

**APPROVED MINUTES  
OF THE CITY  
COUNCIL WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, MARCH 24, 2015 – 5:00 PM**

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for March 24, 2015 was called to order by Council President Mark Olstad at 5:01 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 Vice-President Chad Grassel, 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.*

**DETERMINATION OF A QUORUM:**

*The Council President Determined a Quorum was present*

**1. Request to File Plans & Specifications for 15AJ1 – Steve Emery**

Mr. Emery stated he would like to file the plans and specifications for the 2015 Assessment Job No. 1 at the Council Meeting on April 7<sup>th</sup>. He said the proposed budget was included and that this project would be covered by assessments. Council member Vetter asked if the cost of the crush that was being reused would be charged to this project. Mr. Emery stated it would.

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

**2. Bid Results for 14CP5 Sand/Salt Storage Shed – Steve Emery**

Mr. Emery informed the Council that two bids had been received for this project. He stated that Tony Anderson Construction was a lowest bidder but the bids came in significantly higher than expected so the Council might need to consider other options. Mr. Stordahl stated he originally called up manufacturers of these buildings and received estimates which could vary greatly based on the dimensions of the building. He explained when he first received the estimates that the building itself was estimated to cost around \$60,000 with an additional \$15,000 to have their crew come and put the structure together. Discussion followed about how the bids were so much higher than the estimates, how the estimates could be updated, and if the cost of the building and crew to put the structure together was under \$100,000 the City would not have to ask for sealed bids but gather quotes instead. Council member Buckalew said he would support rejecting the bids at the next Council Meeting and

have staff move forward on updating the estimates.

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

### **3. Discussion regarding Lee's Place Project – Jason Stordahl**

Mr. Stordahl said there were discussions about how Lee's Place could be repaired. He explained to the Council that it was put out for bids along with the repairs for the cemetery and bike trails and reminded the Council how high the bids came in at. Mr. Emery stated when the project was bid out the work done would have narrowed the street and replaced the asphalt with concrete. He added the cost for Lee's Place on the low bid was around \$84,500. He explained if the asphalt was removed and replaced with about six inches of crushed concrete it would cost around \$18,000 and how there were other options that could be considered.

Council member Tweten commented how Lee's Place was driven on when the levee was being built and was never repaired. He asked Ms. Anderson about funding. Ms. Anderson stated there was approximately \$139,000 available in the flood fund and was checking to see if that could be moved to the Storm Water Fund since the levees are taken care of using those funds. Discussion followed about the different options of repairing Lee's Place, if the road should be narrowed, if the Council should ask the people who actually use the road as well about it as removing everything and filling it back in with dirt and grass. Council President Olstad asked if there was time to send out a survey and get feedback from the residents. More discussion followed about how there would be enough time for a survey and what questions should be included.

### **4. Discussion on Boot Allowance – Henry Tweten**

Council member Tweten explained that Water and Light Employees received \$150 per year for safety toed boots. He stated that there were workers in other departments whose jobs required safety toed boots and should be receiving the same amount. Council President Olstad stated how that amount was determined by the labor agreement made between the collective bargaining units and the City. He asked if changes could be made to these agreements after they had been agreed upon. Mr. Murphy stated they could make a change using a Memorandum of Understanding but it also has to be approved by the unions. Council member Buckalew stated that this item is a part of labor negotiations and an increase to the boot allowance is something that they can negotiate when it comes time for a new contract. Discussion followed about how the Council members were not in favor of changing the current contracts and any changes would need to be decided on during negotiations.

### **5. Discussion on Salary Change for W&L Commission – Henry Tweten**

Council member Tweten explained that he was asking for a salary increase of an additional \$100 per month for the Water and Light Commissioners. He said that last increase was done before 2000. He added what an excellent commission it was and asked that the change be retroactive until the first of the year. Council President Olstad asked if the City paid the Water and Light Commissioners salaries. Council member Tweten stated the Water and Light Department paid the salaries but the amount had to be approved by the City Council. Discussion followed regarding if the Council needed to take action and if they did what they would need to do. Mr. Galstad stated he would look into the matter. Mr. Murphy added that if the Council didn't have to take action there would be information under communications regarding this issue.

This item will be referred to a future meeting for Council notification or Council action.

