

**AGENDA
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, FEBRUARY 10, 2015 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. Swearing in of Police Officer Kleckner – Chief Hedlund**
- 2. Update on City Projects – David Murphy/Wayne Dietrich**
- 3. Discussion on Downtown Property – Mark Olstad**
- 4. Sand and Salt Shed – Jason Stordahl**
- 5. Annual Pump Replacement – Jason Stordahl**
- 6. Annual Sewer Cleaning – Jason Stordahl**
- 7. Request to Purchase Mower – Dave Aker**
- 8. Greenway Special Event Application – Megan Nelson**
- 9. Request for Video Recording of Meetings – David Murphy**
- 10. Discussion on Location of Meetings – Mark Olstad**
- 11. Discussion on COSA – Mark Olstad**

ADJOURN:

Upcoming Meetings

Regular Council Meeting – February 17, 2015 – 5:00 PM – Council Chambers

Special Meeting – February 23, 2015 – 5:00 PM – Training Room

Work Session – February 24, 2015 – 5:00 PM – Training Room

Regular Council Meeting – March 3, 2015 – 5:00 PM – Council Chambers

Request for Council Action

Date: February 10, 2015

To: East Grand Forks City Council Mayor Lynn Stauss, President Mark Olstad, Council Vice President Chad Grassel, Council Members: Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

Cc: File

From: City Administrator David Murphy

RE: Update on City Projects (Civic Center, Library and Pool)

Background

The City currently has three projects that EAPC Architects are involved in. Mr. Wayne Dietrich will be present to provide an update on the Architectural/Construction portions of the project and I will provide an update on the collaboration and funding.

Issue

Civic Center

On Thursday, February 5th Wayne Dietrich, Chip Shea and I met to review the updated cost estimates and to discuss what the Blue Line Club is able to provide. A copy of the updated cost estimates is included in your packet. I have reached out to Mr. Pace to jointly prepare the new Lease Agreement. Prior to the meeting, I am looking for direction from Council about the use of the Mighty Ducks grant and optional additions.

Mr. Dietrich and I will be meeting with Options as soon as it can be scheduled to make sure there will not be any complications.

Library

The construction is complete and Mr. Dietrich will provide an update on what was found and his observations from the project.

Pool

Mr. Dietrich will provide an update on the level of completion of the plans for the pool. We will need to continue our discussion on the funding for the project.

Action Required

Discussion and Direction from Council. Direction from Council regarding the Civic Center cost allocation. Direction regarding pool funding.

01.20.2015

EAST GRAND FORKS CIVIC CENTER
LOCKER ROOM AND CONCESSION AREA REMODEL
COST ESTIMATE SUMMARY

1.	Lower Level Locker Room	\$ 275,500.00
2.	North Concessions	\$ 145,000.00
3.	South Concessions	<u>\$ 62,500.00</u>
	TOTAL	\$ 483,000.00
	Option 1 – Enclosed Seating	\$ 75,500.00
	Option 2 – Concourse Counters	\$ 25,500.00

Equipment Schedules - EGF Civic Center

	EQUIPMENT	MATERIAL COST (\$)	
SOUTH LOBBY CONCESSION EQUIPMENT SCHEDULE	1	HAND SINK (1 NEW, 1 EXISTING) (BY OTHERS)	
	2	WORKTOP REFRIGERATOR	\$2,300
	3	HOT DOG ROLLER	
	4	WORK TABLE	\$500
	5	OPEN NUMBER	
	6	POPCORN MACHINE	
	7	WARMING DRAWER	\$1,650
	8	UNDERCOUNTER FREEZER	\$1,850
	9	PIZZA OVEN	
	10	NOT USED	
	11	BEVERAGE REFRIGERATOR	
	12	PASS-THRU CONCESSION COUNTER (BY OTHERS)	
	13	SLUSHIE MACHINE (BY VENDOR)	
	14	POS SYSTEM (BY OWNER)	
	15	NOT USED	
	16	ROLL-UP DOOR (BY OTHERS)	
	17	PIZZA WARMER	
	18	SODA MACHINE & SYSTEM (BY VENDOR)	
	19	CUP DISPENSER	\$550
	20	NOT USED	
	21	CAPPUCCINO MACHINE	
	22	COFFEE MACHINE	
	23	COFFEE MACHINE	
	24	BEVERAGE REFRIGERATOR	
	25	NOT USED	
	Subtotal	\$6,850	
	ESTIMATED FREIGHT (5%)	\$343	
	ESTIMATED INSTALL (11%)	\$754	
	TOTAL	\$7,946	

