

**APPROVED MINUTES  
OF THE CITY  
COUNCIL WORK SESSION  
CITY OF EAST GRAND FORKS  
MONDAY, JANUARY 26, 2015 – 5:00 PM**

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for January 26, 2015 was called to order by Council President Mark Olstad 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(5:03pm), Council President Mark Olstad, Council Vice-President Chad Grassel, Council Members Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.*

*Karla Anderson, Finance Director; Brad Bail, City Engineer; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Steve Emery, City Engineer; Ron Galstad, City Attorney; Rod Hajicek, Police Lieutenant; Charlotte Helgeson, Library Director; Gary Larson, Fire Chief; 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. Repayment of Loan to Water & Light Dept – David Murphy**

Mr. Murphy stated the Water and Light Commission had discussed terms of repayment for the City to borrow funds for the pool project. He explained EAPC spoke with the contractor who had submitted a bid for the project and they estimated the cost had risen about 10% since then so the overall project would be approximately 1.9 million dollars. Council President Olstad asked what Mr. Murphy was looking for. Mr. Murphy stated he wanted the Council to understand that if they take the loan from Water and Light for the cost of the project the payment would be around \$105,000 per year which would be approximately 3% of the budget. He explained that 3% would be in addition to any other needs that may come up.

Council President Olstad explained the Save Our Pool group will be meeting on February 5<sup>th</sup> and submitting grant applications to different organizations to raise funds. He added that he will be updating the Council after that meeting. Council member Vetter said the resolution states the City would support up to 1.5 million and asked if the Council is expecting the Save Our Pool group to raise \$400,000. Mr. Murphy stated the Council needed to give direction about how to move forward. Discussion followed about asking Water and Light if they would loan the City the entire amount needed, that the proposed terms from paying the loan back was for 20 years at

1% interest, and what the City can afford to do. Council member Tweten commented how this project was important for the future of the City. Council member DeMers stated the Council needs to plan for the future and asked what the City can live with. Council President Olstad said the Council will be having the same discussion next year about the budget, how 5% had to be cut this year, and that the Council needs to look at what is coming up. Council member Vetter pointed out the Council was using estimates and asked to let the bids before they make a decision on how to move forward. Mr. Murphy explained the bids would be received in March.

Mr. Murphy stated that if the Council moves forward with this project the Council should be on the same page and understand they will more than likely have to increase the levy more than 5%. Council member Pokrzywinski said that if the Council moves forward with this project and tries to meet all of the other needs of the City the levy will need to be raised more than 10%. He added how creative things were done this past year to balance the budget but even without the pool project moving forward there will be increases to the levy. Council member Tweten commented the Council will need to increase the budget and added the tax base is increasing. Council Vice-President Grassel asked to collect bids so the Council will have an idea of what is needed. Council member Buckalew stated he would support a levy that is needed to pass for the pool project and the needs.

Mr. Murphy asked if everyone was comfortable with loaning money from the Water and Light Department. Council member DeMers asked where the loan would be coming out of. Mr. Boyce stated the loan would be taken out of the reserves which are there to cover day-to-day operations, provide self-insurance, and for capital projects. Council member DeMers asked if the Water and Light Department could consider this a grant instead of a loan. Mr. Boyce stated the Council would have to discuss that with the Water and Light Commission. Discussion followed about how much was raised by the Save Our Pool group, reviewed the account information as well as the expense information for the Water and Light Department. Mayor Stauss suggested that the loan be at 0% or that the money would be given to the City. He added the Council needs to look at what could be cut from the budget.

## **2. Social Host Ordinance – Sue Thompson**

Ms. Thompson introduced herself as well as Ms. Leah Winjum as representatives of the Polk County Wellness Coalition. Ms. Thompson thanked the Council for the opportunity to discuss the topic of Social Host Ordinance. She explained a Social Host Ordinance would to reduce underage drinking by limiting access to alcohol and hold individuals accountable for allowing the environment for underage drinking even without providing the alcohol. She told the Council that there were 23 counties and 103 cities in Minnesota that have passed Social Host Ordinance. She said they are hoping East Grand Forks will join the effort being made. Discussion followed about what would happen if parents left town, something ended up happening at their home, and if they knew or reasonably could have know what was going to happen. Ms. Winjum stated it was up to the City how the ordinance should be drafted. Ms. Thompson added that Fosston and Polk County were currently drafting a Social Host Ordinance and Crookston had already had passed one.

Council President Olstad asked if Polk County passed an ordinance if it would supersede an ordinance passed by the City. Mr. Galstad stated that it wouldn't but the State could pass a statute that could supersede the City's ordinance. Ms. Winjum explained the Coalition is trying to get the message out that underage drinking is not okay. She added research showed most underage drinking happens at home parties and this could be a deterrent. Council Vice-President Grassel asked for copies of the ordinances from Fosston and Crookston to review.

Council member DeMers asked if there was an education component to this. Ms. Thompson stated Public Health would take the lead on educating the public. Discussion followed about how this had been brought up before but the City was waiting for the State to take action. Ms. Thompson asked the City to take a proactive approach to try and prevent underage drinking with the passing of a Social Host Ordinance. Council member Pokrzywinski commented he would like to have a discussion within the community about this and get feedback. He added that if the Council feels strongly about this the City could lead by example and take a serious look into this. Council President Olstad stated he agreed with Council member Pokrzywinski and asked Mr. Hajicek if he had any input regarding this. Mr. Hajicek said he didn't at this time since he had just received the information that day. More discussion followed about collecting ordinances, reviewing them, and having an ordinance drafted.

### **3. Waste Water Treatment Discussion – Greg Boppre**

Mr. Boppre told the Council that they are looking for direction from the Council about how to move forward. Mayor Stauss stated it would depend on how much funding the City will receive from the State. Mr. Boppre also reminded the Council the project would have to be over \$30 million before the City would be eligible for grants from the PFA. Mayor Stauss asked how much the monthly fee would be if the sewage was sent over to Grand Forks. Mr. Boppre reviewed the estimates for the interconnect project including the estimate of \$463,000 paid to Grand Forks for waste water treatment. Mayor Stauss then asked what the operation costs were for a mechanical plant. Mr. Boppre stated the estimated operational costs were \$427,000 per year. Discussion followed about possible upgrades needed to the waste water facility in Grand Forks.

Council President Olstad stated how there was misinformation and how extra funds will be needed down the road. He said the costs for the upgrades needed to the Grand Forks facility were included in the COSA and how the \$14 million figure brought up at the last meeting was the present value figure, not the construction estimate. He added he appreciates the comments and that everyone is working on doing what is best for the City. Mayor Stauss asked Mr. Boppre what he would recommend if the City was granted 12 million from the State. Mr. Boppre stated if the City got the \$12 million they could take a serious look at the mechanical plant if they would like to maintain control. He added that both he and Council member Vetter were correct at the last meeting because one was referring construction costs and the other was referring to present value figures.

Council member Tweten commented how the City should look into a plant because the MPCA has made conditions difficult. He added the plant would be able to address future regulations. Council member DeMers asked what the estimated costs included for the plant and the mechanical plant. Mr. Boppre explained the cost estimates for the interconnect included the

decommissioning of the ponds but that was not included in the mechanical plant estimates because some of the existing pond may be used. Council member Pokrzywinski commented how Moorhead is in a dispute with the MPCA regarding phosphorus regulations and they have a mechanical plant. He asked if East Grand Forks would have that same issue. Mr. Boppre stated the plant that was designed would be able to meet the phosphorus regulations.

Council member Vetter stated they have been comparing this project based on one aspect of construction. He stated that they also need to consider ongoing costs. He asked to have all the figures brought forward so they can compare apples to apples. Discussion followed about if they should look at present value, what percentages should be used, and the project the Council moves forward with will depend on how much the State will help and how much the City will have to pay for. Council member Olstad asked to get the numbers from before updated, emailed out, and the Council can discuss this again after they meet with the state legislators.

