

**AGENDA  
OF THE WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, APRIL 25, 2023 – 5:00 PM**

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF A QUORUM:**

- 1. Discussion on Outdoor Rink Project – Reid Huttunen**
- 2. Consider Filing Plans and Specifications and Set Bid Date for 2023 City Project No. 2 for LaFave Park Improvements – Steve Emery**
- 3. Consider Request Use of Local Channel – Megan Nelson**

**ADJOURN:**

**Upcoming Meetings**

Council Meeting – Tuesday, May 2, 2023 – Council Chambers – 5:00 PM

Work Session – Tuesday, May 9, 2023 – Training Room – 5:00 PM

Council Meeting – Tuesday, May 16, 2023 – Council Chambers – 5:00 PM

Work Session – Tuesday, May 23, 2023 – Training Room – 5:00 PM

Individuals with disabilities, language barriers or other needs who plan to attend the meeting and will need special accommodations should contact Nancy Ellis, ADA Coordinator at (218)-773-2208. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements. Also, materials can be provided in alternative formats for people with disabilities or with limited English proficiency (LEP) by contacting the ADA Coordinator (218)-773-2208 five (5) days prior to the meeting.

# Request for Council Action

Date: April 25, 2023

To: East Grand Forks City Council Mayor Steve Gander, Council President Mark Olstad, Council Vice-President Tim Riopelle, Council members Clarence Vetter, Ben Pokrzywinski, Dale Helms, Brian Larson, and Karen Peterson.

Cc: File

From: Reid Huttunen, Parks & Recreation

RE: Outdoor Rink donation project estimates and discussion

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**UPDATE: April 25<sup>th</sup> Work Session.**

The Blue Line Club held a meeting on Wednesday, April 19<sup>th</sup> and discussed the proposed outdoor rink project. Their board is very excited about the project, and prefers to see the full concrete floor system be the project selected.

*Their BLC board approved the following motion:*

- *If the City is willing to commit \$100,000 to the project, the BLC will provide the funding to complete the project as estimated for the full concrete floor project scope, not to exceed a total project cost of \$350,000.*

**Recommendation:**

Recommend approval of the project going forward, with the City funding \$100,000 of the total project cost. City funds could be split with up to \$50,000 coming from Building Maintenance funds; to be used for the improvements in the Blue Line Arena, and the remaining \$50,000 coming from our Altru Partnership fund.

**Background: (From April 11<sup>th</sup> Work Session)**

Updates on proposed outdoor ice rink near the Blue Line Arena.

- The Blue Line Club has committed to accepting the donated Dasher Board system from the University of Denver. Estimated value of the boards is \$50,000. They are due to deliver to East Grand Forks April 14<sup>th</sup>.
- Widseth has put together a preliminary site plan for the project, and preliminary estimates have been gathered.
- Project pricing has been requested with two options:
  - 1) A Dasher board foundation ring with grass inside the rink boardsOR
  - 2) Concrete on the entire ice rink playing surface

- Price Estimates for each project options are included:
  - Project scope will include the outdoor rink area, excavation, concrete, board install and alterations, and renovation in the Blue Line Arena to create a skate tie area.
  
- TOTAL PRICE ESTIMATE:
  - o Option 1: Foundation Ring with Grass interior: \$175,300.00
  - o Option 2: Concrete Floor system: \$267,800.00
  
- Items not included in the above estimates are:
  - o Rink Lighting
  - o Sanitary sewer manhole cover solution
  - o Gutter System added to east exterior of Blue Line Arena
  
- Ongoing Operation and Ice Maintenance budget estimates:
  - o \$9,000 is the Avg Utility cost at our Stauss & Nash Park Warming houses
  - o Utility cost will likely be equal to or higher on this rink, as I anticipate it needing to be flooded almost daily rather than weekly.
  - o Warming House Staff
    - I would not staff an additional attendant at this rink. The skate tie area in the Blue Line Arena would be open for use when the Blue Line is open.
  - o Snow Removal/Ice Rink Maintenance
    - Plan for 6-8 hours for each snow event. To blow and broom snow from the ice rink. Staff and equipment costs would come out of the Parks Maintenance budget.
    - Staff time and ability to maintain this and our Nash Park & Stauss Park outdoor rinks with our current staffing levels and snow removal responsibility remains my biggest concern.
    - If outdoor rinks are to continue to be a priority for our department, we need to evaluate further what sidewalks, trails, and parking lots are the responsibility of Parks staff.