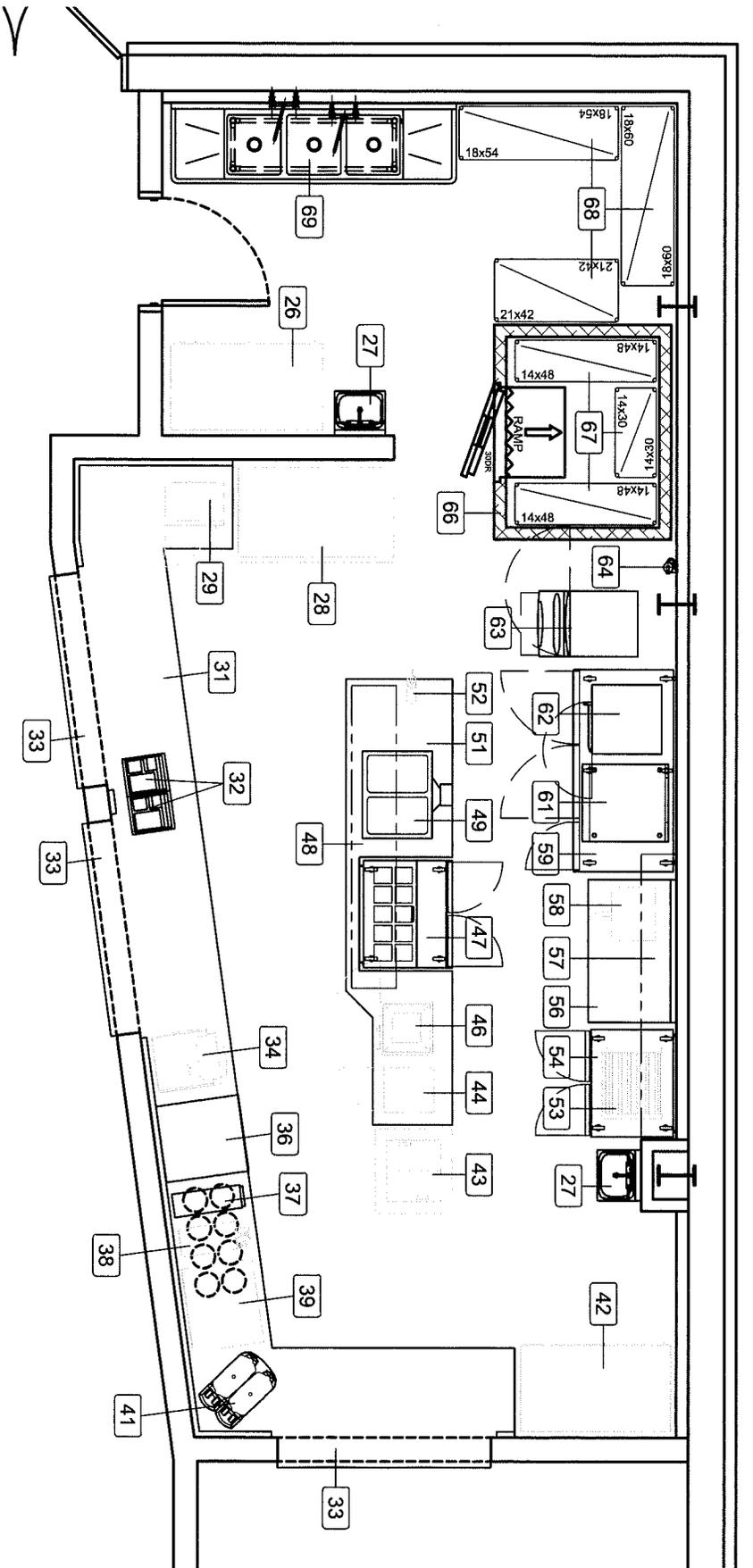
TOTALS		
	LOBBY CONCESSION TOTAL	\$7,946
	UPPER LEVEL CONCESSION TOTAL	\$52,125
	NEW CONCESSION EQUIPMENT TOTAL	\$60,071

* Items noted without associated material costs are either existing equipment or will be provided by the product vendor.

