

**APPROVED MINUTES
OF THE WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, JUNE 10, 2018 – FOLLOWING THE COUNCIL MEETING**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for Tuesday, July 10, 2018 was called to order by Council Vice-President Olstad at 5:18 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 Vice President Chad Grassel, Council Members Clarence Vetter, Mike Pokrzywinski, Tim Riopelle, Henry Tweten, and Marc DeMers.

Karla Anderson, Finance Director; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Mike Hedlund, Police Chief; Reid Huttunen, Parks and Recreation Superintendent; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, City Clerk; Jason Stordahl, Public Works Director; and Luke Welle, City Intern.

DETERMINATION OF QUORUM:

The Council Vice-President determined a quorum was present.

1. Consideration of Proposed Craft Beer Tour Event – Representatives from Leighton Broadcasting

Mr. Michael Brooks introduced himself to the Council and stated he was the general manager at Leighton Broadcasting. He explained they are looking to grow events in the area and one event they are working on is during the Grandtoberfest that runs from about September 15th to October 15th. He stated there are several events that take place during that time frame, mentioned the different activities they were working on, and said how they wanted to bring a craft beer tour to East Grand Forks. He said how they reached out to Up North for this event because they are also trying to grow events in the area, how it would be their liquor license that would be used for this, and they would like to hold this event in the same space as the Up North event coming up in August. He told the Council they hold these events in St. Cloud and now Winona and this event has grown so much in St. Cloud that there are over 100 beer distributors are attending the event. He added they were trying to find an indoor location which is why they looked at using the Civic Center but they think this space could also work. He asked to block off 4th St NW or if that wasn't possible to block of 3rd Ave NW and they would be asking the City for garbage cans, tables, and fencing. He added they would be handling all of the marketing for the event.

Council member Tweten asked if they had talked with the Chief Hedlund about this event. Mr. Brooks said no. Council member Tweten asked if this was going to be an annual event. Mr. Brooks said they were hoping it would be an annual event, how they have been vocal with local restaurants regarding this, and none have seemed to have an issue. He commented how they are trying to bring traffic into East Grand Forks. Discussion followed about how there will be another kickoff event for the start of

Grandtoberfest on September 15th at the Boardwalk, how they are marketing events during this time to get people together and bring people to the area, and this will be advertised at different Leighton Broadcasting stations throughout the region.

Mayor Gander said this sounded great with all the different activities going on. Council Vice-President Grassel asked what space they were looking at using. Mr. Brooks said they would like to block off 4th Street during the four hours of this event which needed to be discussed. Council member Pokrzywinski said there could be a potential issue with the beet harvest campaign going on at that time. Chief Hedlund stated he was in support of the Rockin Up North Fest and continued saying beet harvest could be a significant problem for this event. He added he would be nervous with people crossing the street if 4th Street was not closed but there is also the potential to have an issue with trucks if 4th Street is closed. Discussion followed about how there would be many trucks with the beet harvest going, the closing of 4th gives the connection to Up North, the event would only last from 1pm to 5pm, and how truck traffic could be pushed further down so they end up on turning and going down 5th Ave NE.

Council member DeMers suggested reaching out to American Crystal to see what their thoughts were on this. He commented he would love to see an event like this in East Grand Forks so they can see if something can be worked out. Mr. Brooks said he would be happy to speak with American Crystal about this, see if there is something that can be worked out, and how this would be for only a small window of time. Mr. Huttunen informed the Council that the Park and Recreation Department did a lot of the set up for the Rockin Up North Fest last year and the time frame for this proposed event they will be setting up for the annual arts and crafts show so they will not be able to help with this set up.

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

2. Discussion on Red Lake River Corridor Grant Application & Projects – Reid Huttunen

Mr. Huttunen informed the Council at the last Red Lake Corridor meeting the group discussed potential projects for East Grand Forks which included a kayak and canoe launch to be located at the Folsom boat launch, the addition of a fishing pier to LaFave Park, and adding signage and vehicle access barriers throughout the greenway system. He stated if the City was awarded the grant the time frame for it to be used was from July 2019 to June 2022 so the local match would need to be included in a budget during that time frame. He explained a local match was not required but if the City was willing to put up a 25% match it allowed for more points during the consideration of the grant application so all the cities involved were going to be including that 25% local match for what they were proposing. He added to move forward a resolution of support needed to be adopted by the Council at the following meeting because the application was due by the end of the month. Council Vice-President Grassel asked if there were any questions. Mayor Gander asked when the notification would come if the grant was awarded. Mr. Huttunen said by February of 2019. He added the communities that were awarded the grant are finding there is a lot of prep work needs to be done before they can move forward with their projects so that is something to keep in mind.

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

3. 2019 MNDOT Transit Application for Fixed Route & Dial-A-Ride – Nancy Ellis

Ms. Ellis told the Council they will be seeing this information again before the budget is set for 2019. She explained the fixed route amount is more than normal because of the expansion of the routes, the State

was going to be covering the costs so the city's portion will be about the same, and they are able to apply for State dollars which is still an 80/20 split and Dial-A-Ride services will remain an 85/15 split. She said between now and next year she was going to be working with her federal partner who is located in Denver and the State to provide more funding so not as much of the general fund would need to be used on this service. She informed the Council all of the routes would be started on Monday, July 16th, the revenue collecting hours have at a minimum doubled for people in East Grand Forks, and after reviewing the routes the service will be quicker and more reliable for all involved. She asked to have the two resolutions approved so they will be included with the application and this may come back again in August when they have final numbers available. There were no questions.

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

4. Request to Approve Master Operating Agreement for Transportation Services Between the City of East Grand Fork and the City of Grand Forks – Nancy Ellis

Ms. Ellis stated the City was working under a memorandum of understanding with Cities Area Transit and the City of Grand Forks for operations of the transit services in East Grand Forks. She explained this was being updated into a Master Operating Agreement which is what the Federal Government and State agencies are now asking for. She said there were no attachments because it is over 700 pages long because of all of the plans and requirements that are needed and is reviewed by their attorneys. She stated because of the new routes and additional services that are being provided it would be in the best interest of everyone to have this agreement updated which will allow more oversight by her instead of the MPO which handled transit for the City back in 2006. She added they are working on getting some insurance questions resolved. Mr. Galstad informed the Council that there were issues with the insurance back in 2011 or 2012 and Mr. Huizenga started taking a look into this but nothing ever came from this. He said they reached out to Fargo/Moorhead to see what they have and use that to move forward. Ms. Ellis asked for this to move forward for preliminary approval and once the issues are resolved they will bring it back for final approval.

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

5. Discussion on Parking Information – Nancy Ellis

Ms. Ellis said she was asked to bring forward information on the parking study for the City. She explained she also had the current Grand Forks ordinance for parking and what their parking study has included along with some changes that had been suggested to them by a consultant. She continued saying right now they go on a use base by the business not the property owner. She stated how they are dependent on businesses coming in to them when they move in or they determine the uses of the businesses which are billed quarterly. She commented they review this every four to six months. She added they cannot assess this because they charge the businesses, not the property owners, so if it is not paid it goes to collections. She said currently they base it on the use, determine the number of spaces needed for that use, and divide that into the budget for maintaining those spaces so depending on the budget it could fluctuate year to year. Council member Riopelle commented that his bill has never been less than the previous year. Discussion followed about how Grand Forks did not set aside any of these funds for capital improvements, how they want to change the policy and assess the property owners which would be an easier way to collect, and how the Council will need to determine how they would like to proceed.

Ms. Ellis said it had been suggested to look at all of the down town maintenance costs including snow removal for the sidewalks along with mowing when trying to determine what the maintenance budget is. She added the Public Works had been working on putting numbers together that included the striping of the parking lots. Mr. Murphy said at this time it was just the maintenance budget, nothing had been included for capital improvements. Council Vice-President Grassel said the Council should take time to digest this information. Mr. Murphy commented how helpful Grand Forks was with sharing information and what they had learned from going through their process. Mayor Gander said these costs were currently being covered by the general fund and if this starts they should set funds aside and establish a long term savings for when panels need to be replaced or allow for capital improvements. Council member DeMers commented if they are able to come up with a baseline amount for what is needed it would add validity to the argument. He added they could figure out what is needed over a 20 year period and start charging and that residents may support this as well but they will need to come up with a real number. More discussion followed about how some of the numbers need to be updated because they are from 2011, there are businesses in town that have their own lots to maintain which they pay for, and how the City is trying to take a proactive approach to this.

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

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER TWETEN, TO ADJOURN THE JULY 10, 2018 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:04 P.M.

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

Voting Nay: None.

Absent: Olstad.

David Murphy, City Administrator/Clerk-Treasurer