

**APPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, FEBRUARY 27, 2018 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for Tuesday, February 27, 2018 was called to order by Council President 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 Steve Gander, Council President Mark Olstad, Council Vice President Chad Grassel, Council Members Clarence Vetter (5:04pm), Mike Pokrzywinski, Tim Riopelle, Henry Tweten, and Marc DeMers.

Karla Anderson, Finance Director; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Reid Huttunen, Parks and Recreation Superintendent; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

1. Discussion on Cell Tower Study – Nancy Ellis

Ms. Ellis said Mr. Garrett Lysiak from Owl Engineering was at the meeting to review the report, answer any questions, and turned it over to him. Mr. Lysiak started by reviewing the executive summary, stated how the structure report would be able to answer some of the questions that had been asked, and the proposed tower does fulfill requirements for coverage and capacity. He explained he had to make some assumptions such as if the City and County employees would be running a system from this and how he had to check to make sure there wasn't going to be issues with interference. He added this tower would not accommodate two more users and recommended in order to meet that requirement of the ordinance to increase the height of the tower by 20 feet or remove the requirement from the ordinance. He then opened it up for questions.

Mayor Gander asked if there was a benefit if this would show that benefit if the tower was located somewhere else. Mr. Lysiak explained he can only look at existing towers and what location is being asked about on the application. Council member DeMers asked about the tower located on 20th St NW and 3rd Ave NW. Discussion followed about how this tower was not included in the report, how a search was done at the beginning to locate all existing towers, how a requirement of this process was to establish the fact they are not able to locate on an existing tower and Mr. Lysiak was shown the approximate location of the tower. He explained it would be located to close to another tower and would cause interference so that location would not work. Mr. Lysiak reviewed an exhibit that shows how more coverage will be added with the addition of this proposed tower and the other location could not be used because again it would cause interference because of its proximity to another tower. More discussion followed about how

the different carriers and towers have different frequencies so a location of a proposed tower is affected by existing towers.

Council member DeMers stated he understands the need for technology, the infrastructure should make as small an impact as possible, and asked why the tower at 20th and 3rd was not listed. Ms. Ellis asked if Council member DeMers knew if it was a working tower. Mr. Buell stated that location was over a mile from where they were trying to add coverage. Council member Tweten stated he was against the placement of this tower and how a tower does lower property values. Ms. Ellis reminded the Council that letters had been sent out to the neighborhood and this was to give a chance for the Council to review this information. Mr. Gerard Neil said he felt he didn't have time to review the information and he did have some questions. Council President Olstad stated that there was going to be a public hearing held so the neighborhood will get a chance to review the report and speak on this issue. Mr. Murphy added the letters were sent out as a courtesy and there wasn't a requirement to send a notice for this work session.

Mayor Gander stated that the report shows that there was a gap in coverage and asked if the proposed tower would fill that gap. Mr. Lysiak said it did and referred to exhibits to show what is currently there and what coverage the tower could add. He stated they were also asking about capacity but things get complicated because that is difficult to analyze. Mayor Gander commented that the addition of the tower would give a better experience and service. Mr. Lysiak explained how there is a flow of data from tower to tower, things change with people moving around, and how this tower would help with coverage and some with capacity.

Ms. Ellis stated that there were five groups contacted and the only thing they would review was the information that was specific to the application. She said they would look into other things as long as the City was going to pay for it. Discussion followed about the process Mr. Lysiak completed for this report, how small cell tower technology is used to accommodate specific users in a specific area, how there is a coverage problem, and how the data is from when the report was completed in February. Mr. Lysiak stated he uses real world numbers and does not change his parameters once they are set when completing a report. More discussion followed about how this report and others done by Verizon were completed from their offices, not out in the field.

Mr. Neil asked about the addition of a scale to some of the exhibits and if another location could be used. Mr. Lysiak said he only looked at what had been submitted on the application. Discussion followed about how other locations had been considered, one location had been denied because it did not meet the requirements of the ordinance, how the planning commission can only make recommendations, and only the Council can deny an application. Mr. Neil asked if there would be issues with other providers in this location. Mr. Lysiak said all providers are on different frequencies. Mr. Neil said they could locate on another tower. Mr. Lysiak said Verizon would prefer to locate on another tower instead of having to build one but they are either already on the towers or it is too close and it would cause interference. Discussion followed about where the gap of coverage is, what towers are currently serving the different areas of the city, and how there will be a public hearing regarding this item. Mr. Lysiak asked about the time frame to either approve or deny the application. Mr. Ellis stated that time frame was waived to have the study completed.

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

2. 2018 TIP Amendment Request for Transit Capital Project – Nancy Ellis

Ms. Ellis stated there were funds to purchase a bus this year instead of five vans and the funds were

originally coming from the State. She explained the funding for this program has changed from State to Federal and this request would be change where the funding was coming from as well as making the change from five vans to a bus that is needed. Council member Pokrzywinski said to move this on.

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

3. Rental Request for VFW Arena by the EGF Arts & Crafts Council & the EGF Blue Line Club – Reid Huttunen

Mr. Huttunen reminded the Council about how ice was added early last fall for a hockey camp and was removed for the Arts and Crafts show that is held each year. He explained the Arts and Crafts Council was asked to see if there was another venue in town that would fit their needs. He said they looked at multiple venues in the city but none could fit their needs. He added how the Blue Line Club has indicated the fall camp was successful and they would like to hold their camp again this fall so based on that they will repeat the process of last fall with putting in ice and removing it for the craft show. Council member Riopelle asked what the fee was for this. Mr. Huttunen said the Blue Line Club paid \$14,500 which covered staff time and utilities for the early ice. Council President Olstad said to move ahead as planned.

4. Rental Request of the Blue Line Arena for the AC Expos Gun Show – Reid Huttunen

Mr. Huttunen informed the Council he had received a request from a group that would like to rent the Blue Line Arena for a weekend in June for a gun show. He explained this group travels around the State and hosts gun shows, they recruit their own vendors, pay for security, and the public would pay admission to attend. He stated the City would need a staff member onsite during the day. He added he had talked with Mr. Galstad and the insurance agent about this and their response was that this was done all over and to make sure to receive a certificate of liability. Mr. Huttunen told the Council he informed the group that rent would be \$300 per day for this event.

Council member Tweten stated there were gun dealers in town already and the City had only ever rented to non-profits. He commented this was a for-profit group, it could hurt local merchants, and he would not be supporting this. Council member DeMers said the Council should be consistent and use their best judgement. He continued saying different groups use the facilities, he didn't have a problem with a gun show, and he would be in favor of this if all of the vendors were licensed. Mr. Huttunen reminded the Council that the going rate had been \$200 per day for non-ice events, how there was discussion to review the rates for use of the facilities, and the \$300 should cover the cost of a part time staff person to be on hand during this event. Council member DeMers commented how only covering the costs of the staff would still be subsidizing the event because it wouldn't be covering utilities and since there is an entry fee the Council might want to take a little different approach. Discussion followed about setting a policy on what to charge, what a reasonable rate would be, and how some places charge fees on a case by case basis.

Council President Olstad asked if the group wanting to host this event was licensed. Mr. Huttunen said they were and how he would follow up to see what was required for vendors. Council Vice-President Grassel asked to see if the people would be licensed and if they would also ask the businesses from town if they would like to participate. Council member Pokrzywinski said this town is open for business, this will attract people to the city, to make sure these were reputable people by checking references, and encouraged them to work with the police department if needed. Council member Riopelle said the administration costs should also be passed on. Council member Vetter said these shows draw lots of people and how they would come from all over the region to attend as well as go to the local shops in

town. He added how they are looking for ways to attract people to town and he is in support of this because it will bring people to town. Mr. Huttunen said he would follow up with the group and bring the information back to the next work session to update the Council. Discussion followed about how some vendors may not come if they are required to have a license.

This item will be brought back to a future work session.

5. Request to Purchase Mower for the Cemetery – Reid Huttunen

Mr. Huttunen stated \$25,000 had been budgeted for a new mower to replace the 2006 mower that is currently being used at the cemetery. He explained the 2006 mower will be used at the ball fields to replace the mower started on fire this last year. He said he had looked at the wrong model number when budgeting because the cost of the mower which is the exact same model as what is currently being used costs \$29,428.24 so it is about \$5,000 short. He asked to have this request approved because the City will be reimbursed approximately \$5,000 when a replacement mower is purchased which would cover the entire cost. He added how this pricing is from the national IPA price list. Council President Olstad asked if there were any questions. There were none.

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

6. Request to hire Supervisor: Facility Maintenance & Cemetery Position – Reid Huttunen

Mr. Huttunen told the Council he had talked with Mr. Brian Larson about this position and requested to approve him to move into this position. There were no questions.

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

7. Update on Charter Commission – David Murphy

Mr. Murphy stated he had asked for names of people willing to serve on the Charter Commission and at this time had received eight names. He asked the Council if there were any questions, if all of these people had been contacted, and he will be working with Mr. Galstad to get these names before a judge for approval. Council member DeMers said his only concern was Mr. Hecht, not because he has any issues with Mr. Hecht, but that he didn't think the people serving on this commission should be serving on any other board or commission and Mr. Hecht was already serving on the EDA Board. He added at this time he still hadn't reached out to anyone to serve on this commission. Council President Olstad asked Mr. Murphy if he would accept any more names. Mr. Murphy stated he would take names up until the time they have to be submitted to the judge.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADJOURN THE FEBRUARY 27, 2018 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:52 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer