciates the information entry that has been done as

well as the time spent putting this plan together. He also asked if any of these projects had been coordinated with watermain replacement. Mr. Stordahl stated they were as far out as the Water and Light Department had planned. More discussion followed about the different proposed projects, how these projects were grouped according to treatment, and how they tried to keep costs similar in each year.

Council member Olstad asked if the Council would be receiving a breakdown of the costs and where the funds to pay for the project were coming from like state aid or assessments. Mr. Murphy commented on how a plan like this will help as a budgeting tool. Mr. Stordahl explained that these projects did not include the smaller repairs that Public Works has done but next year most of those funds will be used on the cemetery mill and overlay and fixing Lee's Place. He added that there might not be enough for crack sealing. Council Vice-President Leigh asked about some panels that needed to be replaced by 22nd St NW and Sunny Side Court. Mr. Stordahl said some panels had been replaced in that area.

Council President Buckalew asked about bonding and what can be bonded for. Mr. Murphy stated staff was trying to make an educated decision based on some of the projects that need to be done. Council Vice-President Leigh asked if the Civic Center parking lot was included in the plan. Mr. Murphy said that it was not at this time. Council member Olstad asked to have the information brought forward on bonding. Mr. Murphy told the Council he would be putting something together to show them when things can be taken care of so the City can plan for projects. He explained how he would like to get on a rolling plan which would come before the Council at least twice a year for review. Discussion followed about how the Council would like all of the payments put into a spreadsheet for the current bonds and to include the big ticket items that are coming up. Council member Olstad asked to see what the ratio was between the bonding threshold and where the City is currently at. Mr. Murphy asked the Council if Elher's could help put this information together. He explained how they are creative and the best he has worked with in regards to this process. He said he could look into what the cost would be for them to help with that.

Mr. Emery informed the Council that how the City will have approximately \$421,000 in State Aid funds to help with projects in 2015 and how 25% of those funds can be used towards non-state aid streets. Council President Buckalew asked the Council members to go for a drive and inspect the streets. Mr. Murphy added that tonight was informational only and no formal action was needed from the Council at this time.

7. Request for Motor Grader Rental – Jason Stordahl

Mr. Stordahl reminded the Council that each year the City rents a motor grader during the winter months. He explained the estimates he had received were from November 15th until April 15th. He said that he was recommending moving forward with the estimate from RDO after the review of a typical year of use of the rented motor grader. He added both companies are good to work with as well as it is good equipment to use.

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

8. Request to Declare Surplus Property – Jason Stordahl

Mr. Stordahl informed the Council that there were a few more items he would like to add to the auction list which included dumpsters that are no longer being used. Discussion followed about who might be interested in purchasing these dumpsters.

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

9. Discussion on Spring & Fall Cleanup – Jason Stordahl

Mr. Stordahl explained to the Council that he was just bringing this to their attention because staff have been reviewing their budgets and looking at areas that could be cut. He stated how cleanup costs were approximately \$37,543.18 in 2013 and how this was an average year for spring and fall cleanup along with hazardous waste. He added that the cost of fuel for running extra equipment was not included with these numbers and he estimated that fuel costs were around \$3,000 for both cleanups. He said that he brought this forward for the Council to review and to give staff direction. He stated that they were trying to get the calendars printed for next year which include when the cleanups are. Discussion followed about how this service helps keep the town clean and if this service is stopped there could be many issues with items being left at the green site. Council President stated that the council would continue to support both the spring and fall cleanups.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADJOURN THE OCTOBER 14, 2014 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:23 P.M.

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

Voting Nay: None.

Absent: Helms.

David Murphy, City Administrator/Clerk-Treasurer