#### **4. Report of Feasibility Replat of POW 5<sup>th</sup> Addition – Steve Emery**

Mr. Emery reviewed the scope of the proposed project for part of Brandon Boulevard and Nate's Circle which included removing the crush and putting in concrete. He explained the cost of the project was going to be \$194,350 and added the removal of the crush would not be assessed since the properties were assessed when it was put in. He said they were looking for approval and to set the public hearing for this project. Council member DeMers asked about the rate used for staking and inspections. Mr. Boppre stated there was a 5% rate based on the amount of the project and that it was capped at 5%.

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

#### **5. Report of Feasibility POW 6<sup>th</sup> Addition – Steve Emery**

Mr. Emery reviewed the scope of this project which included the installation of water lines and utilities estimated to cost \$251,947.50. He explained the Water and Light Department was going to cover the cost for the installation of a trunk line. He reviewed the rate costs for the different aspects of the project. Council member Vetter asked if this project and the project in Point of Woods 5th should be bid as one. He said the aggregate material could be moved from one section of Brandon Boulevard to the other. Mr. Emery said he would recommend bidding the jobs separately because one is dealing with concrete and the other is installing utilities. Ms. Anderson asked where the funds would be coming from to cover the cost of removing aggregate was not assessed. Mr. Emery stated that if they reused the aggregate it would help cut costs. Discussion followed about if a power box needed to be moved and how the developer's agreement had been signed regarding this area.

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

#### **6. Motion to Reconsider – Ron Galstad**

Mr. Galstad explained Robert's Rules of Order are used at meetings, how they are guidelines not law, and that a motion for reconsideration could not be utilized for this item. He added the

Council does have the ability to go back and reconsider items or decisions because of their legislative power. He said how the Council may want to set a policy or rule on the reconsideration of a motion. Council member Pokrzywinski stated his reason for asking was to see if the Council was locked into a decision and if they were they shouldn't waste time debating on something they couldn't change. He said that isn't the case and that is what he needed to know.

#### **7. Proposed Transit Route Changes – Nancy Ellis**

Ms. Nelson explained there was a request for bus service to start earlier in East Grand Forks so people had an easier time connecting to other buses and routes. She said the funds had already been requested and received from the State to cover the additional expenses. She added that this would go to a public meeting and if things go well they will request the funds to continue this next year.

#### **8. Station 1 Bay Furnace Replacement – Gary Larson**

Chief Larson explained the furnaces that heat the bay at Fire Station 1 need to be replaced. He stated how currently only two of the eight furnaces were working. He reviewed the quotes stating Anderson Heating and Cooling had the low bid. Chief Larson informed the Council there was no value to the furnaces that would be removed.

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

#### **9. Police Officer Staffing – Rod Hajicek**

Lieutenant Hajicek stated a memo had been included in the packet about the staffing policy at the police department and that he was there to answer any questions. There were no questions.

#### **10. Carl Neu Goal Refresher – David Murphy**

Mr. Murphy reminded the Council about the process they had gone through the year before setting a five year plan for the City. He explained the Council should review the goals at least once a year and make any necessary changes. He asked to hold a special meeting for the review and for Council to look at their calendars to see which day would work best. After a brief discussion it was decided to call a special meeting on Monday, February 23<sup>rd</sup> at 5:00pm.

#### **11. Water & Light Commission Minutes – Megan Nelson**

Ms. Nelson stated there had been discussion at the last meeting about the Water and Light minutes. She explained the Council receives a summary of the Water and Light Commission's actions, not the minutes in their entirety and asked if the Council would like to continue receiving the summary or if they would like to receive detailed minutes. She added that the minutes were available on the website. After some discussion Council President Olstad said if Council members would like the detailed minutes they could request the minutes be emailed to them. Council member Pokrzywinski asked if the minutes from all of the boards and

commissions could be made easily accessible for the Council once they have been approved. Ms. Nelson stated she has tried to include most of the minutes in the packet for the Council. Council member Pokrzywinski stated he thought the summary were the official minutes of the Commission meeting and is glad to know there are detailed minutes keeping record of meetings.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADJOURN THE JANUARY 26, 2015 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:26 P.M.**

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

*Voting Nay: None.*

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David Murphy, City Administrator/Clerk-Treasurer