

**APPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, MARCH 27, 2018 – FOLLOWING THE SPECIAL MEETING**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for Tuesday, March 27, 2018 was called to order by Council President Olstad at 5:41P.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, Mike Pokrzywinski, Tim Riopelle, Henry Tweten, and Marc DeMers.

Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; 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. Request to File Plans & Specifications for 2018 Assessment Job No. 1 – Steve Emery

Mr. Emery reminded the Council this was the project the City was going to be receiving the federal funds for. He explained there were six proposals for the project, reviewed the six proposals, and how the Council will be receiving approximately \$860,000 for construction costs in federal funding. He told the Council there was approximately \$68,000 in TRLF bonds available and around \$577,000 in State Aid funding which could be used to help cover the City's portion of this project. He added that he is working with Mr. Galstad to acquire right-of-way long Greenway Boulevard and 11th Ave SE for the location of the sidewalk which should be completed the following week, how federal funds cannot be used for this acquisition, and this has to be done before the project can move forward. He stated MNDOT will be reviewing the project and will have to give final approval before they can move forward. He said he was asking to file the plans and specifications along with the getting the approval to start advertising for bids once final approval is received from MNDOT. He asked if there were any questions.

Council member DeMers asked what was used for determining contingency. Mr. Emery said it was 5% for each proposal. Council member DeMers asked if all proposals should be awarded or options of the proposals be awarded. Mr. Emery said they could set it up either way but he would recommend awarding all proposals so they are able to utilize as much of the federal funds as possible. Council member DeMers suggested awarding all because it decreases the need for clarity and could bring in a lower bid. Council member Tweten asked to have the residents that would be affected by these projects to be notified. Mr. Emery reminded the Council of the change from a reconstruction to a mill and overlay for a section of

Rhinehart Drive which will be paid for by the City since a reconstruction of the street may happen in a few years. Discussion followed about the placement of the sidewalk on 11th Ave SE, how there have been issues with snow removal on the sidewalks that are right next to the curb, and how if the placement of the sidewalk is moved farther away from the street it would require the relocation of some trees. Mr. Emery said that part of the project could be modified.

Mayor Gander commented a few years back a pavement study was done which included every street, how a plan has been carried out to maintain the streets in the city with some being done by special assessments as well as \$250,000 set aside for smaller street repairs which are addressed before they become major repairs. He complimented those who had the strategic approach to set this in place and how it has benefitted the community.

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

2. Request to File Plans & Specifications for 2018 City Project No. 1 – Steve Emery

Mr. Emery said he was looking to file the plans and specifications for the 2018 City Project No. 1 which was for the mill and overlay of the Senior Center parking lot, the addition of concrete paving in the alley, and the addition of storm sewer improvements to help take the water away from this area. He added they will also be adding curb and gutter to the north end of the parking lot to help the water flow off the parking lot. He reviewed the estimated project costs which were close to \$130,000 with some being paid for from the general capital fund, the street reconstruction fund, and the storm sewer maintenance fund. He said he will be asking to file the plans at the next meeting and start advertising this project.

Council member DeMers asked if there was a payback schedule for the general capital fund. Mr. Murphy said this project had been budgeted for but he wasn't sure how much had been budgeted. Mr. Huttunen said \$68,000 had been budgeted and after speaking with Ms. Anderson there was an additional \$34,000 available for unforeseen project costs which could make up the difference. Council member DeMers asked about the \$37,000 from the street reconstruction fund. Mr. Stordahl said that was coming out of the \$250,000 from that fund. Mayor Gander said the reason for the increased amount for this project was because a drainage system needed to be put in place because without that a mill and overlay would start deteriorating again from the water after just a few years. Mr. Emery added that long term this was a better project. Discussion followed about how the concrete added in the alley will help with the water issues in the alley and residents in the area will be notified about the project when the timeline has been determined.

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

3. Discussion on Wastewater Repairs at 4th St NE – Jason Stordahl

Mr. Stordahl informed the Council that during the televising of the gravity mains cracks were discovered in the lines. He explained that it didn't require an emergency fix, the Water and Light Department was going to be replacing water main in this same area, the repairs were going to require the road to be shut down, and so this repair had been included when the water line replacement project because these repairs were close together. He stated there were five proposals for the water main project, the lowest overall bidder was RJ Zavoral & Sons, but they were not the lowest bidder for sanitary sewer repair. He said he was recommending to award this proposal to RJ Zavoral & Sons because they could complete both repairs at the same time, the road would only have to be closed down one time, it would be safer to complete the project with the road closed instead of what had been done the year prior, and there were funds available

for this repair. Council member Pokrzywinski asked if they could award it since it wasn't the lowest bid. Mr. Galstad stated that since the total project was going to be awarded to the lowest bidder they would be able to award this to RJ Zavoral & Sons otherwise this would have to be bid out separately and repaired at a different time.

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

4. Request to Hire Seasonal Employees – Reid Huttunen & Jason Stordahl

Mr. Huttunen said that both he and Mr. Stordahl were looking for approval to hire the seasonal help for the summer. There were no questions.

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

Mr. Murphy informed the Council that the bids were received to replace the liner at the pool and they were significantly lower than what had been estimated so they might use additional funds available to start moving forward with taking out the old material.

Mr. Stordahl said one of the pay loaders is in need of a repair which was going to cost approximately \$12,000 to \$14,000. He stated it was necessary because they planned on keeping this pay loader for another three to five years and just wanted to make sure the Council was aware of this needed repair.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADJOURN THE MARCH 27, 2018 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:12 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer