

**APPROVED MINUTES
OF THE WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, DECEMBER 11, 2018 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for Tuesday, December 11, 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(5:04pm), 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; 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; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.

DETERMINATION OF QUORUM:

The Council President determined a quorum was present.

Council President Olstad said the Mayor sends his apologies because he was going to be a little late to the meeting due to icy roads so the agenda was going to be changed up a bit.

1. Review of the Draft of the Bike & Pedestrian Plan – Jairo Viafara

Mr. Viafara introduced himself to the Council and explained the purpose of this item was to provide the Council with insight on the development of this element and he will be asking for the Council's approval. He stated the draft document is available online and reviewed all of the different groups and agencies that have been involved with this process. He reviewed all of the different ways there has been public participation to help with this process which included surveys, seminars, and giving out information at local events. He stated Metropolitan Planning Organization (MPO) is required to update these elements and plans every five years so they are seeking approval from the Council, and all of the plans need to be abide by the FAST or Fixing American's Surface Transportation Act to receive federal funding.

Mr. Viafara explained the MPO has to follow the goals and objectives set by the federal government. He said they review what barriers or impediments there are in the system, identify what issues there are locally, review the land use and local laws, and they review crash and accident analysis. He stated part of this process was to improve access, mobility, and connectivity throughout the communities and this is important because the greenway continues to be the center of attraction so they are trying to connect this to other parts of both communities. He said the recommendation will be available in about a week, the recommendation will include improving safety, increase the pedestrian and bicycle system, and enhance the access and connectivity in both communities. He stated the MPO would like the City's support for this element.

Council member Pokrzywinski said he appreciates the amount of work done for this, it is a vital and necessary part for receiving funding for the system, and he would be supporting this. He commented the City spends lots of time and money on these updates, lots of money installing bike paths and sidewalks for people to use, and yet people insist on jogging in the driving lanes on the roads. He stated he has had too many close calls this time of year because some joggers run on the roads wearing dark clothing. He said thousands of people are killed each year being struck by vehicles, it is usually not the driver's fault, the pedestrian will have a bad day if a car strikes them, but that accident will affect a driver for life. He added it bothers him on how much is spent to provide things for pedestrians yet they continue to run on the road.

Council member DeMers said the group that put this together has been doing a great job and instead of looking at this as transit, they should look at it from a recreational standpoint. He stated how recreational use could increase the use of the transit users, how this could address some of the goals, and how this should include the Red Lake River Corridor. He explained this could help with the expansion of the recreational trails, there is an opportunity to connect more of the trails, and find ways to continue enhancing the greenway corridor. Mr. Viafara told the Council he is impressed with the ordinances requiring sidewalks that will help connect more areas in the City, and he will include the comments into the documents.

Mr. Steve Gerszewski, 1502 14th Ave SE, explained there were sidewalks that were installed by his house and asked if the City would be keeping them clean in the winter. He said the City clears other sidewalks in that area using taxpayer dollars and asked why the property owners were not notified these new sidewalks were going to be their responsibility to be cleaned. Mr. Murphy said he didn't know the specifics but knew the City cleared some sidewalks related to Safe Routes to School along with being responsible for clearing the trails and property owners are in charge of clearing the sidewalks adjacent to their property. Discussion followed on how some Safe Routes to School sidewalks were installed in the back yard of properties, the City agreed to clear this section because it was in back yards, the City has cleared sidewalks along both sides of Bygland instead of driving back on the cleared sidewalk, and until recently it was city owned property along 14th Ave SE which is now cleared by the property owners. Ms. Ellis stated the sidewalk ordinance that states the property owners are responsible for clearing the sidewalks adjacent to their property has been in place since the 1970s. Council member Riopelle suggested staff find a time to meet with Mr. Gerszewski and review this further.

Mr. Gerszewski stated that other issue is the dog laws in the city. He said he had talked with the City about this early in the year, a letter went out which helped, but there is still an issue with a dog running around the neighborhood. Mayor Gander commented that policing this is an issue because the police officers are busy with many things. Chief Hedlund told Mr. Gerszewski if he sees a dog to call the police department and if there is an officer available they would be sent over.

2. Discussion on Hosting Governor's Fishing Opener – Stephanie Bernstrom

Ms. Stephanie Bernstrom thanked the Council for allowing her to come and discuss this item. She stated that Director Julie Rygg unfortunately was unable to attend and how they are looking the possibility of the City hosting the 2021 Minnesota Governor's fishing opener. She stated they should have received the request for proposal for the 2020 fishing opener along with information about the services they provide at the Convention and Visitor's Bureau (CVB). She explained a representative from Explore Minnesota had visited their office a few months ago and asked why they had not considered hosting fishing opener. She explained she reviewed the request for proposal, how it talks about a walleye dinner, and pitched the

idea of hosting to the Governor's Office. She said she talked to them about East Grand Forks and asked if the Governor would like to catch a big catfish. She commented how the purpose of this is to showcase the host city. She stated this event has only been held on the river four times, catching a catfish would be unique, and this was something that interested the Governor's office.

Ms. Bernstrom told the Council this would be a long process and if interested a proposal would need to be submitted by November 2019. She said Albert Lea was hosting this event in 2019, she would like to do a site visit during their event to see what is needed to host this event, and she was asking for support from the City to move this forward. She said again that the proposal would be due in November of 2019 and they would find out in May of 2020 if the City would be hosting the event or not. She asked for questions or if a question came up later they could always contact her at her office.

Mayor Gander commented how this event could be held on the Red River, the Red Lake River, or both. He stated the City could complete some improvements to get prepared for this event like improvements to the boat ramp on the Red River or in the campground area. He added how the Chief of Police has offered to act as a guide for this as well. Council Vice-President Grassel said this would be a good time to get some of the trees cut down along River Road. Discussion followed about getting some projects on the DNR's project list, how this event could be used as leverage, and the City might be able to pitch ideas to the DNR during Legislative Day. Discussion followed about how a venue right next to the river is not mandatory and staging areas would be needed. Council member Pokrzywinski asked what the financial commitment was going to be. Ms. Bernstrom said the budget ranged from \$120,000 to \$350,000 but at this time, that was not a big concern. She explained how there is a funding formula, she had a call in regarding the financials, and there is a number of sponsors that travel with this event. Council member Pokrzywinski asked who then was on the hook. Ms. Bernstrom said the CVB would be, she needs to get some answers on the financials, and there is no intention of having the City pay for this event. Council member Pokrzywinski said he thinks this was great. Mayor Gander commented it was nice to see the CVB take the lead on an event for East Grand Forks. Ms. Bernstrom said she was excited for the community to have this opportunity.

3. Request for 2019 TIP Amendment for Transit Capital Project – Nancy Ellis

Ms. Ellis stated the City was going to use TIP funds to purchase five vans for Dial-A-Ride Service but Grand Forks received funding for the vans so the City used its funding for a bus. She explained the City missed making this change for the 2018 financial year and the paperwork needs to be completed for 2019 to show this change. There were no questions.

Ms. Ellis told the Council there were additional transit funds available that will be given out as grants and with Grand Forks completing a major renovation they could utilize some of these funds. She stated there were be an 80/20 split and she had been guaranteed that if the City applies for these funds Grand Forks would be covering the local share because there are already funds set aside so it will not affect the City's budget at all. She asked to bring a resolution forward at the next meeting. There were no questions.

Both items will be referred to a City Council Meeting for action.

4. Request to Purchase Truck – Jason Stordahl

Mr. Stordahl informed the Council \$225,000 had been budgeted for the purchase of a new truck that could be used for sanding, hauling roll offs, and possibly other things down the road. He explained the truck set

up will allow for future things such as a crane operation since not all of the waste water pumps can be pulled using the current crane system they have. He said they have been doing lots of research and are requesting the purchase of a Freightliner with a hook, sander, and controls. He added if this was approved he will be coming back to ask for a few more things to add on to this truck. He stated there is lead-time with the order of this truck so he is requesting the purchase from IState Truck, which currently has the State bid, and the other items would be purchased from Bert's Truck Equipment. He said Bert's had the State bid for one of the items and were less expensive on the other items than Towmaster who has the State bid as well.

Mr. Stordahl told the Council the \$35,000 remaining budgeted funds will be used to purchase a box, flatbed, and rolloff. He then asked for questions. Council member DeMers asked if all of the items should be approved to get it ordered in 2018 instead of 2019. Ms. Nelson stated this truck was budgeted in the capital equipment fund, which is a revolving fund and does not affect the general fund budget so it should not matter when these items are ordered. Council member Tweten said to move this on, Mr. Stordahl is trying to improve things, and this will allow Public Works to continue to perform well for the community. Mr. Helms asked if the drivers were need a different kind of license to drive this truck. Mr. Stordahl said all of them have a Class B or Class A license so it would not require a new license.

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

5. Discussion on Internship Program – David Murphy

Mr. Murphy told the Council the City has had interns in the past but not under formal guidelines. He explained he had met with Mr. Harsell from the University of North Dakota about having an internship program. He added there is nothing binding on the City but this sets up the responsibilities for the intern, gives them a definite start and end date, and there is a candidate identified to start in the spring semester.

Council President Olstad stated he thought it was a great idea. Council member Tweten said to go ahead with this, it will show an established relationship with UND, how the City is working to improve government, and this person will be able to assist the City Administrator. Mayor Gander commented how people fresh out of college may be over confident and how this experience could teach the intern something so they are better equipped for their career.

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

6. Consider Renewal of Agreement with Northland for Truck Driving Program – David Murphy

Mr. Murphy reminded the Council this had come up one year ago, the current agreement expires in January, and the college is asking to have the agreement approved at the same terms as the previous year. He explained their position had not changed; they are trying to keep this program going, and hope the Council see this as a worthwhile program. Council member Tweten suggested moving this on. Mayor Gander commented how the City and college are serving the same people so if the City is able to provide the space this program will be able to continue. He added this is a benefit to the whole community and he would be happy if this arrangement would continue. Mr. Murphy informed the Council the college is looking into long term solutions like getting their own facility but that would be at least five years out.

Council member Tweten told the Council last semester the enrollment rate increased by 6% and it had increased another 2% this semester. He stated how they are trying to be proactive by asking businesses

and industries how they can help train the workforce. He stated he had suggested to the college they should start a diesel course because of all of the diesel equipment that is in the area, which needs to be maintained. He stated having a skilled workforce changes the economy, the community is still growing, and the Council wants to continue improving the quality of life for the residents.

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

7. Discussion on Paperless Packets and Equipment – Mark Olstad

Council President Olstad told the Council he had talked with Mr. Murphy and Mr. Thompson about the distributing of packets and other information. He stated they should move this system into the present and go paperless with the Council utilizing either laptops or a tablet. He asked for opinions from others on this and Mr. Thompson for ideas. Mr. Murphy said the Council's opinion is needed but the first thing is to confirm that all council members had internet access. The current and future council members confirmed they had internet access. Council President Olstad asked Mr. Thompson to bring forward some equipment options and cost proposals.

Mayor Gander asked what the rationale was behind this. Council Vice-President Grassel stated how the police department drops off the packets, how at times they have been left in the mail box, and he had to pay the postage for the packet but also the fact that if email was being received on a phone or device and it was subpoenaed they would lose their phone or device. Council member Pokrzywinski said the Council's email is public record. Mayor Gander stated that there is also time dedicated to putting the packet together. Council member Riopelle added how this also ties up a police officer when dropping them off. Council President Olstad stated just to make it clear the Police Department doesn't have an issue dropping them off but this is something the Council should move forward on. Discussion followed on delivering packets ties up the Police Department, all of the information should be in the same format, the device should also have the charter and ordinances easily accessible, and how there are different options of devices that could be utilized.

Mayor Gander commented that all of the packets, minutes, and other information is already available on the City website. Discussion followed about the size of the screen and if a keyboard is wanted. Council President Olstad asked Mr. Thompson to bring back options of devices for the Council to consider.

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

8. Update on City Website – David Murphy

Mr. Murphy reminded the Council platform the current city website is on will be discontinued after 2019 so it will need to be upgraded to a newer format. He stated there was a meeting with CivicPlus about this, they are moving to a content management system, and with this the IT Department has requested to complete this upgrade in-house. He said CivicPlus proposed a redesign and update for approximately \$5,600 which was down from the original \$8,100 proposed. He told the Council the current contract requires a 60 day written notice to end services; the contract date is August 18th, so if the Council wanted to end services the notification would need to be done prior to June 18th. He said they are looking for discussion from the Council and how they would like to move forward and if it is done in-house there is a proposed timeline for the IT Department to follow and he would answer any questions.

Discussion followed about if this is done in-house it would have to be up and running no later than August, bringing this in house will allow for modifying content more easily, how a website would be a part of a communications management system, and everything is authored and sent out in the same format to all of the different media. Mayor Gander commented how a pro for staying with CivicPlus is they already have the creative side of things ready to go. Mr. Thompson stated the branding study gave artistic guidelines that could be used and if more help is needed the City could reach out to AE2S since they were a part of the branding process.

Council Vice-President Grassel asked if there would be an app or if it would be web based. Mr. Thompson said that was a possibility, information needs to be pushed out to people, and the framework is being put together. Council member Pokrzywinski said they have already paid AE2S on this, he knows there are pros and cons for this, the IT Department is already providing a quality product with television and Facebook presences the City has, and he is willing to run with this because they have earned it. Council President Olstad asked Mr. Thompson if he had a chance to review the timeline and if he is okay with it. Mr. Thompson said now since there is a defined timeline he will make sure they stay on task and get it done. Discussion followed on how this would be a content management system, how documents would be created in templates for uniformity, and training for an in-house system could be matched with workflows. Council member DeMers asked about a payment system. Mr. Thompson said he would recommend they continue using an outside source for payments, which will keep the City's liability down but if payments become a bigger issue it can be revisited. More discussion followed about trying to keep things cohesive throughout the system.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADJOURN THE DECEMBER 11, 2018 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:36 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer