

**APPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, FEBRUARY 23, 2016 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for February 23, 2016 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 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; Nancy Ellis, City Planner; Steve Emery, City Engineer; 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. 15CP4 Bid Results – Steve Emery

Mr. Emery informed the Council bids had been opened for the project of lowering 5th Avenue NE. He stated four bids were opened and ranged from approximately 334,000 up to \$458,000 and were competitive. He explained the engineer's estimate for this project was \$393,000, the grant the City was to receive for this project was \$367,000, and the City's share of the project would be around \$83,000. He recommended the job be awarded to Opp Construction and asked for questions. Council member Vetter asked if there were better prices since they wouldn't have to bore under 10th Street NE. Mr. Emery stated that they did save some money since a portion of 10th Street had already been removed.

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

2. 16AJ2 Bid Results – Steve Emery

Mr. Emery stated bids for both projects had been opened the same day. He added how four bids had been received but two were non-responsive because they were either missing paperwork or used the wrong forms. He stated the two bids that were received were favorable bids and

explained how they were broken down into street construction and sidewalk construction. He commented how it had been discussed to hold the final assessment hearing prior to awarding the bid. He said that since there shouldn't be any surprises with this project the Council should be able to wait and hold the final assessment hearing after the project has been completed.

Mayor Stauss asked why there were different percentages used for engineering fees on the two projects. Mr. Emery explained it is allowed because for projects completed with state dollars there is more that is required from them. Council member DeMers asked about the breakdown of the city portion between the removal of aggregate and the driveway cost. Ms. Ellis explained the replacement of the driveway was going to be covered by the sidewalk replacement fund. Council member DeMers stated that covering it 100% was a bit much and asked to have that negotiated down. Ms. Ellis explained that the property owner was going to be paying for the rest of the sidewalk, just not the portion that went through the driveway. Council member Grassel asked where the crushed aggregate was going to be stored. Mr. Emery stated it would be stored at Public Works.

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

3. 2045 East Grand Forks Land Use Plan – Nancy Ellis

Ms. Ellis informed the Council that Ms. Kouba was going to review the updates and changes to the Land Use Plan. Ms. Kouba told the Council that this project had been worked on for over a year and that public hearings were held to gather public input for this project. She reviewed the elements of the plan which included goals, policies, and population projections. She stated how they estimate a conservative .9% population growth and then reviewed areas of growth to the City and how some areas may have combinations of industrial and commercial or residential and commercial with expansions to the north, east, and south ends of town. She also reviewed the implementation part of the plan and how there are near, short, and long term goals.

Ms. Ellis added how population projections do not provide what the trends will be. She stated how this plan tries to help make sure the City is ahead of things and is reviewed every five years. She said that at this time this plan does not go past the dyke alignment. She ended by saying copies of the plan will be made available along with being maintained on the City website.

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

4. Request to Hire a Maintenance Worker – Nancy Ellis

Ms. Ellis informed the Council that the maintenance worker at Sunshine Terrace put in his two weeks back in December. She explained how the duties of that person had been reviewed, how there had been discussions if this position should be full or part time, and how they had looked into a management company running Sunshine Terrace. She said that after looking at city facilities as a whole the City could potentially save money hiring a maintenance person to help at all of the City buildings. Council member Vetter asked if the contract would end with the cleaners. Ms. Ellis stated that this would be a maintenance position and not custodial. Council member DeMers asked where they funds would come from for this person. Ms. Ellis explained

that majority would be from the Sunshine Terrace but if this person worked at other buildings it would be paid for using the maintenance funds. Discussion followed about who this person would report to and how jobs would be prioritize.

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

5. Annual Sewer Cleaning – Jason Stordahl

Mr. Stordahl reminded the Council sewer cleaning was a part of the annual maintenance plan. He explained each year a fifth of the sewer is cleaned and this year it will be the area west of Highway 220 and north of 17th Street NW which is estimated to cost \$53,940. He reviewed the quotes and recommended to award the job to Veit for \$215 per hour. Discussion followed about the quotes and how the cost may come down if the City helps haul water. Council member Tweten asked Mr. Stordahl to comment about the new lift station that was being built. Mr. Stordahl stated that the funds for the project came from the sewage fund and this new lift station was replacing the oldest lift station in the City. Mayor Stauss commented how this annual cleaning is a must since backups can be expensive.

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

6. March 15th Council Meeting – Megan Nelson

Ms. Nelson asked the Council if they would like to change the date of the March 15th Council Meeting to Monday, March 14th since some of the Council and the City Administrator would be driving down to St. Paul for Legislative Day on March 16th. After a short discussion the Council agreed to move the meeting to Monday, March 14th.

7. Other

Council member Buckalew informed the Council that Mr. Stennes had contacted him to give an update on the remote flying club. He explained that they were proceeding on with the formation of the club which should be done within 30 days. He reminded the Council about the agreement to grant a lease to this group for property on the north end of the City. He added that Mr. Stennes will be requesting a resolution of support so they may be able to access some funding and at that time the Council may also want to execute the lease agreement.

Mayor Stauss encouraged the media to include something to remind people to get their ballots turned in.

Council member Pokrzywinski echoed the Mayor's comment and added how there was a resident that would like to address the Council with concerns. Mr. Dean Anderson, 723 1st Ave NE, introduced himself to the Council and stated that many people he had talked with already voted no for the sales tax. He added how there was never anything stating what a no vote would do and many residents don't realize it will be added to their property taxes. He asked what could be done to get that information out there. He stated that every time the question is shown it explains what a yes vote will do but it doesn't explain what a no vote will do. He added that he

understands the City is not able to campaign but it is important that information gets out. Mayor Stauss stated this is what they have asked the papers to help out with. Council President Olstad stated that the Save Our Pool group will be putting information in the paper and trying to help out with getting information out as well. Mr. Anderson asked if a special election is done again to include all of the information. Discussion followed about what would be considered campaigning and what could be included on the ballot. Council President Olstad thanked Mr. Anderson for coming to the meeting.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE FEBRUARY 23, 2016 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:41 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer