

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

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for February 10, 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, Council President Mark Olstad, Council Members Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

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

Council President Olstad stated that Council Vice-President Grassel was not able to attend the meeting because of conferences he had to attend.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present

1. Swearing in of Police Officer Kleckner – Chief Hedlund

Chief Hedlund introduced Officer Josh Kleckner who was recently hired and had started orientation. He then administered the swearing in of the officer. A round of applause followed.

2. Update on City Projects – David Murphy/Wayne Dietrich

Civic Center Locker Room

Mr. Murphy stated they were going to discuss the Civic Center project, followed by the library, and then the pool. He said that he passed out the two documents that he had received since the packet has gone out, one from Mr. Pace regarding action taken by the school board for the girls locker room and another from Options regarding ADA accessibility. He then turned it over to Casey with EAPC to review the Civic Center Project. Mr. Hutton introduced himself and passed out copies of the cost estimates, images to give an idea of the concept, and the budget of the project. He reviewed the renovations and possible options including options in the concession areas and a concourse counter with advertising.

Mr. Murphy stated the School Board had met and reviewed the costs for the project. He explained they said they were in agreement with item number four which include the enclosed viewing area in the project. He added the school would like to use up the Mighty Ducks grant money and then split the remaining costs between the City and the school with the school paying up to \$235,000 for this project. Mr. Murphy stated the School would like an agreement with the City where they would be paying \$100,000 up front and then two annual payments of \$67,500 for this project and keep their current lease separate. He said that concession equipment is being considered the responsibility of the Blue Line Club who have \$35,000 to help pay for that. He added how the Council will have to decide if they will pay for items up front and then have the Blue Line Club pay them back. He said the final item was the concourse counter advertising which the Blue Line Club was working on with Scheel's to see if that is something they would donate.

Mr. Hutton stated that the soft costs for this project would be 9% of construction costs which was based on the agreement the City had with EAPC. He said the drawings were needed to be finalized but this project could be ready to be bid within a week. Council President Olstad asked what the City's responsibility would be for this project. Mr. Murphy stated it was approximately \$235,000. Discussion followed about how the Blue Line Club would be giving \$35,000 but they will need help covering the remaining and how the City could ask the Blue Line Club to pay that back the amount covered by the City for concession equipment.

Council member DeMers asked what the City's funding source was for this project. Mr. Murphy stated it hadn't been determined but it would either need to be borrowed or it will be taken out of reserves. Council member Vetter asked when it is bid if the warm viewing area as an alternate. Mr. Murphy stated the Council could request that be an alternate. Council member Vetter would recommend having the warm viewing area bid as an alternate. Council President Olstad asked if there were costs associated with the concessions and the warm viewing area. Discussion followed about how the costs of the removal of the bridge were included in the base bid of the project and not a shared cost in either the concession area or the warm viewing area.

More discussion followed about how Council will be authorizing the advertising to collect bids for the civic center project, how construction will start shortly after graduation, and that the project should be completed by fall. Mr. Hutton stated that this project should take around three to four months and that it will help to let the contractor set the schedule. Mr. Aker stated that ice didn't get put down until October and there weren't any camps or activities taking place at the Civic Center. Mayor Stauss asked when the State will require the City to change the system at the Civic Center. Mr. Aker stated 2020 and that he could have someone come speak to the Council regarding the change.

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

Library Project

Mr. Dietrich stated how more investigation was required for this project. He explained they exposed five beams, made sure everything was sealed, and didn't see much air infiltration. He said they found problems in the storage room that included damaged insulation and air still

flowing in the beam pocket which they sealed. He added how there were problems with the columns and thermal conductivity. He stated they took off the fire proofing, insulated, and the restructured the fire proofing material when they put it back on and how those problems should now be mitigated. He said they took apart the column in the mechanical room, foamed it, and now have that space taken care of also. He added that only two of the fire extinguisher cabinets had to be replaced which hadn't taken place yet since the cabinets had to be ordered. Mr. Dietrich stated that they will be scheduling another test with company from Canada. Council member Tweten asked that there were enough funds available to complete this project. Mr. Murphy stated this was a budgeted item.

Pool Project

Mr. Dietrich handed out a drawing regarding the pool. He reviewed how the process went the first time bids were collected for this project and how they are identifying cost saving measures. Mr. Dietrich explained that if the occupancy of the pool was posted at 500 they could reduce the number of fixtures, have a common wall, and allow for some showers outside of the shower rooms which are more common. Council President Olstad asked when the estimates would be ready which would include the cost saving measures. Mr. Dietrich stated the information could be ready by the next work session. Discussion followed about how the SOP group will need to know the estimates when applying for grants, how the slide and stairs may need to be redone, and how the Council will need to address how this will be paid for at the next work session.

3. Discussion on Downtown Property – Mark Olstad

Council President Olstad stated a map was handed out and that Mr. Moore was at the meeting to answer questions. He asked Mr. Moore to explain the project. Mr. Moore explained that he will soon be purchasing the old bank building and is looking at putting in a coffee shop with a drive thru. He stated how the drive thru will need to be away from the stop light and how they have looked at exiting using the fire hall parking lot entrance. He said the fire chief asked for a larger entrance if they use that area as an exit. He added this building has the square footage for many different franchises and that they are asking for a permanent easement for the exit of the drive thru. Mr. Moore explained the current drive thru will be enclosed and used for seating. Council President Olstad stated this was brought forward so the Council could ask Mr. Moore questions about the project. Ms. Ellis stated that before a decision could be made a detailed site plan showing dimensions and where the property lines are needs to be completed. Mayor Stauss asked when they would like to get started. Mr. Moore stated this spring. Discussion followed about possible issues with traffic. Ms. Ellis explained how there are guidelines for stacking vehicles in a drive thru.

More discussion followed about how this would not need to go before the Planning Commission because it is a permitted use it would need to be reviewed by the City Planner and voted on by the Council. Council member Vetter suggested that Mr. Moore work with Ms. Ellis on this project. Council member Pokrzywinski stated he rather deal with issues the business creates than have the building continue to sit vacant. Ms. Ellis reviewed what options the Council could move forward with regarding the drive thru exiting through the fire department parking lot. Mr. Murphy stated the biggest concern of the space between the building and the sidewalk and the exit of the drive thru.

4. Sand and Salt Shed – Jason Stordahl

Mr. Stordahl told the Council the history of this project and how it had been advertised before but no bids were received. He said he was requesting authorization from the Council to re-advertise for this project. Council member Pokrzywinski asked if the City could share the space the County or MNDOT has. Mr. Stordahl explained they could have at one point but that is no longer an option. Council member Pokrzywinski asked if this item was budgeted for. Mr. Stordahl stated that it was. Discussion followed about how the shed would be constructed with concrete walls and a fabric top.

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

5. Annual Pump Replacement – Jason Stordahl

Mr. Stordahl explained how a schedule was set for annual pump replacement and this year pumps were scheduled to be replaced in Lift Station #3. He stated they had received a quote from Minnesota Pump Works for \$17,118 to replace two pumps. He asked the two pumps that would be replaced be declared as surplus with one being traded in for parts and the other to be kept on hand as a backup pump.

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

6. Annual Sewer Cleaning – Jason Stordahl

Mr. Stordahl explained how every year 1/5 of the sewers are cleaned along with some problem areas. He stated he had received two estimates and asked to award the job to Veit. Council member Tweten stated how the City's insurance company suggests having a certain percentage done every year. Mr. Stordahl stated the insurance company suggested to clean 1/3 or 1/4 of the City's sewers each year and how this practice has dropped the number of residents who have gotten backup in their basements. Council member Demers requested that staff get standardized quotes when requesting them since these two quotes were done differently. Mr. Stordahl reviewed the quotes and explained that it can be hard to determine what kind of issues will come up when cleaning. He added that staff helps as much as they can during this process. Mayor Stauss stated this was an excellent practice to continue. Council member Pokrzywinski asked if the lines are televised when they are cleaned. Mr. Stordahl explained only if there was an issue or in trouble spots and added he would like to put a procedure in place for more televising if possible.

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

7. Request to Purchase Mower – Dave Aker

Mr. Aker stated he handed out a new quote for a mower that had a cab on it so it could be used in winter to clean off the trails and that it had a 10 and a half foot deck for mowing. He explained how a cab isn't an option for the John Deere mower and the mechanics said they have parts for

the Toro but not the John Deere. Mr. Aker stated his recommendation was to purchase the Toro Groundmaster 4110-D for \$69,044.34 if it was still available.

Council member Demers stated he was not anti-mowing but he had a problem with the funding source for this purchase. He explained the Greenway funds were set up with a specific purpose for the replacement of the trails and trailheads. He reviewed the resolution that was passed in 2009 setting up the fee and the purpose of the fee. Discussion followed about funding for the purchase of the mower, if projects for the Greenway had been paid for out of the general fund, and if so those funds should be paid back with Greenway funds. Council President Olstad asked to have funds reviewed and where they were spent.

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

8. Greenway Special Event Application – Megan Nelson

Ms. Nelson stated that the Greenway and rivers have been utilized more and how that will be continuing. She explained that after an event took place last year the agencies from both cities and counties that were involved met and discussed what went well and what needed to be improved. She said how currently an organization might need to fill out four separate applications to host an event. She added how this group with the support of the Councils of both East Grand Forks and Grand Forks would like to create one application so all agencies to help streamline the process and insure all agencies involved received the same information. She asked if the Council would support one application for events in the Greenway. She added how there would be a committee that would make recommendations to both councils about these events. Mayor Stauss stated it was a good idea to work together with Grand Forks for these events. Council President Olstad also commented this was a good idea. Ms. Nelson stated they were trying to get things put in place for this summer and will be bringing an application before the Council to vote on. Discussion followed about the process that would be followed which included a recommendation from the committee of the agencies and the sent to the Councils for approval.

9. Request for Video Recording of Meetings – David Murphy

Mr. Murphy stated that Council member DeMers requested to have staff look into what it would cost for video recording and streaming capabilities of the meetings. He said that Mr. Thompson had put an estimate of \$8200 together for getting started but the ongoing costs were not known. He asked the Council if they would like to move forward with this. Council member DeMers stated his reasons for wanting to move forward with obtaining this system and how this would bring more accountability and transparency to the government. Council member Tweten commented how people can attend meetings, the current system was working, and that this will cost money. Council member Pokrzywinski stated he was always in favor of videoing the meetings.

Discussion followed about what the proposed system could handle, what costs would be if they would need to increase the capability, and grants could be looked into to cover the costs for this project. Council member Buckalew stated he would support this only if both council meetings

and work session were videoed. Mayor Stauss stated he is not in favor of this. Council member Vetter asked if they could get feedback on how many people are using this. Mr. Thompson stated they could on in-house streaming. Mayor Stauss said he would veto this if it came before the council and asked how many people would be viewing the meetings since they start at 5:00pm and that is when people are getting off of work. He stated that the Council is worried about budgeting and why spend the money if they don't have to. More discussion followed about the costs for two separate areas, how the audio issues would need to be worked out, and the meetings would be online and could be watched at a different time. Ms. Helgeson stated that she is on the radio once a week and that she receives feedback. Council member Pokrzywinski stated it was the Council's duty to give residents the option to see the meetings. More discussion followed about Council authorizing staff to look into grants to cover the costs of this.

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

10. Discussion on Location of Meetings – Mark Olstad

Council President Olstad stated he had a discussion with Council member Buckalew about holding all of the meetings in the same room. Council member Buckalew stated it was difficult to hear what was being said during the meeting and how it really depended on the placement of the microphones. Council President Olstad asked the rest of the Council for their input. Council member DeMers stated he would like to keep the meetings in separate rooms because they have different functions. Council President Olstad stated they could utilize the podium more. Mayor Stauss stated how people could be intimidated by standing in front of the Council. Mr. Murphy stated a microphone could be purchased and could be passed around.

11. Discussion on COSA – Mark Olstad

Council President Olstad stated that East Grand Forks had been approached by Grand Forks regarding moving forward and making sure the City had all of the information before the Council. He stated the request came to update the COSA and that Grand Forks is willing to pay for an update to the COSA. He said that it would take about two to three weeks to have the update completed. He added how he thinks that it is important to have it done and that Council Vice-President Grassel also thinks it is important to have it done. He asked if any Council members had any issues with requesting to have the COSA updated. Council member Pokrzywinski asked if they would need to attend a meeting. Council President Olstad stated that they would need to attend the Service and Safety meeting on February 24th and the Council would need to send a couple people from the Council to attend the meeting. Discussion followed about moving the work session to February 23rd and hold it before the goal session review.

Other:

Council President Olstad commented how Council member Vetter brought up bringing the waste water through the water treatment plant and asked him to discuss it. Council member Vetter explained how the Council said they would review every option and that one option they haven't looked at would be to build an interconnect from the lagoons to the water treatment plant. He said that this would take away the annual costs, staff time, and possibly water rates. Mr. Rapacz

explained to the Council he checked with the Department of Health and that they would not allow recycled treated waste water into the water system. He reviewed the regulations they currently have to meet and how it would be impossible for them to meet standards if it was allowed. Mr. Boyce reviewed information about places throughout the United States that are working on systems like this and how costly treatment is for those places. Mr. Rapacz stated that this wasn't an option for today. Council member DeMers stated he appreciated the research, this might be something available in the future, and how the interconnect would be a smaller investment and easier to walk away from if something changes in the future. Council President Olstad stated this needed to be discussed so the Council was on the same page. Discussion followed about how Thief River Falls and Crookston both dump their waste water into the Red Lake River.

Council President Olstad introduced Mr. Paul Gorte to the Council as the new EDA Director, reminded the Council about the Intergovernmental meeting taking place on Thursday, and that Senator Stumpf was going to call and give an update on Thursday morning.

Mr. Galstad informed the Council the Riverwalk closing was still tentatively for the 17th and that the MIF loans will be paid in full.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE FEBRUARY 10, 2015 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:57 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer