

**APPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, APRIL 10, 2018 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for Tuesday, April 10, 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, Mike Pokrzywinski, Tim Riopelle, and Henry Tweten.

Karla Anderson, Finance Director; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Mike Hedlund, Police Chief; Reid Huttunen, Parks and Recreation Superintendent; Gary Larson, Fire Chief; 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 Replace City Hall Roof Top Units – Nancy Ellis

Ms. Ellis told the Council over the last couple years there have been heating and cooling issues, damper repairs, and pressure issues along with other issues. She explained it has been hard to keep up with all of the needed repairs to the current system and the cost of the utilities at city hall keep going up. She said at this time she is asking to replace all of the rood top units and the control system which is currently outdated. She stated the City is a member of the National Joint Power Alliance, how this is a competitive process, and will be the lowest contract price which ended up being with Johnson Controls.

Ms. Ellis stated that Mr. Pawlowski and Mr. Paul from Johnson Controls were at the meeting to answer any questions the Council may have. She said they were very thorough when looking over the building when preparing the proposals, they found some areas that needed repairs which was included in the price, and how there were funds budgeted in the capital improvement plans and also utilizing CDBG funds. Council President Olstad asked if there were any questions. There were none. Mr. Galstad commented that Johnson Controls had done work at the building he is located in and they have great work. Ms. Ellis added that with this change there will be some payback with energy savings which can really only be done with the replacement of the everything.

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

2. Request to Approve Performance Based Planning – Nancy Ellis

Ms. Ellis informed the Council that MNDOT is asking to enter into a memorandum of understanding with the City allowing the City to continue to receive federal funds and change to performance based planning. She stated the MOU is between the City, MNDOT, and the Metropolitan Planning Organization. She said the City will then try to meet the performance based measures and report information as required. She added that since this was just an MOU the City could remove itself at any time. Council President Olstad asked if there any questions and there were none.

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

3. Request to Advertise to Hire – Jason Stordahl

Mr. Stordahl informed the Council that one of the newer truck drivers has submitted his resignation creating a vacancy. He asked to fill this position by starting the hiring process and reminded the Council that it will first be posted internally but if there were no qualified candidates it would then be advertised externally. There were no questions from the Council.

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

4. Request for Awarding Annual Sewer Cleaning – Jason Stordahl

Mr. Stordahl reminded the Council of the annual sewer cleaning done each year when a fifth of the sanitary sewer lines are cleaned a year and how this year it is the northwest area south of 17th Street NW. He stated three estimates were received and Veit had the lowest bid. He said they have done good work in the past for the City and recommended to award the job to them. Mayor Gander said he saw the guys filling pot holes, that there hadn't been to many to fill, and to let them know they were doing a good job.

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

5. Request to Hire Team Lead, Facility Operations – Reid Huttunen

Mr. Huttunen told the Council the interview process had been completed and they had offered the position to Mr. Jacob Solberg. He stated that Mr. Solberg had verbally accepted the position of the Team Lead and with Council approval would be starting on Wednesday, April 18th. There were no questions.

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

6. Request to Hire Parks Foreman – Reid Huttunen

Mr. Huttunen informed the Council the interview process had been completed for the Parks Foreman positions which had only been posted internally. He stated Mr. Chad Swensied has verbally accepted the position and once approved by Council would be effective immediately. Council President Olstad asked if there were any questions and there were none.

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

7. Request to Appoint Members to Park & Recreation Commission – Reid Huttunen

Mr. Huttunen stated that both he and Mayor Gander had a chance to speak to each of the individuals on the list, each one representing a ward in the city, and who are all interested to serve on the Park and Recreation Commission. He said upon appointment and approval by the Council he is still looking to hold a meeting in April and establish a regular meeting schedule. Mayor Gander told the Council that he had talked with all five people, indicated that he would be recommending each one to be appointed, and after this had taken place there was one more application that came in. He said it was a well-qualified person, if all current names are approved there would not be an opening, but will keep them in mind when there is an opening in the future. He commented how he is very thankful for the volunteer spirit when people come forward to serve and there are more people willing to serve than spaces available.

Council President Olstad thanked Mr. Huttunen for going through this process, how it took some time that it has come together, and he appreciated all the work done on this. Mr. Huttunen told the Council the initial appointments are going to be staggered, the names will be drawn at random to assign the staggered terms, but then set as a three year term after the initial term.

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

8. Discussion on Rental Policy & Rate for VFW Multi-Purpose Room – Reid Huttunen

Mr. Huttunen told the Council he had drafted a two page document of proposed rules for the use of the multi-use room at the VFW Arena and a procedure of how to rent the space. He said there were also some pictures included in the packet of what the room looks like. He continued saying the only thing left to complete is putting up signage or the rules, rental policy, the schedule of what will be taking place in the room, and recognizing the partnership and support from Altru. He added that they have already started receiving requests to use this space. He stated that he thinks the room should be rented for a nominal fee to parties holding events that are not sponsored by the Park and Recreation Department, other city department activities, or an Altru activity because they are allowed use of the city's facilities for so many hours each year.

Mr. Huttunen said the fee that he is proposing should not keep people from wanting to rent the facility but will keep accountability to those to rent the room. He added how this would be a checks and balance system and people will give some information so if there is an issue of something getting broken or missing the department will have someone to go to correct the issue. He told the Council he was proposing \$25 per hour for renting out this space but he was open to other suggestions. He asked if the room should only be available when the building is open or if it should also be open after hours at a higher rate to help cover costs of an employee having to open and lock up the building again.

Mayor Gander said he could see the room being offered during extended hours at a higher rate. He suggested publishing the hours so people are aware of when they would be charged a higher rate for renting the room. Council Vice-President Grassel asked if a deposit should be required just in case something happens. Mr. Huttunen said the common thing he found while researching was rooms being rented for \$25-\$45 per hour with a \$100 deposit to be returned after an inspection of the room. Council President Olstad stated he would be fine with a \$100 deposit. Mr. Galstad asked if there was a separate door to the offices. Mr. Huttunen said no, explained how those offices are being used by different groups, and how they will have to continue working on a trust system with these groups. He added that if they lose keys they will be responsible for paying to change the locks. Council Vice-President Grassel said

this room looks as good as it ever has since the doors were first opened and told Mr. Huttunen they did a good job. Mr. Huttunen told the Council they are planning an open house to invite the community and council to see this space.

Council President Olstad informed the Council they had been invited to attend a welcome home ceremony for the 1st Battalion, 1-188th Air Defense Artillery on Sunday, April 15th starting at 1pm at the Alerus Center and if anyone wanted to attend to speak with Ms. Nelson right after the work session.

Council member Riopelle informed the Council that on Monday night the Senior Center is having the Taste of Sweden. He said for reservations call 773-0821, it runs from 4:30pm-6:30pm, and there is a maximum of 50 people that can attend.

Mr. Galstad stated that he was going to be out of the office until April 23rd, he will be available by email some of the time, and the city attorneys in Crookston will help out if his office if needed during this time.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADJOURN THE APRIL 10, 2018 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:20 P.M.

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

Voting Nay: None.

Absent: DeMers.

David Murphy, City Administrator/Clerk-Treasurer