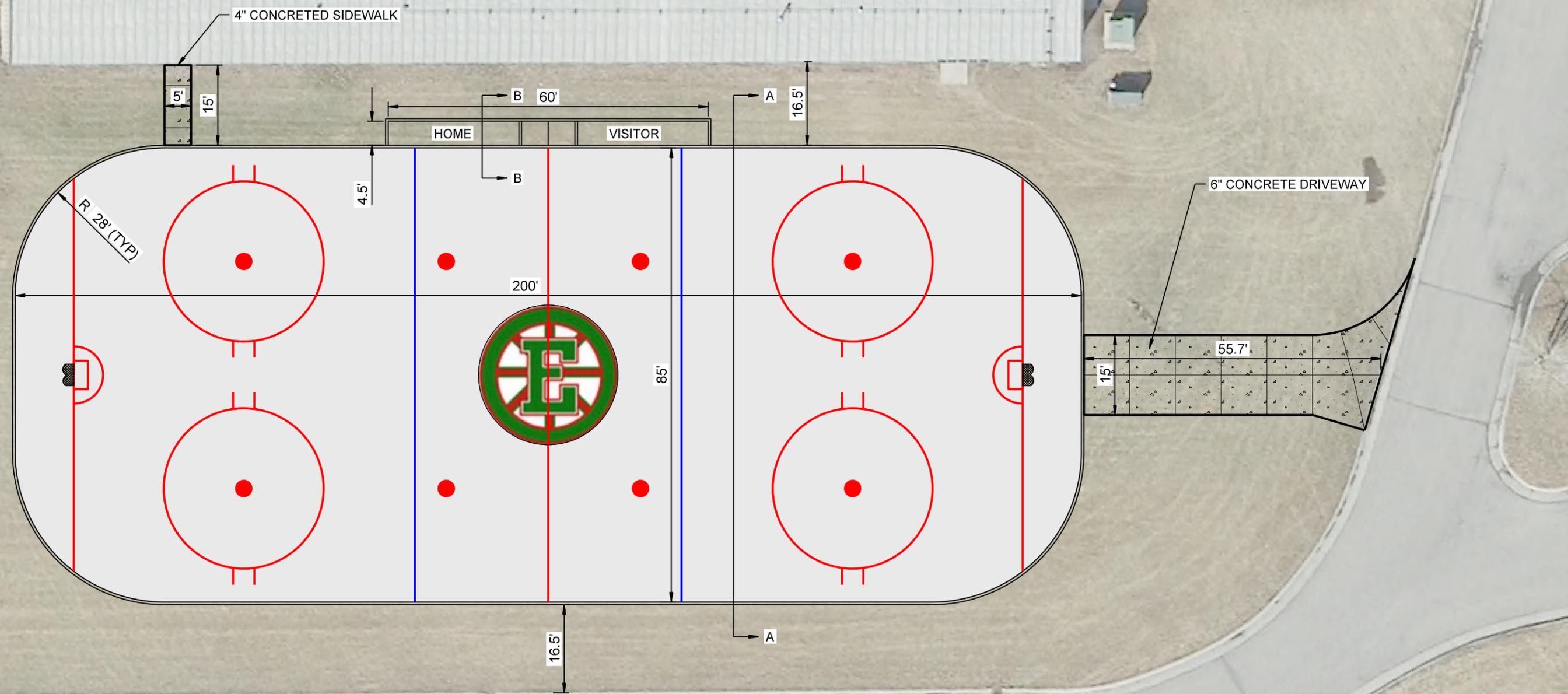
**Enclosure:**

Proposed Site Plan for outdoor rink – provided by Widseth  
Proposed Project Estimate



0 10 20  
Scale in Feet

BLUE LINE ARENA



**WIDSETH**  
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE	SCALE	DATE	REV#	REVISIONS DESCRIPTION
03/02/2023	AS SHOWN		1	
			2	
			3	
			4	

EAST GRAND FORKS BLUE LINE CLUB  
 OUTDOOR RINK FACILITY  
 EAST GRAND FORKS, MINNESOTA

DATE: \_\_\_\_\_ LIC. NO. \_\_\_\_\_  
 JOB NUMBER: 2023-10325

SHEET NO. **C1.0**  
SHEET OF

SITE LAYOUT

MODEL: Detail  
PATH: J:\Blue Line Club Areas\31502023-10325 CAD\CAD\2023-10325\_Drawing\_Rink.dwg  
3/28/2023

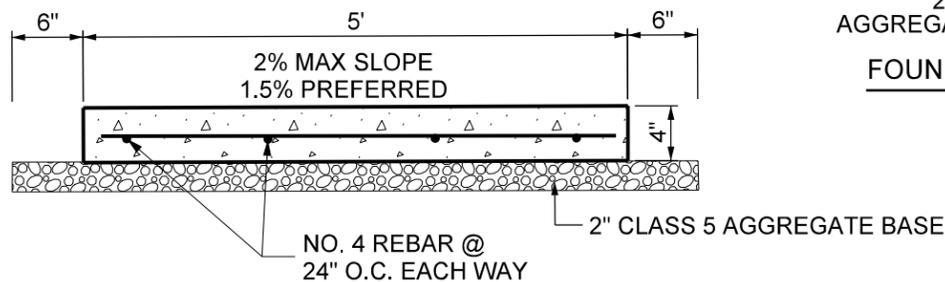
**GENERAL NOTES:**

**1. CONCRETE SHALL MEET FOLLOWING PROPERTIES**

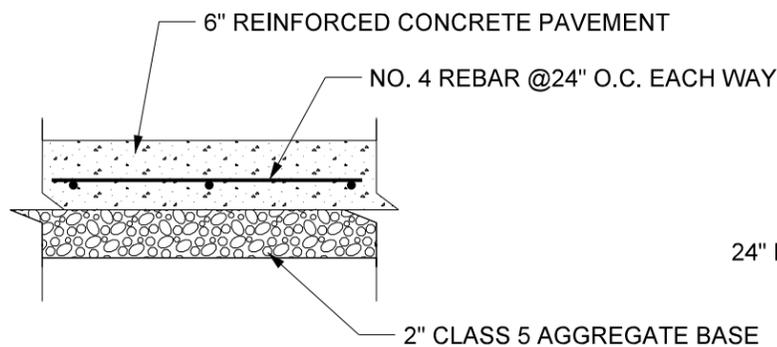
- \* 4500 PSI COMPRESSIVE STRENGTH
- \* AIR CONTENT (6.5 ± 1.5%)
- \* SLUMP RANGE (2"-5")
- \* MAX W/C RATIO 0.45
- \* MAX FLY ASH = 25%

**2. REINFORCEMENT STEEL**

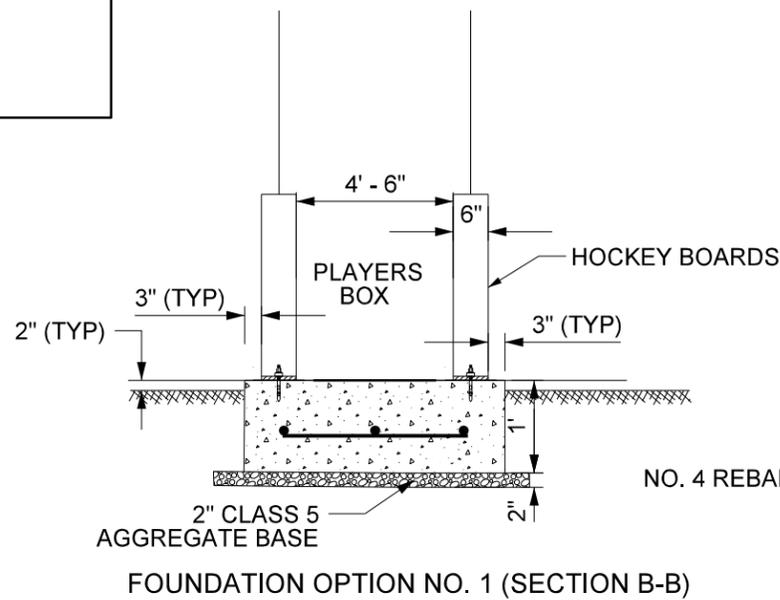
- \* DEFORMED BARS (UNCOATED)
- \* Fy=60 KSI



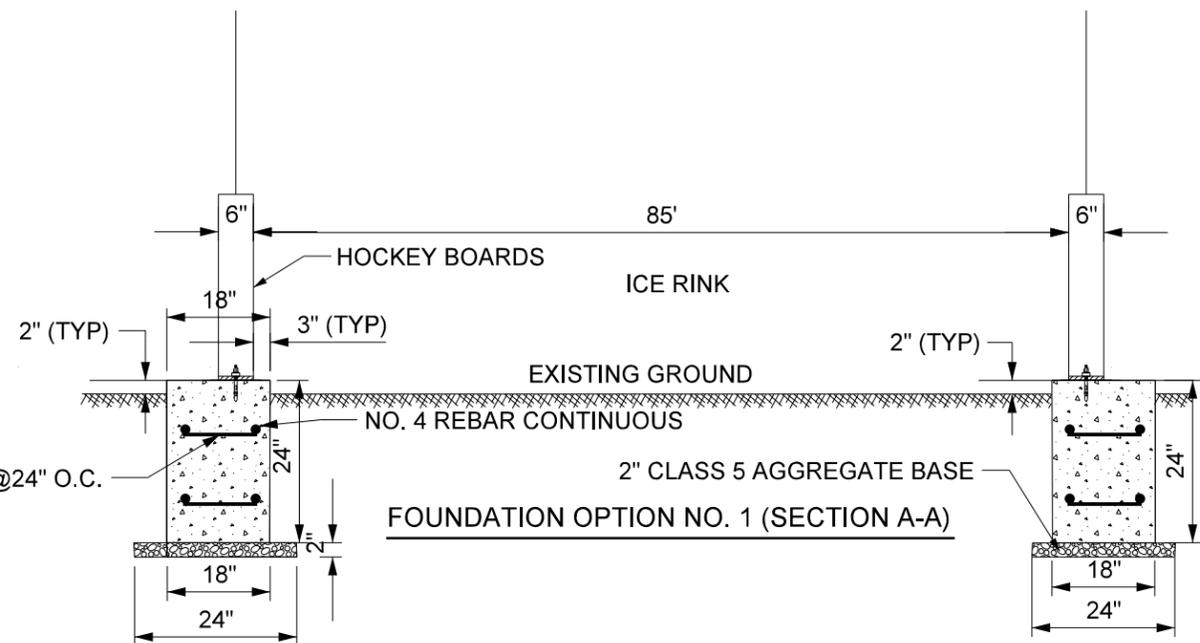
**SIDEWALK DETAIL**  
no scale



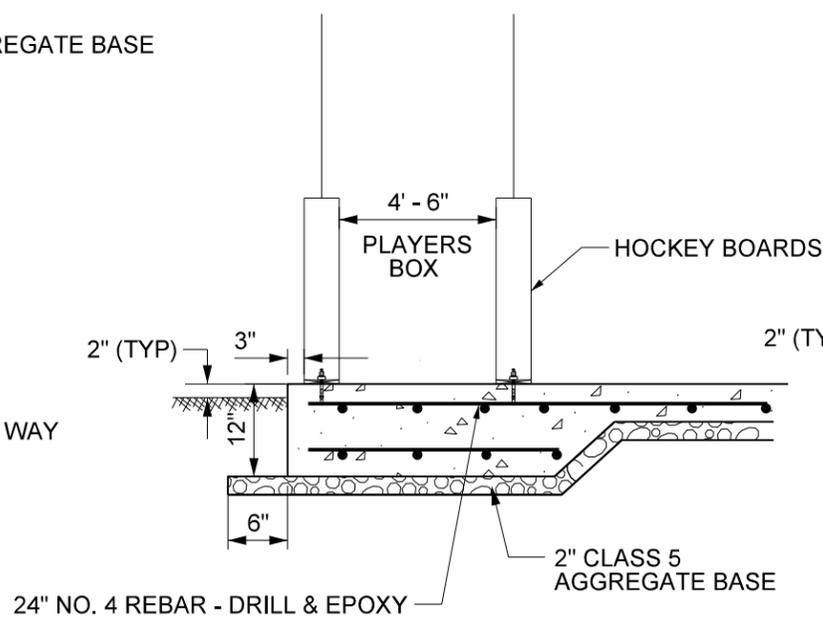
**CONCRETE DRIVEWAY DETAIL**



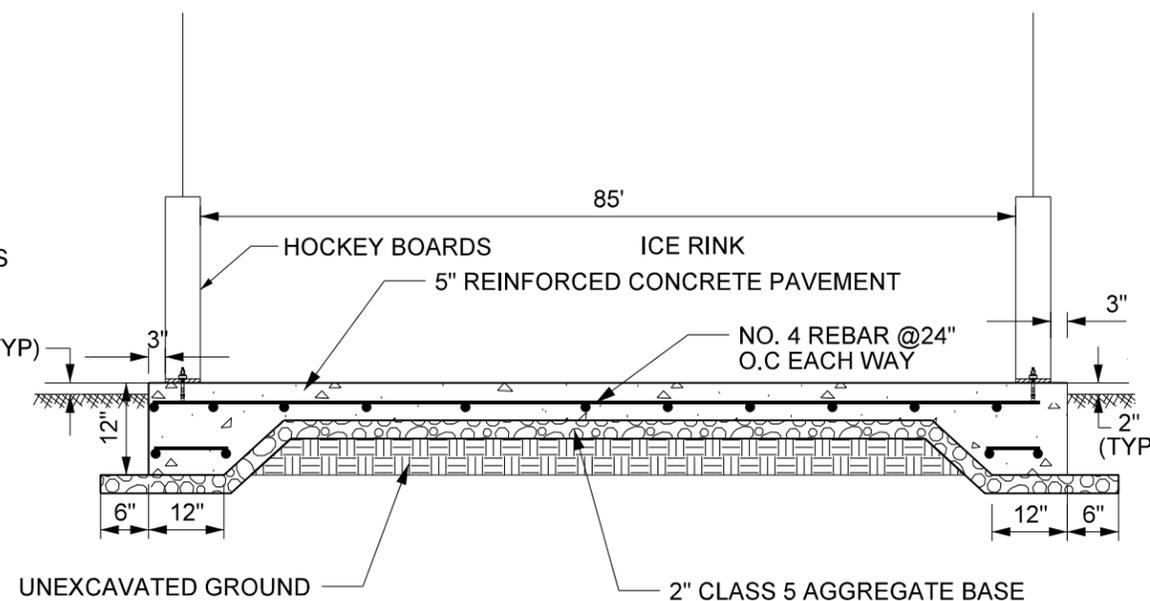
**FOUNDATION OPTION NO. 1 (SECTION B-B)**



**FOUNDATION OPTION NO. 1 (SECTION A-A)**



**FOUNDATION OPTION NO. 2 (SECTION B-B)**



**FOUNDATION OPTION NO. 2 (SECTION A-A)**

BY: I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT COMPLIES WITH ALL THE REQUIREMENTS OF THE LAWS OF THE STATE OF MINNESOTA.  
DATE: \_\_\_\_\_ LIC. NO. \_\_\_\_\_

DATE	REV#	REVISION DESCRIPTION
03/02/2023	NO SCALE	RMB
		SRE

DATE: \_\_\_\_\_ SCALE: \_\_\_\_\_ DRAWN BY: \_\_\_\_\_ CHECKED BY: \_\_\_\_\_ JOB NUMBER: 2023-0025

EAST GRAND FORKS BLUE LINE CLUB  
OUTDOOR RINK FACILITY  
EAST GRAND FORKS, MINNESOTA  
**CONSTRUCTION DETAILS**

## Blue Line Club Outdoor Rink

### Univ. of Denver donated dasher board system (Approx. board value \$50,000)

Item	Estimate	Notes
Transportation	\$ 4,000.00	\$5000.00 Standard pricing Hartwig trucking \$1000.00 discount
Storage		
New Zamboni Door	\$ 10,000.00	Athletica Sports systems is supplier verbal quote was \$8,000 - \$10,000
Miscellaneous Board Items	\$ 5,000.00	Anchor Bolts/Glass expansion material, exterior
<b>Total:</b>	<b>\$ 19,000.00</b>	

### Outdoor Rink (Dasher board foundation & Playing surface.

Item	Estimate	Notes
Option 1: Foundation ring	\$ 97,500.00	inside playing surface is grass; includes site grading and seed
OR		
Option 2: Concrete Slab	\$ 190,000.00	entire floor is concrete
Sanitary Sewer Line Manhole	TBD	Manhole cover solution TBD. Either buried or manhole poured into slab
Excavation/Grading	\$ 4,000.00	20 hours @ \$200.00 HR
Retaining Wall	\$ 15,000.00	200' @ \$50.00 S/F
Erosion Control	\$ 1,000.00	650' of 9" erosion control logs
Fill	\$ 3,000.00	200 Yards of Clay if needed
Gutters		
Landscaping	\$ 5,000.00	Final grading around rink site/building
Rink Lighting	TBD	
<b>Option 1 TOTAL</b>	<b>\$ 125,500.00</b>	
OR		
<b>Option 2 TOTAL</b>	<b>\$ 218,000.00</b>	

### Blue Line Club Indoor Skate Tie Area

Skate Tie Area will be added in the Southeast corner of the blue line arena. Rubber flooring will be added to connect from current lobby area, all the way around the rink to the SE corner.

Item	Estimate	Notes
BLC New Entrance Door	\$ 5,500.00	Door @ 10% over Cost, installation labor donated
Frame in New Door	\$ 1,000.00	LaborEstimate/ Donation more likely
Rubber Flooring	\$ 20,250.00	Skate Rubber connecting from front lobby around to southeast corner of building
Benches for Skate Tie	\$ 4,050.00	4 total - 8 ft long each; double sided seating
<b>TOTAL</b>	<b>\$ 30,800.00</b>	

Option 1 Outdoor Rink Total	<b>\$ 175,300.00</b>	Dasher System, foundation ring, and skate tie area
Or		
Option 2 Outdoor Rink Total	<b>\$ 267,800.00</b>	Dasher System, Concrete floor, and skate tie area

### **Budget items still to be determined**

Rink Lighting

Manhole Cover solution

Gutters on Blue Line Arena east exterior

Blue Line Arena Bench improvement                      Plan \$20,000; as a starting point. Waiting for official quote.

# Request for Council Action

Date: April 21, 2023

To: East Grand Forks City Council Mayor Steve Gander, Council President Mark Olstad, Council Vice-President Tim Riopelle, Council Members Clarence Vetter, Dale Helms, Brian Larson, Ben Pokrzywinski and Karen Peterson

Cc: File

From: Steve Emery, P.E.

RE: File Plans & Specifications – 2023 City Project No. 2 – LaFave Park Improvements

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**Background:**

We are requesting to file Plans and Specifications and looking for authorization to proceed with Advertising for Bids and setting a Bid Date for the LaFave Park Project

**Project Funding**

DNR Funding

**Recommendation:**

Authorize Widseth to proceed with Advertising of the project.  
Set Bid Date for 10:00 A.M. on May 31, 2023

**Enclosures:**

None

# Request for Council Action

Date: 04/21/23

To: East Grand Forks City Council Mayor Steve Gander, Council President Mark Olstad, Council Vice-President Tim Riopelle, Council members Clarence Vetter, Ben Pokrzywinski, Dale Helms, Brian Larson, and Karen Peterson.

Cc: File

From: Administration Office

RE: Request to Use Local Channel

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Council member Dale Helms was recently contacted by a local church that asked to see if services could be viewed on the City's local channel.

At this time a policy has not been set by Council on the uses of the local channel. The channel has been used by the City and the Independent School District 595 for school board meetings and during COVID, sporting events and robotics were shown.

Direction is needed from the Council on a policy for how the local channel should be utilized and if it should continue as a government access channel or if it should be a community channel. This will help with any future requests received.

Included with this are the two the pages of the franchise agreement that list what could be allowed on the local channel.

3.1 Franchisee shall comply with the provisions of Section 5 of the Ordinance applicable to insurance and indemnification.

#### **SECTION 4. PERFORMANCE GUARANTEES AND REMEDIES**

##### **4.1 Security Fund.**

A. Upon request by the City, Franchisee will establish and provide to City, as security for the faithful performance by Franchisee of all material provisions of this Franchise, an irrevocable letter of credit or a cash deposit, in the amount of five thousand dollars (\$5,000), and in a form that is acceptable to the City Attorney. The City shall comply with the terms of Section 8 the Ordinance as a condition precedent to any withdrawal of funds from the Security Fund.

B. Nothing herein will be deemed a waiver of the normal permit and bonding requirements made of all contractors working within the City's Rights-of-Way, except as may be waived in accordance with the Ordinance.

##### **4.2 Required Reports.**

Franchisee is required to submit the City all reports and information as provided in the Ordinance.

#### **SECTION 5. SYSTEM SPECIFICATIONS**

##### **5.1 System Specifications.**

- a.) The System meets or exceeds Federal Communications Commission ("FCC") Technical Standards.
- b.) The System utilizes analog and digital addressable control for the delivery of premium, pay-per-view, digital and video on demand ("VOD") services.
- c.) The System is capable of passing signals of up to 750 MHz.
- d.) The upstream, home to headend, portion of the System has been activated.
- e.) The system will have standby power to assure service a minimum of 95% of the time within any week.

##### **5.2 Public, Educational and Government Access Channels.**

Consistent with applicable law, Franchisee shall offer the following access channels to each of its Subscribers who receive all or any part of the Cable Services offered on the Cable

System. With the exception of this requirement, Franchisee shall have no further responsibility for or obligations to PEG Access.

A. In accordance with Section 611 of the Cable Act (47 U.S.C. §531) and Minnesota Statutes, Section 238.084, Subd 1, the Franchisee agrees to provide as of the Effective Date of the Agreement two (2) video Channels to be designated solely for non-commercial public, educational and governmental (PEG) use ("PEG Access Channel")

B. A program origination signal input point shall be made available by Franchisee for live program origination at City Hall to enable program origination on the PEG Access Channel.

C. No charges may be assessed by Franchisee for Channel time or playback of pre-recorded programming on the PEG Access Channel.

D. Access Equipment and Facilities.

a. The City may require the Grantee to pay up to one percent (1%) per Subscriber, per month as a grant for the community's telecommunications-related capital needs. Such charge may be itemized as a "PEG Fee" and passed-through on Subscriber's bills.

b. The City may adopt or modify the "PEG Fee," up to the amount provided in paragraph 5.2a above, by adopting a Resolution identifying the amount thereof. The City shall provide written notice of any modification or adoption of the PEG fee to Grantee within 90 days of the proposed effective change. An equivalent fee shall be required of all other franchised video service providers.

c. The City, or its designee, may implement rules for use of any access channel(s).

### 5.3 Additional Requirements Regarding Access Channels.

A. The PEG Access Channel will be provided to all Subscribers by Franchisee as a part of the Basic Cable Service.

B. The PEG Access Channel will be made available by Franchisee for use by the City in accordance with the rules and procedures established by the City or any lawfully designated Person, group, organization, or agency authorized by the City for that purpose.

C. The location of the PEG Access Channel shall not be changed without sixty (60) days notice to the City.

D. Franchisee shall insure that all PEG Access Channels meet the technical standards of the FCC; provided, however, the Franchisee shall not be responsible for