#### **6. Background Screening Information – David Murphy**

Mr. Murphy told the Council he was sorry he hadn't been more prepared the last time this item came forward and stated that there were two reasons for this to be brought up which were employment and licensing. He stated that the Police Department had a limited scope when running searches. He explained how the City had received two proposals from two companies that would be able to run a nationwide search. He stated that staff had reviewed both of the proposals and suggested to sign an agreement with Global Safety because of the lower cost and comprehensive screening. Mayor Stauss asked how much would need to be budgeted each year. Mr. Murphy said a safe estimate would be around \$4000 per year. Discussion followed about how the background screenings would be funded; how fees may need to be raised in different departments to help pay for the screenings, and who would need to be screened. Mr. Galstad stated there was an ordinance in place stated the Police Department would be running the background checks that that will need to be amended. Mr. Murphy stated a policy would be drafted for the Council to review which would state the persons needing a background check.

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

#### **7. ADA Compliance Plan for Civic Center – David Murphy**

Mr. Murphy explained many discussions had taken place regarding the renovation to the Civic Center and some had been with Options. He informed the Council that two things had come from the discussions with Options which were that East Grand Forks needed to have a designated ADA Coordinator since there were more than 50 employees and a long term plan needed to be developed to address the ADA compliance issues at the Civic Center. He added that Ms. Ellis volunteered to be the ADA Coordinator. Ms. Ellis stated she was the facilities manager for some of the city buildings and that she handles the ADA compliance for the transit system. Mr. Galstad said the grievance procedure had been in place since the 1990s but it may need to be modified. Discussion followed about if there was a requirement of continuing education for the ADA Coordinator and how currently there isn't a specific license or certificate requirement for the coordinator. Council member DeMers stated that everyone at the department head level should have training regarding this if there is no cost for the training.

Council member Pokrzywinski asked about an email received the week before regarding the Civic Center. Council member Grassel stated it was an email notifying the Council when the bid opening would be for the Civic Center Project. Mr. Murphy stated that bids for the project had been opened earlier in the day. Council member Vetter asked if the notices of the disabilities act were published on the City's website. Discussion followed about how the notices included in the packet will be added to the website and posted at City Hall.

#### **8. Alcohol License Applications – Megan Nelson**

Ms. Nelson informed the Council that two applications had been submitted for liquor licenses. She said that Shopko was applying for a 3.2% Off-sale license and the new restaurant Tao Garden was applying for a Wine and Strong Beer On-sale license. She added background checks needed to be

completed, that she was waiting on some paperwork from Tao Garden, and if everything was in and done these applications will be brought forward at the next City Council meeting. Council member DeMers asked if it would cost more when there are more compliance checks that needed to be done. Chief Hedlund stated that grant money was available to cover the overtime and additional costs of the compliance checks. He added that the training of servers was more costly than compliance checks. Council member DeMers stated those costs will need to be looked into and find out if they are covered by fees collected.

## 9. Other

Council President Olstad stated that the City had been contacted and asked to have a W-9 to be filled out so a donation could be made to the Flower Project fund. Ms. Anderson stated that if the City is going to be accepting the checks for the flower project the Council would need to pass a resolution accepting the donations. Council President Olstad asked what the process would be. Discussion followed about how it would just be one resolution that would need to be passed to collect the funds much like what was done for the bike patrol and the life saver project. Mr. Murphy asked if the City was handling the fund then two quotes would be needed which would follow the purchasing policy of the City. Discussion followed about if two quotes were needed and how whoever is picked would need to be able to plant the flowers now. Mayor Stauss stated that he was done with donations after this was over and that he would get the two quotes for this project.

Council President Olstad informed the Council that the Coalition of Greater Minnesota Cities had sent out an email asking cities to pass resolutions in support of increasing LGA, getting rid of levy limits, and allowing state aid funding for cities that had a population less than 5000. After a short discussion it was decided to act on the resolutions supporting LGA and getting rid of levy limits at the next City Council meeting.

Mr. Murphy added that seven bids had been opened for the Civic Center and that the lowest bid came in approximately \$100,000 higher than estimated. He said the bids would be tabulated and the brought forward for the Council to review at a later time.

### **ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE MARCH 24, 2015 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:12 P.M.**

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

*Voting Nay: None.*

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David Murphy, City Administrator/Clerk-Treasurer