

**APPROVED MINUTES
OF THE WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, NOVEMBER 13, 2018 – FOLLOWING THE SPECIAL MEETING**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for Tuesday, November 13, 2018 was called to order by Council President Olstad at 5:02 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 Members Clarence Vetter, Mike Pokrzywinski, Tim Riopelle, Henry Tweten, and Marc DeMers.

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

DETERMINATION OF QUORUM:

The Council President determined a quorum was present.

1. Request for Preliminary Approval for 2045 Long Range Transportation Plan – Earl Haugen

Mr. Haugen introduced the project team and said they were going to give a presentation is so the Council understands what they are asking them to adopt into the planning document. He stated adopting these plans will help with projects and programming to obtain federal funds. He added this wasn't new, it is done every five years, this is the end of a five year cycle, and they are asking for the Council to adopt the 2045 year document. He stated the land use plan has been updated out to 2045, land use helps with the transportation update, and the land use plan includes housing and employment growth. Brandon started reviewing the 10 goals, the goal statements to go along with each goal, and the 24 performance measures to go along with the goals. He explained there is a large initiative to work towards zero deaths nationally and how the performance measurements to review the information. He continued with the performance measures which looks at the condition of bridges, conditions of pavement, and what targets the MPO has identified for both communities.

Scott continued with the next step to determine how the system is currently operating today and how there is public input on the perception of how the system is currently working. He reviewed the map people were able to add things to and provide input. He then reviewed maps of the current conditions for traffic, intersection level of service, crash rates, and existing railroad conditions. He continued on with future conditions that comes from a forecast model based on proposed future land use. Mr. Haugen said the comparisons go between 2015 and 2045. Scott stated there is a list of areas of congestion in 2045 which include the bridges and some of the main roads. He said they look at the system, what might need to be done, and they estimate the costs of the projects for all modes of transportation which is around \$700

million in needs. He informed the group they come up with a financial plan, there are different funding sources at all levels of government, and they have come up with projections along with working with the State agencies to determine how funding could be moved forward for the identified projects through 2045. He stated they need to tie the investment back to the goals, objectives, performance measures, and targets that are established to receiving the funding. He added the Federal and State agencies emphasize the preservation of the existing system, they need to serve national and regional significance, and focusing on the FAST act.

Scott stated a financial activity was done with input from the public. He explained the areas people were most interested in were for a new river crossing, maintenance of the current system, signage, safety improvements, and another freeway interchange. He stated other things to consider in this process is how the buying power of the dollar decreases over time which effects the amount of projects that can be completed over time. He said the program of projects are called the current revenue scenario and reviewed where the dollars would be spent in safety and to keep things in state of good repair. He continued saying the current transportation improvement plan must be consistent with the long range transportation plan and reviewed some of the high profile projects that are included in the plan for both cities.

Scott told the Council the gap between the \$266 million in projects and the \$417 in revenues is because there are other funding sources available and beyond five years there are going to be additional safety projects that will need to be identified in North Dakota and currently there are not any funds available in Minnesota for the safety projects. He added operations and maintenance are requirements so there are included in the financial plan. Scott told the Council there are some projects that are considered discretionary projects that are not included but have been identified.

Brandon reviewed river crossings, how there will be congestion at all of the bridges over time, this task was to look at potential river crossings, and what how they would serve or perform compared to other proposed locations. He commented how there is a history of looking at bridge locations, most are plans so some need more details, but with some they prepared more information to get some comparisons. He said key points were that the Point Bridge would operate better with another bridge located at 32nd Avenue or north, Gateway operates better with any bridge other than a Merrifield location, Washington Street were better with a crossing at 17th or the Elks crossing, and Belmont Road operated better with all possible crossings. He said they looked at a variety of intersections and the mitigation measures that would be needed. He added the northern bridges helped with local traffic and those to the south helped more with regional traffic.

Brandon said there were meetings with the cities and staff because some of these crossings would require some improvements, probable costs were developed for each situation, and looking at benefit cost ratios the crossing at Merrifield Road helped with the regional traffic and the crossing at 32nd seemed to benefit local traffic the most. He said at this point they are at a similar place as before where a crossing at 32nd Avenue seems to make the most sense for local traffic and a crossing at Merrifield makes the most sense for regional traffic.

