

**APPROVED MINUTES  
OF THE WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, OCTOBER 23, 2018 – 5:00 PM**

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for Tuesday, October 23, 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 (5:01pm), and Marc DeMers.*

*Karla Anderson, Finance Director; Steve Emery, City Engineer; Ron Galstad, City Attorney; Reid Huttunen, Parks and Recreation Superintendent; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.*

**DETERMINATION OF QUORUM:**

*The Council President determined a quorum was present.*

**1. Consider Renewing Contract with Countrywide Sanitation – Jason Stordahl**

Mr. Stordahl stated the proposed contract extension had been discussed at the last work session and some changes were requested. He said the new contract has been prepared with all of the changes and had been reviewed by the city attorney, himself, and Countrywide. He said Addendum C was included in the contract with 3% increases for each year starting in 2020, and some minor revisions were made. He added language had been included to allow for a reopener for negotiations if the City wanted to take over some of the duties and that Ms. Gornowicz was present to answer any questions the Council had of her.

Council member DeMers commented that over the weekend the greensite was overflowing with leaves and branches. He asked who was responsible for that. Mr. Stordahl explained the City was in charge of back part with removing the leaves and branches and the Police Department will call in Public Works like they did over the weekend to clear that area out. He added how they are considering extending that area to allow for more space. Council President Olstad asked if there were any other questions. There were none. Ms. Gornowicz thanked the Council.

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

**2. Request for Updates to Interior of the Library – Charlotte Helgeson**

Ms. Anderson told the Council that these items were included in the budget for this project to be completed. Council President Olstad asked if there were any questions. Council member Riopelle asked if the combined quote from Caya and Norby's. Ms. Nelson said that was correct. Mayor Gander asked

what amount had been budgeted for this project. Ms. Anderson said the funds for this project were included in the maintenance fund, it wouldn't be coming out of the general fund, and this project had been put off for a few years until it was determined what was going to be happening with other items at the library. Council Vice-President Grassel asked why EAPC was doing the design service for this project. Ms. Nelson said she had talked with Ms. Helgeson about this project last week, how it was started a while ago, and if the process started over they would be back at square one. Council President Olstad commented this project started a couple years ago and he had the same question. There were no other questions.

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

### **3. Consider MPO Work Program for 2020 Update to Land Use Plan – Nancy Ellis**

Ms. Nelson informed the Council that Ms. Ellis had been contacted by the Metropolitan Planning Organization (MPO) who is starting to schedule the projects they will be working on in 2019 and 2020. She stated that Ms. Ellis would like them to work on the 2020 Land Use Plan which needs to be updated, updates are done every five years, and made the request to use a consultant for this update process. Council member DeMers stated this is standard procedure, the MPO is trying to get their work plan in place, and this is something that is fairly routine. There were no other comments or questions.

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

### **4. Discussion on City Website – Megan Nelson & Corey Thompson**

Ms. Nelson told the Council the City had been contacted by CivicPlus who hosts the City's website. She explained the current platform the website is supported by will no longer be used after 2019, they had reached out to see what the City's plan for moving forward was going to be, and information had been included in the packet about an update which would put the website on the newest platform they offer. Ms. Nelson reviewed how an update included moving information over from the current website, training on how to use the new website, and the cost for this would be \$8,125. She added if no other services were added the annual fee would stay the same.

Ms. Nelson stated another option was the IT Department could put together the City website and that Mr. Thompson had put something together to give the Council an idea of what they are able to do. She said the estimate for maintaining the site was approximately \$2,600. Mr. Thompson explained they would be using resources they already have and are already maintaining so it would be for the framework for the site and setting up the new site would take approximately 40 to 60 hours. Ms. Nelson added that any update done to the website will make it more mobile friendly. Mr. Thompson said they would be able to make it so it would adapt to any screen that is being used. Council Vice-President Grassel asked if the content can be pulled off from the current website. Mr. Thompson said they would be able to take the information from the site because it is all of the City's data. He commented how the EDA had spent funds on branding and style standards so that is something that could be incorporated.

Council President Olstad asked what the City receives from CivicPlus. Mr. Thompson said they host the site and did some graphic designs. Council President Olstad asked what would be saved annually if the site was done by staff. Council member Riopelle said based on the numbers approximately \$5000. Discussion followed about a smooth transition if and when changing sites and it was asked if pdfs on the site could be searchable.

Council President Olstad asked for the agreement to be reviewed to see what might be possible. Mr. Thompson stated staff was looking for direction. Council Vice-President Grassel stated he would like to see this be brought in-house if it can be figured out. Council member DeMers said it is a big deal to update the website, things need to be refreshed, and he agreed to move it in-house. He commented how at one time what the City currently has was the best model when it was started. Discussion followed on what program or system might be used if this was brought in-house. Council member DeMers said it should be determined what needs to be done and his only concern is not that staff wouldn't be able to complete this but it is with the imagery and aesthetics of the site. He recommended hiring someone for the digital media for the website and how important it is to update the imagery from time to time. He asked that the Council also be a part of this process. Mayor Gander stated he recently attended a meeting with officials from Grand Forks, how there was discussion about working together, and how the IT Department had helped Grand Forks with trying to stream their meetings. He added how they are willing to help the City get the meetings televised and that they had very complementary things to say about the City's IT Department.

This item will be brought back to a future Work Session.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADJOURN THE OCTOBER 23, 2018 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:25 P.M.**

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

*Voting Nay: None.*

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David Murphy, City Administrator/Clerk-Treasurer