

**APPROVED MINUTES
OF THE CITY COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, MAY 14, 2019 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for May 14, 2019 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 Vice-President Chad Grassel, Council Members Clarence Vetter, Dale Helms, Tim Riopelle, 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; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

1. Consider Awarding of the Annual Sewer Cleaning and Televising – Jason Stordahl

Mr. Stordahl reminded the Council they had implemented a preventative maintenance plan back in 2011 cleaning a fifth of the City's sanitary sewers and some trouble areas each year. He stated the area cleaned this year is on the southeast end of town along with the areas they clean each year. He added they also asked to have the lines televised with this project because it has been quite a few years since that has been done. He explained they requested quotes from three companies and received two quotes back. He said the City has worked with both companies; both have done a good job, and recommended awarding the job to Johnson Jet-Line. He added they have not changed their costs for sewer cleaning and they have a panoramic camera they use to televise. Council President Olstad asked if there were any questions. There were none.

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

2. Request to Approve 2019 Update to CAT Title VI and LEP Plan – Nancy Ellis

Ms. Ellis explained this is a three-year plan and it is a requirement to receive federal transit assistance. She stated they have to make sure there is no discrimination with the transit service and there were five things that need to be addressed. She stated a public notice was issued stating the City was in compliance with the Title VI plan, complaint procedures have been made available, any investigations and complaints were to be listed which there had been none in the last three years, outreach efforts were needed to be provided for those who need assistance, and there is a limited English proficiency plan which has also been updated. She added there are no new regulations; it is a very similar plan to Grand Forks since they

provide the service, and she asked the Council to approve the update. Council President Olstad asked if there were any questions. There were none.

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

3. Discussion on Community Festival Event Status – Megan Nelson

Ms. Nelson told the Council she had been contacted by a member of the Heritage Foundation regarding some questions about a catering license and requirements of the catering license. She explained she reached out to the alcohol inspector and was told if this was declared as a community festival event a business with an on-sale license would be able to serve as long as they had liquor liability for off-site service. She added this would also help the clubs in town because they are limited to three off-site temporary liquor licenses each year and so the event would not count towards one of their three. She asked for direction from the Council and stated if it was approved a resolution would be prepared each year declaring the business that would be participating.

Council member DeMers asked what the definition was of a community festival and if there were strings attached to this for the City. Ms. Nelson said she did not find a definition for community festival looking through the statutes. She stated she had spoken with President Olstad about this, how the Heritage Foundation is a non-profit, they have many activities that take place throughout the year, and hold Heritage Days each year drawing people into the community. She added the Council could wait on this and the Council could set stipulations for what would constitute a community festival. Council member DeMers asked what would happen if they were asked by another group but the circumstances were different and how they need to ensure they make decisions that will affect the long term. Ms. Nelson reminded the Council the business they were looking at working with this year already has a catering license in place so they would be able to use that and the Council could set standards for this so there aren't issues going down the road. She added the Heritage Foundation was just trying to get things in place for the August event. Council member DeMers asked to have Mr. Galstad look into this further to determine what a community event is.

Council Vice-President Grassel asked if every group would need to come and ask. Ms. Nelson said yes and the Council could look at these on a case-by-case basis. Mayor Gander said it would be a great fit for this but he agreed with Council member DeMers on needing parameters for this along with a definition of a community festival so it can be used each time a request like this comes forward. Council President Olstad commented that he had talked with Ms. Nelson about this and how he had the same questions. He said he understands why they are looking at this for the Heritage Foundation, how they run a multiple day event that brings people to town, he was behind and understands this, but wanted to make sure the Council was not going to be opening this up to be accused of not being pro-business or pro-activities. He asked Council member Helms how many years Heritage Days had been held. Council member Helms said it was around 37 years or more. Mr. Galstad said he would look up and see if he can find a definition for a community festival in case law and what it might require of the City. Council member Riopelle asked if this opened up the City to a legal liability. Mr. Galstad stated the licensee had to provide their own liability for the event. Council member Helms stated they only have alcohol on Friday night for their car show and dance, the bylaws only allow liquor for this one evening, and the reason was to hopefully draw in more people.

This item will be referred to a future meeting.

Mr. Murphy told the Council that Ms. Emily Allen will be working on an article regarding the bike share program, it had been some time since this had been brought forward, details are still preliminary for how things would work in East Grand Forks, and when there is more information it will be brought forward at a work session. He added that there are some rumors or misinformation about the potential street assessment policy update and he was going to try and get information on the website and Facebook page to calm the rumors.

Mayor Gander stated there had been a gathering for the Peace Officers Memorial Day and is one of the most moving things someone can do to pay tribute to fallen peace officers. He stated they come from all jurisdictions in the region, from all levels of government, as well as representatives from Canada. He said it was a great time to stop and appreciate the safety that we are able to enjoy because of the work of the police officers. He said today was Peace Officers Memorial Day which is a part of Police Officers Week and this would be a good week to thank a police officer for what they do.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO ADJOURN THE MAY 14, 2019 COUNCIL WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:16 P.M.

Voting Aye: Helms, Riopelle, Olstad, Grassel, DeMers, and Vetter.

Voting Nay: None.

Absent: Johnson

David Murphy, City Administrator/Clerk-Treasurer