Mr. Haugen said they were seeking preliminary approval which is what they also be asking Grand Forks for and then asking for final approval in December. He said there is an MPO Board meeting on December 19th, this is the end of the five year cycle, and the MPO needs to present the information to the State and Federal partners. He added they will then start the next five year cycle. Council President Olstad asked if there were any questions and if everyone is okay with granting preliminary approval. Council member Tweten commented that the new Governor-Elect in Minnesota likes to build highways and bridges. He

stated how a delegation from the Council usually goes down to the State Capitol to discuss matters such as this, personally he would like to see this expedited, and would like to invite the Governor-Elect up for a visit. He added the City Council and staff will advise the MPO on this item and how he is not a new comer to this scenario.

Mayor Gander said he appreciates the comprehensive approach they took to this for both communities. He said some may not understand looking at a 25 year plan that needs to be reviewed every five years but that is to allow for any changes. He added he liked how it considers land use, future growth, possible funding, and this very important because it helps with decision making. Mr. Haugen said when they do go down to St. Paul this plan will help prove the City has the ability to maintain what they currently have, how many times requests for funds is not favorably viewed, but this is the proof that everything can be maintained and what is being asked for will allow the community to progress forward.

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

2. Consider to Purchase Pump for Swimming Pool – Reid Huttunen

Mr. Huttunen reminded the Council the main recirculation pump broken down and they made it through the rest of the season using a temporary pump from the Public Works Department. He stated he has been working with US Aquatics on the replacement of this pump and was referred to a pump specialists so they knew exactly what they would be getting because the cost would be higher for a recirculation pump. He added they asked if there was anything else that could be done for this. He reviewed the costs of the two different pumps, how if they changed pumps it would require major modifications in the pump room to make it a different pump work, and due to all of those changes they would recommend replacing the existing pump which will always require five to six weeks of lead time to get the replacement if there was ever a breakdown again.

Mr. Huttunen informed the Council that during the discussions regarding operations of the pool they need to keep a 900 gallon per minute flow rate to replace all of the water within a six hour period because that is what is required by the Department of Health. He said they were having a difficult time keeping up with that, during this process the strainer basket was determined to be too small for a pool this size, and it requires a cleaning every one to two hours is not always allowed for with the other operations of the pool. He stated it was recommended for the strainer basket to also be replaced at an estimated cost of \$3,760, it was rated at a 900 gallon per minute flow rate, and would only need to be cleaned out once a day. He added that Lunseth Plumbing would be handling the install for this.

Council member DeMers asked if they would have issues such as rusting or corroding with the new pump. Mr. Huttunen said it was a cast iron impeller inside of a cast iron pump so inevitably it will build some rust but the pump is made specifically for pools and none of the parties involved seemed to be concerned with that issue. Council member Vetter asked what the cost would be to redo the pump house if they moved forward with the Aurora pump. Mr. Huttunen said he didn't ask the question but was told that it would be significant because there would be things that would need to be re-programmed. He said the old pump was flooded or submerged whereas the Aurora pump would not be, a different pump would require the changing of the concrete work in the pump house, and the recommendation from those involved was to just replace the existing pump. Mr. Murphy said the main reason why this is being recommended is because the surge tank that is in the pump house is undersized so that would need to be busted out and they were told it would be significantly more expensive to make the modifications. Council member DeMers said it would be interesting to know the cost of that plan because if there was an issue it

would take five weeks to order a new pump so if it is \$20,000 for the modifications and another \$7,000 for the pump compared to the \$17,000 just to replace the pump, in the future when it comes to replacing the pump they won't lose those five weeks and the pump will be \$10,000 less to replace. Council member Riopelle said the other pump takes four weeks to get.

Mr. Huttunen said from what he was told it sounds like the Aurora pumps are more readily available and he wasn't sure what the lead time on them would be for sure. He continued saying if they replace the pump with things as is it would be covered by insurance but if they would order the Aurora pump insurance would pay for the pump but not for any of the changes to the pump house for the new pump. Council member DeMers said the original design failed. Mr. Huttunen said the pump failed and it wasn't his understanding this was a design failure. Council member DeMers said there may be other sources of revenue available. Mr. Murphy said that would be difficult to prove based on what failed on the pump. Council member Vetter stated if the cost to redo the pump house is around \$20,000 to \$30,000 he would move towards the Aurora pump but if the cost to change the pump house is \$50,000 or more he would rethink it. Mayor Gander asked to have an estimate of those costs brought to the next meeting. Mr. Murphy said they could do that. Council member Tweten said they should move forward with the best pump for this. Mr. Huttunen said he will bring back updated pricing on everything because prices were good through the 15th and with the steel tariffs the prices might go up.

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

3. Request to Approve Memorandum of Understanding – Michael Hedlund

Chief Hedlund reminded the Council how the Police Department along with the Crookston Police Department and the Polk County Sheriff's Department jointly use a records management system. He stated that Sheriff Erdman had developed the MOU to help cover some of the potential issues with the system in regards to the three agencies. He said each department can look at each other reports but it doesn't give them the authority to release each other's data and how each department is responsible for paying their own maintenance fee. He added if any unexpected costs were to develop they would meet and discuss how would be handled. He asked the Council for the authority to sign off on the MOU and added how the other two entities had already approved the MOU. Council member DeMers asked if there was a penalty if information from another entity was disclosed. Chief Hedlund said he thought they would get in trouble with the State. Council member DeMers then asked if there a purpose for two employees going to the quarterly meetings. Chief Hedlund said one of the people attending will have worked with the system to try and help work through any issues they might be having and how both employees would not necessarily have to be in attendance at all the quarterly meetings. He added it was something he would look into.

This item is being referred to a City Council Meeting for action.

4. Consider to Renew Lease Agreement – Paul Gorte

Mr. Gorte stated the Galstad Law Firm's lease was up at the end of the year. He told the Council this had been brought before the EDA, how they created a lease structure, and the proposed lease is based on the current structure so the rent is at the current market rate for a five year period. He added there were a couple corrections that need to be made but the EDA Board recommended approval of the lease. Council President Olstad asked for questions. Council member Tweten said it was reasonable and it should move forward. There were no other questions.

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

Mr. Gorte said one other item came up in the EDA meeting. He stated the request was made to extend the \$100,000 builder incentive program to the Coulee View lots because there is a builder that would like to build a home in that location. He commented this hadn't been asked before and the program had only been offered to the Water's Edge properties. He explained this would be the sixth home built on a city lot using this program. He asked to bring this revision to the meeting next week for approval. Council member DeMers asked what the financial impact this was going to have. Mr. Gorte said they allow for up to three homes on this program at a time and this will allow to include the Coulee View lots. Council member Pokrzywinski said this wouldn't have any budget impact at all. There were no other questions.

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

5. Update on City Website – Ron Galstad

Mr. Galstad stated Ms. Nelson had asked him to address this since there was a discussion about bringing the website in house. He continued saying the City currently has an agreement with CivicPlus for services, the service is year to year, and the current agreement calls for a 60 day notice to terminate services. He added that if the contract was to end early the City would be required to pay for each month for an early out. He explained if the City was going to end the contract early he would recommend the City negotiate something less than a total buyout. He said if the new website was up and running in January the City would still owe eight or nine months on the contract. Council member Pokrzywinski asked if the reason for the change was a change in service that was going to be provided. Mr. Huttunen said they are ending the platform the City is currently using so the City would need to upgrade to the new platform. Mayor Gander asked when the change was going to occur. Mr. Huttunen said he was not sure on that. Mr. Galstad said if they are discontinuing the City may not have to pay and he was asked to review the contract. Council member Pokrzywinski recommended staff and someone from the IT Department to contact CivicPlus. Council President Olstad said they could ask for a solid date on the contract and ask Mr. Thompson when the new website could be up and running.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE NOVEMBER 13, 2018 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:02 P.M.

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

Voting Nay: None.

Absent: Grassel.

David Murphy, City Administrator/Clerk-Treasurer