

**APPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, MAY 8, 2018 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for Tuesday, May 8, 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, 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; Keith Mykleseth, Water & Light Manager; Megan Nelson, City Clerk; Jason Stordahl, Public Works Director; and Luke Welle, City Intern.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

1. Consider Rental Lease Agreement with Tri-County Community Corrections – Nancy Ellis

Ms. Ellis stated the City had been contacted by Tri-County Community Corrections who will be losing their space in the county building located in East Grand Forks. She explained they are looking for office space, the City does rent space out to other government entities, and there is office space available that was vacated by the housing authority. He added that they had staff present to answer any questions the Council may have. Council President Olstad asked what safety measures they currently have in place or what may need to be done for them to use this space. Mr. Andrew Larson from Tri-County stated that Ms. Tami Lieberg would be able to answer those questions. Ms. Lieberg stated they did not have much for safety measures in place, commented on how closely they work with the police department, and how they may look at getting cameras in the office. She added she had been with Tri-County for 24 years and up to this point have not had any issues in their office. Mr. Larson stated that the office space is close to the same size of their space at the county building and how again they may need to make some adjustments such as adding cameras to this space among other things. Discussion followed about the safety of other employees in city hall, how the amount of clients could range from none up to 25 per day, and the signage they are requesting it to add in the directory where the office is located.

Council member DeMers asked if the office could be located on the west side so they are closer to the police department. Ms. Ellis said the Water and Light office was designed for them specifically so it might be hard to move them to a different space. Council member DeMers commented the space in city hall should be maximized for effectiveness, how spaces may need to be reconfigured, and more services

could then fit at city hall to be provided for the residents of the city. Mr. Galstad asked about samples that may need to be taken and where they plan on completing that since there are only public bathrooms in city hall. Mr. Larson said because of the closeness to the police department they could go there for testing that needs to be done but they have started taking more swabs for testing. Mayor Gander stated that he would like to help out residents with having more services available in the city, how they should look into the safety measures, and if possible having more county services available in the city. Council President Olstad asked about a timeline. Mr. Larson said they need to identify a space by July 1st but the sooner the better. Council member DeMers commented he didn't object to this and how this brings up an opportunity to look at reconfiguring the building.

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

2. Request to Rent Civic Center for Craft Beer Show – Reid Huttunen

President Olstad stated that this item was being pulled from the agenda and may be brought back at a future date.

3. Discussion on City Lot Next to VFW Post 3817 – David Murphy

Mr. Murphy said there were many questions regarding the lot next to the VFW since the last work session which is why this was being brought forward. He explained there was an offer to help pave the lot if it remains a parking lot. Vice-President Grassel said when they voted down a development project the idea was to keep this as a parking lot. Council member Riopelle said the Council didn't formally vote on keeping this lot as a parking lot but it was discussed. Council President Olstad suggested using TIF dollars or Block Grant dollars to pave this lot or using a blend of gravel and crushed granite to help harden the lot.

Mr. Frank Ringstad told the Council the VFW was very appreciative what had been done to the parking lot up to this point. He said their basement had flooded but with the improvements made to the parking lot it had gotten much better. He stated their concern was in regards to if the parking lot was sold and how parking will be more difficult. He explained they had looked into what their gaming funds could be used for but then they would have to own a portion of the lot which they don't want and then suggested a partnership with the city and they would help fundraise for paving the lot. He added how Steve Driscoll is going to be painting a mural on the side of the building trying to help improve the downtown area. He added again they are willing to enter into a partnership with the City and how asphalt might be a better option for paving the lot. Discussion followed about paving the lot, how the City may want to consider a parking lot assessment to help pay for the maintenance of the down town parking lots, that there are not any other gravel parking lots in the down town area, and how utilities may need to be moved if this lot was developed.

Council member Pokrzywinski said he was against concrete paving on this lot, he might consider asphalt, but didn't want to use public funds on the paving of this lot unless the costs were assessed. Discussion followed about TIF dollars were meant for infrastructure projects, how a parking assessment district may need to be formed before some council would be willing to give their support for paving this lot, and some would be open to having asphalt paving. Mr. Murphy said he had his direction.