* Sales tax and costs associated with the installation of existing equipment are not included in this estimate.



	EQUIPMENT	MATERIAL COST (\$)	
NORTH CONCESSION EQUIPMENT SCHEDULE	26	BEVERAGE REFRIGERATOR	
	27	HAND SINK (2) (BY OTHERS)	
	28	BEVERAGE REFRIGERATOR	
	29	MICROWAVE	\$500
	30	NOT USED	
	31	PASS-THRU CONCESSION COUNTER (BY OTHERS)	
	32	POS SYSTEM (BY OWNER)	
	33	ROLL-UP DOOR (BY OTHERS)	
	34	CAPPUCCINO MACHINE	
	35	NOT USED	
	36	SODA MACHINE & SYSTEM (BY VENDOR)	
	37	CUP DISPENSER	\$550
	38	COFFEE MACHINE	
	39	POPCORN MACHINE	
	40	NOT USED	
	41	SLUSHIE MACHINE (BY VENDOR)	
	42	BEVERAGE REFRIGERATOR	
	43	ICE CREAM FREEZER (DIPPIN' DOTS)	
	44	PRETZEL WARMING CABINET	
	45	NOT USED	
	46	PIZZA WARMER	
	47	SANDWICH PREP UNIT	\$1,950
	48	TABLE OVERSHELF	\$650
	49	DROP-IN HOT WELL	\$1,150
	50	NOT USED	
	51	ISLAND WORK COUNTER	\$3,450
	52	CAN OPENER	
	53	HOT DOG ROLLER	
	54	WORKTOP REFRIGERATOR	\$2,300
	55	NOT USED	
	56	WORK TABLE	\$650
	57	WALL SHELF	\$185
	58	PIZZA OVEN	
	59	WORKTOP FREEZER	\$3,500
	60	NOT USED	
61	RAPID COOK OVEN	\$8,950	
62	STEAMER	\$6,300	
63	ICE MACHINE W/ BIN	\$2,450	
64	WATER FILTER	\$450	
65	NOT USED		
66	WALK-IN FREEZER BOX	\$8,300	
67	WALK-IN SHELVING	\$1,300	
68	DRY STORAGE SHELVING	\$550	
69	TREE COMPARTMENT SINK	\$1,750	
	Subtotal	\$44,935	
	ESTIMATED FREIGHT (5%)	\$2,247	
	ESTIMATED INSTALL (11%)	\$4,943	
	TOTAL	\$52,125	



Request for Council Action

Date: 1/30/2015

To: East Grand Forks City Council Mayor Lynn Stauss, President Mark Olstad, Council Vice President Chad Grassel, Council Members: Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

Cc: File

From: Jason Stordahl-Public Works Director

RE: Sand and Salt Shed

Background: August 5th of 2014 East Grand Forks City Council authorized WSN Engineering to prepare plans and specifications for the 2014 City Project No. 5-Sand/Salt Storage Building. August 25th Council approved the plans and specifications and authorized advertisement for bid. At the September 9th Works Session I informed council that we had received zero bids. I asked to rebid the project in December of 2014 or January of 2015.

There are designated funds for the construction of the Sand/Salt Building project. These funds were transferred from the General Fund to our Building Maintenance Fund in 2013. But as stated above we didn't receive any bids in 2014, so I'm asking for Councils approval to re-advertise for bid.

Recommendation: Authorize advertisement and setting the bid date for Sand/Salt Storage Building.

Request for Council Action

Date: 2/2/2015

To: East Grand Forks City Council Mayor Lynn Stauss, President Mark Olstad, Council Vice President Chad Grassel, Council Members: Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

Cc: File

From: Jason Stordahl-Public Works Director

RE: Annual Pump Replacement

Per our annual pump replacement schedule both pumps at Sanitary Lift Station #3 are due for replacement. This was confirmed during our annual service inspection, performed by Minnesota Pump Works. Pump replacement is a budgeted item in the 2015 Capital Improvement Plan, and we have sufficient funds to purchase two new pumps.

I received the following quotation for the purchase of two new pumps and associated hardware.

MN Pump Works	\$17,118.00
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Recommendation: Authorize the purchase of two new pumps from Minnesota Pump Works for \$17,118.00, and declare surplus our used pumps.



Estimate

Date	Estimate No.
1/30/2015	4070

Toll Free 855-228-6383
 email: info@minnesotapumpworks.com

Name/Address
 CITY OF EAST GRAND FORKS
 ATTN: DILLON
 PO BOX 373
 EAST GRAND FORKS, MN 56721

Project
LS #3 Flygt 3152 Replacement

Description	Qty	Rate	Total
QUOTE FOR LIFT STATION #3: REPLACEMENT OF (2) FLYGT 3152.091. 15HP/208V/3PH , 436 IMPELLER.			
ABS XFP150E CB1 SUBMERSIBLE PUMP, 6" DISCHARGE WITH 60HZ 14.1 HP/208V/3PH 1750 RPM EXPLOSION PROOF	2	7,903.00	15,806.00
ABS 6" FLYGT DUAL GUIDE RAIL ADAPTER (2" RAILS), ME4, PE2, PE3, PE4	2	419.00	838.00
ABS MC MODULE *FOR INTERFACING WITH FLYGT MINI-CAS	2	237.00	474.00
PRICE DOES NOT INCLUDE INSTALLATION LABOR			
FREIGHT FOB FACTORY			
DELIVERY ESTIMATE 7-8 WEEKS			
DISCOUNT OF \$2566.80 GIVEN IF EXISTING FLYGT PUMPS ARE TRADED IN TO MINNESOTA PUMP WORKS			

THANK YOU, AMY MEUSBURGER

Total	\$17,118.00
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Request for Council Action

Date: 2/2/2015

To: East Grand Forks City Council Mayor Lynn Stauss, President Mark Olstad, Council Vice President Chad Grassel, Council Members: Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

Cc: File

From: Jason Stordahl-Public Works Director

RE: Annual Sewer Cleaning

Background:

Sewer cleaning for the City of East Grand Forks is done on an annual basis as part of the wastewater preventative maintenance program. It was decided on by City Council in 2011 that we would remain on a scheduled cleaning of 1/5th the city per year. This year we are scheduled to clean the section on south end of town, west of Bygland Rd SE, and other trouble areas. The budget reflects \$46,000 for sewer cleaning.

We have received the following quotes for cleaning services:

Jet-Way .85 per linear foot

Veit .72 per linear foot

Recommendation: Award our annual sewer cleaning to Veit Multiple Services for up to \$43,645.



JET-WAY MULTIPLE SERVICES, INC
HARWOOD, ND

Price Quote

Cleaning of sanitary sewer lines for City of East Grand Forks

East Grand Forks, MN

Attn: Dillon Nelson

Sanitary Sewer Line Cleaing = 85 Cents Per Foot



Industrial • Commercial • Municipal

P.O. Box 131, Harwood, ND 58042

(701) 282-2356

www.jet-wayinc.com

PO Box 131 Harwood, ND 58042

| Ph. 701-282-2356

| Fax. 701-282-2423

Request for Council Action

Date: February 2, 2015

To: East Grand Forks City Council, Mayor Lynn Stauss, Council President Mark Olstad, Council Vice President Chad Grassel, Council Members: Craig Buckalew, Henry Tweten, Mark DeMers Clarence Vetter and Mike Pokrywinski.

Cc: File

From: Dave Aker

RE: Mower 4100-D Toro

Background:

We would like to add a Toro Groundmaster 4100-D, 60 hp Kubota Liquid Cooled Diesel Engine, 4WD, 10.5' All-out Front Tri-Deck Rotary Mower, Air Ride Seat Suspension, Deluxe Seat, Adjustable arm rests, Intergrated Control Hub with electronic controls and SmartCool Auto-Reversing Cooling Fan. It would be bought through the Greenway Fund for \$54,107.36, this price is only good until Feb. 17 and Toro would be done selling them. The reason is Kubota is going into the market of selling mowers, but we still would be able to get parts for the mower. This is a State bid price.

Recommendation:

I recommend that we get the TORO Groundmaster 4100-D. We did get a bid on a 1600 Series II Turbo John Deere for \$49,500.00 that cannot have a cab on it or snow blower to use in the winter. The mechanics told me that they have no parts for the 1600 and we are better off getting the TORO.

Enclosures:

The prices are in the packet.

Quote Summary

Prepared For:
 East Grand Forks Parks & Rec
 600 Demers Ave
 East Grand Forks, MN 56721

Prepared By:
 Casey Olson
 True North Equipment Co.
 5101 Gateway Drive
 Grand Forks, ND 58203
 Phone: 701-746-4436
 colson@truenorthequipment.com

Quote Id: 10892783
Created On: 03 February 2015
Last Modified On: 03 February 2015
Expiration Date: 27 February 2015

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 1600 Turbo Series II Commercial Wide Area Mower With 2 Post Folding ROPS	\$ 67,247.73	\$ 49,500.00 X	1 =	\$ 49,500.00
Equipment Total				\$ 49,500.00

Quote Summary

Equipment Total	\$ 49,500.00
SubTotal	\$ 49,500.00
Total	\$ 49,500.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 49,500.00



City of East Grand Forks
TORO TURF MAINTENANCE EQUIPMENT QUOTE



<i>Large Area Rotary Mower</i>	<i>MSRP</i>	National IPA Contract Price
New TORO GROUNDSMASTER 4100-D , 60hp Kubota Liquid Cooled Diesel Engine, 4WD, 10.5' All-out Front Tri-Deck Rotary Mower, Air Ride Seat Suspension, Deluxe Seat, Adjustable Arm Rests, Intergrated Control Hub with Electronic Controls & SmartCool Auto-Reversing Cooling Fan (30449N) TIER IV INTERIM <u>Limited Availability</u>	\$69,191.00	\$54,107.36
New TORO GROUNDSMASTER 4100-D , 55hp Yanmar Liquid Cooled Diesel Engine, 4WD, 10.5' All-out Front Tri-Deck Rotary Mower, Air Ride Seat Suspension, Deluxe Seat, Adjustable Arm Rests, Intergrated Control Hub with Electronic Controls & SmartCool Auto-Reversing Cooling Fan (30608A) TIER IV FINAL	\$75,267.00	\$58,858.79
Optional: Canopy/Sunshade (30349)	\$655.00	\$512.21

- Two (2) Year Manufacture Warranty on New Toro Commercial Equipment
- Quoted pricing valid for 45 days; pending limited availability on Tier IV Inteim units
- Set-Up and Delivery at No Charge
- Applicable sales tax not included

Thank you for the opportunity to submit this quote. If you have any questions, please do not hesitate in contacting us at 800-492-9972.

Wayne Heintz & Matt Arntzen, Sales Representatives

Request for Council Action

Date: 2/5/15

To: East Grand Forks City Council Mayor Lynn Stauss, President Mark Olstad, Council Vice President Chad Grassel, Council Members: Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

Cc: File

From: Megan Nelson

RE: Request for Greenway Special Event Application

Background:

The last couple years there has been an increase in events taking place in the Greenway and the rivers. With these events more agencies are involved which requires multiple applications to be filled out, not all agencies receive the same information, there has been a lack of communication between event organizers and staff, etc. Staff from both East Grand Forks and Grand Forks have met to see how to streamline this process.

Both cities have authority of the Greenway up to the shoreline. Both Polk and Grand Forks County have jurisdiction over the waterways. Both cities require special event applications to be filled out and both counties require applications to be filled out for events utilizing the rivers.

At this time representatives from East Grand Forks, Grand Forks, Polk County, and Grand Forks County have met and discussed what needs to be done better and came up with a plan to have one application that will be used by both East Grand Forks and Grand Forks with council approval. The counties are working on an application for river use so they also receive the same information. This will help cut down on any miscommunication; all agencies will receive the same information, and streamline the process for everyone involved.

Recommendation:

Staff is looking for approval from the Council to continue moving forward with this process.

Request for Council Action

Date: February 10, 2015

To: East Grand Forks City Council Mayor Lynn Stauss, President Mark Olstad, Council Vice President Chad Grassel, Council Members: Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

Cc: File

From: City Administrator David Murphy

RE: Video Recording of Council Meetings

Background

Council Member DeMers has requested that this item be placed on the agenda for discussion.

Issue

I have asked Technology Manager Corey Thompson to put together a quick summary of what would be needed to upgrade our current system to video recording/streaming capabilities. I have included Mr. Thompson's response of what would be needed initially to get the system started. I am also available to discuss the software that the City of Belle Plaine utilized as well.

Budget Impact

\$8,200 for start-up costs. Continuing costs not known at this time.

Action Required

Discussion and Direction from Council. If the Council would like to explore this option, staff will need to be directed to put together a proposal and more detailed cost estimate for Council action.

David Murphy

From: Corey Thompson [cthompson@eastgrandforks.net]
Sent: Friday, February 06, 2015 10:52 AM
To: David Murphy; help
Subject: Re: Video in Council Chambers

We could start by installing a camera with a fixed view of the City Council desk in the City Council Chambers. This could start as an IP surveillance style camera like are used for our webcams (<http://floodcamera.egf.mn/floodcam> <http://che.egf.mn>), but we would use the full 30 fps framerate. This would be coupled IP audio capture from existing audio system. We would build a multi-purpose media server using open source software like Linux OS, VLC, ffmpeg, open playout, nginx-rtmp, flowplayer, etc. to do audio/video combining, switching, streaming, recording, scheduling, etc.. We would start with a simple interface with "meeting start" and "meeting stop" buttons (either on a web page style, or could arrange for physical buttons) to start/stop recording and live broadcast. This would give us coverage for all meetings in City Council Chambers. For work session (where most of the real discussion occurs) coverage, we would have to workout something similar for Training Room or have work session meetings in the Council Chambers. We could also work out a system to where meetings not held in a room setup for broadcasting could use a speakerphone and dial a special number to start streaming/recording. In my opinion ALL public meetings should be streamed/recorded and available to the public.

For the viewer/listener side, we would turn eastgrandforks.tv into our a/v hub. There would be a 24/7 live stream, showing announcements and meeting replays when there is no live meeting. This would also be the feed we give the Cable TV company when we assert our right to a City channel. Also on that site, we would have access to all archived recordings on-demand, along with XML/RSS feeds for podcast players to automatically new content when it is published.

We have enough bandwidth for a dozen to fifteen simultaneous viewers of the video live stream (assuming about 1Mbps x264 encoding), feeds could be sent to UStream, YouTube Live, and other services also to offload some of the viewers (although they start charging after a certain amount of bandwidth usage also). We would likely want to go with an additional CDN (Content Delivery Network) if we regularly are full of viewers. "Overflow" viewers could also be redirected to the live audio stream, which we could handle hundreds of at 64Kbps with our existing bandwidth.

As I indicated, this would be a start. As resources were available, we could move to more broadcast grade equipment, multiple camera angles, etc..

Here is some budgeting numbers to start:

1x Widescreen IP video camera \$500
1x Media Server \$2500
1x Backup to media server (built to lower specs?) \$1500
Misc cabling, hardware, etc. \$500
80x Internal Labor Hours for install/setup/configure \$3200

So, we could put it together for about \$8200 initially from my quick analysis...

Corey Thompson
Technology Manager
East Grand Forks Water and Light
1010 5th Avenue Northeast
East Grand Forks, Minnesota 56721
218-399-3310 direct
cthompson@egf.mn

On 02/06/2015 09:22 AM, David Murphy wrote: