

**APPROVED MINUTES
OF THE WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, FEBRUARY 13, 2024 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for Tuesday, February 13, 2024 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 Members Clarence Vetter, Ben Pokrzywinski, Dale Helms (via Interactive Technology), Brian Larson, and Karen Peterson.

Staff Present: Karla Anderson, Finance Director; Jeff Boushee, Fire Chief; Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Michael Hedlund, Police Chief, Charlotte Helgeson, Library Director; Reid Huttunen, City Administrator; Jeremy King, Parks and Recreation Superintendent; Keith Mykleseth, Water and Light General Manager; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

1. Review of Bid Results for the 2023 City Project No. 2 LaFave Park Improvements – Steve Emery

Mr. Emery stated the bids were opened on January 30th, two bids were received, and the bids consisted of three proposals for the street repairs and ADA improvements, the improvements to the boat ramp area, and the improvements to the area south of the parking lot. He said the low bid was from Zavorals. He added that staff had met and identified funding sources and at this time the recommendation to move forward with the first two proposals and items under proposal three would be completed by the City at a later date. He informed the Council there would be other expenses including the dock, solar lighting, and wetland credits. He stated they would recommend awarding Proposals one and two to Zavorals. There were no questions.

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

2. Review of Bid Results for the 2022 City Project No. 3 Quiet Zone/Street & Sidewalk Improvements – Steve Emery

Mr. Emery informed the Council the bids had been opened on Wednesday, two bids were received, and Opp Construction had the lowest bid. He explained the bid was 29% above projected costs, there were additional project costs for adding sidewalks, and flagging was going to be required during the project. He reminded the Council the City was supposed to receive \$156,000 as an incentive to close the 3rd Street crossing, they had met with BNSF, reviewed the current costs, and BNSF was going to reconsider if they

would add more to the incentive. He stated Mr. Huttunen would be meeting with Sacred Heart about the project as well.

Mr. Emery told the Council that the Minnesota Department of Transportation (MNDOT) would be covering upgrades to the traffic lights and the City's portion could be covered by State Aid, Storm Water funds, and the Street Reconstruction funds. He said there was no recommendation at this time, bids were good for 60 days, and how they tried to estimate projects for the coming years and where the funds would be for the State Aid funds could be used. Mr. Huttunen stated the federal project scheduled for 2026 would be for improvements to Point Bridge, \$1.8 million had been budgeted, but no design work had been completed, so the amount could be different. He continued reviewing how spending \$600,000 would leave the fund in a deficit of \$83,000, but that would be recouped when the City received the yearly funding. He added the seal coat and mill and overlay project was scheduled for 2027 or 2028 and the last time that project was completed the city portion had come out of this account. He added there were materials that would need to be ordered for the Quiet Zone and it might take months to get the materials.

Council President Olstad stated they would be short on funding for the street project, if they waited on the Quiet Zone it would only get more expensive, so if it did not get done now it would not get done. Mayor Gander commented he did not see costs going down, they needed to find a way to get it done, because it was a priority. Mr. Emery reminded the Council how MNDOT was going to cover some costs and how that might not happen in the future. Council member Larson asked if additional funding was available, if that would decrease the amount coming from the State Aid fund. Mr. Emery said that was correct. Discussion followed about how this item will be brought back to the next work session and then to a council meeting to consider awarding. Council President Olstad asked when this project could start. Mr. Emery said it could start in June and they would try to have the crossings completed before school started in the fall.

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

3. Update on Grand Rides Bike Share & Consider Sponsorship Request – Jeremy King

Mr. King told the Council the Downtown Development Association (DDA) was requesting the City to renew the sponsorship for the bike sharing program. He stated 2023 was their best year yet, usage increased by 12%, bikes had been used for recreation and daily transportation, and they were considering adding of electric bikes and tricycles. He added there was enough in the Altru Partnership Fund for the sponsorship. Council member Pokrzywinski asked how much was in the fund. Mr. King stated \$107,000 and there were two years left of the contract where the City would be receiving \$45,000 per year. There were no other questions.

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

4. Consider the Purchase of Early Warning Sirens – Jeff Boushee

Chief Boushee informed the Council the siren system in the city was 23 years old, the system was expected to last 20 to 30 years, and he would like to replace the existing system and add a siren to the Fire Department to better cover the downtown and campground area. He stated the cost to replace the system was \$107,000, the cost would be covered by the Public Safety funding, and requested to approve the plan and award the contract to Federal Warning Systems. There were no questions.

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

5. Consider Motor Grader Transmission Replacement – Jason Stordahl

Mr. Stordahl stated quotes were received to replace the transmission of the Volvo Motor Grader. He told the Council the quote from Nuss Truck & Equipment was higher, but they were also recommending the replacement of all the hoses and pump because of the metal that could be in them. He added the city mechanics also recommended Nuss Truck because they had a person that worked specifically on transmissions. He told the Council there were funds in the snow and ice fund along with the equipment fund to cover the repair costs. Council member Helms asked if the transmission was being rebuilt. Mr. Stordahl said it would be rebuilt with new parts. There were no other questions.

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

6. Update on Civic Center Events – Jeremy King

Mr. King stated Forx Builders were going to be renting the Civic Center for their Home and Garden Show, but that event would be postponed until 2025. He stated Leighton Broadcasting wanted to host a concert at the Civic Center, this had been brought up before, they are looking at getting a national artist, and they would like to start advertising. He said they had requested to remove the glass, staff was working on that process, and the price for the rental would be \$4,500. Council President Olstad asked if this would be brought to the next council meeting. Mr. King said the agreement might not be ready. Council President Olstad suggested having something contingent upon the City receiving what was needed for the event to keep things moving forward. Mr. Huttunen said staff would be meeting with the organizers on Thursday morning, they might not have all the details for the following meeting, but they should be able to put a framework of the agreement together. Council member Larson said he would be frustrated if the advertising of the event started before anything was approved. He added that he was excited they were going to try to hold this type of event and lessons would be learned from this event.

Mr. King said staff would start working the first week of April to pull the glass out, if successful they would leave it out until the fall. Council member Peterson asked if the cost of the rental equipment was included in the rental fee. Mr. King said it was. Council member Helms asked if labor costs were included. Mr. King said no overtime was included but they figured one employee over five days of work and the cost of some of the glass as a starting point. Discussion followed about how two pieces of glass were included in the rental and all rentals at the Civic Center start with the \$500 base and were built up from there.

These items will be brought to future meetings.

7. Information on Upcoming Presidential Primary Election – Megan Nelson

Ms. Nelson reminded everyone the Presidential Primary Election would be taking place on Tuesday, March 5th. She stated all polling locations would be open from 7am to 8pm, absentee voting was available at City Hall Monday through Friday from 8am to 5pm, it would not be available on Monday, February 19th due to the holiday, but there were additional hours on Saturday, March 2nd from 10am to 3pm. She said for this election voters would need to indicate which ballot they would like to vote, three ballots were available for the three different parties that were recognized by the State. She added that anyone with questions could reach out to the Administration Office by calling (218) 773-2483, just for this election

everyone would need to enter Door 1 at the school, and for the August and November elections the space will be moved back to Door 2.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE FEBRUARY 13, 2024 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:33 P.M.

Voting Aye: Larson, Peterson, Vetter, Pokrzywinski, Helms, and Olstad.

Voting Nay: None.

Absent: Riopelle.

Megan Nelson, City Clerk