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

4. Consider Awarding Bids 2018 City Project No. 1 Senior Center Parking Lot – Steve Emery

Mr. Emery stated the bids had been received for the paving of the parking lot at the Senior Center and work in the alley. He said seven bids had been received and ranged from \$98,862 to \$149,900 with the lowest bidder being RJ Zavoral & Sons. He reviewed the costs of the project and how the project was going to be paid for using capital improvement funds, street reconstruction funds, and storm water funds. He recommended to award the bid to RJ Zavoral & Sons. Council member Tweten said this should be moved on and commented how it will improve the look of the property. Council member Riopelle stated that they will also be moving the garbage container and putting up a fence at the Senior Center.

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

5. Consider Filing Plans & Specs for 2018 City Project No. 2 Master Lift Rehab – Steve Emery

Mr. Emery requested to file and plans and specifications and start advertising for bids for the repairs needed at the lift station number one. He explained how some of the concrete has started to deteriorate so they will need to sand blast it, add a coating system, and replace some parts such as the flow meter. He continued saying they will need to bypass this station while the work is being done. He stated the estimate for this project was \$276,000 and \$300,000 had been budgeted. He told the Council the bids would be opened on June 7th. Mayor Gander said there has always been an odor and asked if anything could be done. Mr. Stordahl explained they are currently adding in chemicals at lift five to help with the smell, they have looked at many different options, they have tried different things, that there are very expensive options to try to reduce the odor, and how they are trying things that have a reasonable cost.

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

6. Request Final Approval for Industrial Park 1st Resubdivision – Nancy Ellis

Ms. Ellis stated this was a simple plat and was for the area by Folson Farms where 8th Ave NE was vacated. She explained the City had previously vacated sections of 9th Ave NE, 10th Ave NE, and a section of 4th St NE and this plat will show those vacations along with the utility easements. She asked if there were any questions. There were none.

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

7. Request to Approve by-laws of Park & Recreation Commission – Reid Huttunen

Mr. Huttunen said the Park and Recreation Commission had their first meeting on April 23rd and reviewed the proposed by-laws. He stated they did make a few changes and request the City Council adopt the proposed by-laws. He explained they included ex-officio members of interested parties which could be any member of the groups and did not have to be the president of the group. He continued saying the monthly meetings will be held on the third Wednesday of each month at 4:30 and will typically be held at City Hall but the next meeting will be held at the VFW Arena so they were there for the open house.

Council member DeMers asked if the ex-officio members would be voting members. Mr. Huttunen said they were not and listing them was a more formal way of inviting them to meetings even though the meetings are open to the public. Council member DeMers stated it should be included in the by-laws that

they are not voting members if that is the intent. Mr. Huttunen said he would make that change.

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

8. Request to Paint Exterior of VFW Memorial Arena – Reid Huttunen

Mr. Huttunen explained \$40,500 had been budgeted for painting the exterior of both the VFW Arena and Blue Line Club Arena and that he had collected a couple quotes for this project. He explained that there was a difference in pricing and how Jack Anderson included sandblasting the block instead of power washing the block for a price of \$33,500 compared to the quote from Pace Painting for a price of \$24,950. He said a small section of block was sandblasted to compare it to pressure washing, at this time he is highly recommending moving forward with sandblasting since there is so much paint peeling, and this wouldn't be adding more moisture to the building. He added it was his recommendation to sandblast and paint the VFW Arena this year and wait to paint the Blue Line Club Arena. Council member Pokrzywinski asked if the price included the capturing of the sandblasting and complying with regulations. Mr. Huttunen said he would have to clarify with Mr. Anderson. Council member DeMers asked if Pace Painting was asked if they could sandblast and given a chance to change their bid. Mr. Huttunen said he did ask them and they did not have that capability. Council member Vetter commented that the entire building would have to be primed if it was sandblasted because it would be taking a lot more off. Mr. Huttunen said he would revisit about that as well. Council President Olstad asked to have the answers by next Tuesday.

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

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE APRIL 24, 2018 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:57 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer