

WEEKLY MEMO

Date: April 11, 2014

To: Mayor Lynn Stauss. Council President Craig Buckalew, Council Vice-President Greg Leigh, Council members Clarence Vetter, Dale Helms, Henry Tweten, Mark Olstad, and Chad Grassel.

RE: Weekly Update

UPCOMING MEETINGS:

April 15, 2014 – 5:00 PM – Regular Meeting – Council Chambers

April 22, 2014 – 5:00 PM – Work Session – Training Room

May 6, 2014 – 5:00 PM – Regular Meeting – Council Chambers

May 13, 2014 – 5:00 PM – Work Session – Training Room

Administrator's Report:

EDHA Audit

The Abdo, Eick & Meyers Auditors finished with their on-site fact gathering on Tuesday, April 8th. The report will be complete early during the week of April 14th.

Grand Forks Administrator's Meeting

I met with Grand Forks City Administrator Todd Feland and Chamber Director Barry Wilfahrt. Mr. Wilfahrt will be bringing an invitation to both the Grand Forks City Council and the East Grand Forks City Council for an informal get together sometime in Mid July. The purpose of the get together would be to increase the familiarity of the two Councils to promote collaboration. Once the invitation is received, I will bring it to work session for discussion.

City Equipment Servicing Schedules.

Public Works, the Park Department and I met to discuss the upcoming mowing season and the scheduling of regular maintenance on all City Equipment. We believe that we have a system that will work well to keep all equipment current on scheduled daily, weekly and monthly maintenance needs.

Hunting on City Property

I received a request from an individual who wanted to know if bow hunting was allowed on City property, particularly the wooded land to the West of the wastewater treatment ponds. I informed the individual that hunting is not allowed on City property and furthermore that area is utilized for the weapons training for the Police Officers. The individual later informed me that when he was there scouting for Deer antler sheds, he noticed several tree stands on the property and some were modern and chained to the trees. Public Works will be out the week of April 14th to remove all tree stands that are located and to clearly mark the property as "NO TRESPASSING".

Managing Unacceptable Employee Behavior Training

I will be out all day on April 14th in Fargo attending a training seminar on Managing Unacceptable Employee Behavior.

Strategic Goals Booklets

I have received the costs for printing the Strategic Goals Booklets and have ordered 100 to begin with.

Department Update:

Campbell Library – Charlotte Helgeson

National Library Week April 14-18

- All Week—Fine Forgiveness (Only Campbell Library fines) The Friends will provide a book to Operation Paperback equally the number of patrons whose fines were forgiven.
- Monday, The Art of Man Exhibit opening at 6:30. Ten men will exhibit art ranging from photography to sculpture.
- Tuesday, Meet the Boards from 5-7 p.m. Both the Library Board and the Friends of the Campbell Library will be there to listen to your ideas.
- Wednesday, Free Non-resident Card Day. Anyone outside the City limits is able to sign up for a year-long card without cost.

Community Development – Nancy Ellis

This week's council agenda has a number of Planning Commission items. There are two different parcels that are completing the same planning requests. The lots 630 20th St NW and a 417-419 20th St NW are the same: they both have duplexes or twinhomes that are located on one parcel built in the 1970s or 1980s. The 630 20th St NW property already has two owners for the duplex/twinhome and they share the lot. The twinhomes on 417-419 20th St NW has one owner for both twinhomes and lot. In order to sell each side of the twinhome and obtain clean title, the lot must be split into 2 lots with the corresponding twinhome on each lot. Each address is hoping to do the following:

- 1) Rezone the property from R-1 to PUD to allow for the already constructed twinhomes/duplexes to become conforming uses. A PUD also allows for zero lot line setbacks where they share a party wall.
- 2) Approve PUD plans for each lot (and split).
- 3) Give final approval to replat the property from the one lot into 2 lots. This is a simple subdivision.

A few things to keep in mind. 1) These buildings were built before any formal zoning took place. This will clean up the property and make both the lots and the use conforming. 2) If the properties were changed, if the twinhomes were rebuilt, or if they decided to combine the lots and have a single family home; an amendment to the PUD plan is required. 3) Nearby property owners were happier that the lots/buildings were to be split and sold. They would rather have owners next door than renters. 4) I do not foresee this type of thing happening often. We have requirements in place to prevent nonconforming uses and lot splits. Any houses that are remodeled with an upstairs and downstairs duplex could not apply for these requests.

As well, the Planning Commission has approved the Adult Use Ordinance and now the new Ordinance can go thru the 1st and 2nd readings and Council action.

Flood Report:

The Flood Crest was raised today to 36' by the National Weather Service. This should not affect us much. Scott at Water and Light pulled 12 electrical boxes out of the State Park today to be safe. Jason has road blocks ready at the 4th St NW underpass, and at the railroad underpass. The Fire and Police Departments will monitor the roads and the Fire Dept can move road closures into place if needed. If we do see 36' Jason may have to close 2 storm water gates, but everything is in place to do that. Storm water people will be watching levels also. So all in a nut shell everything looks good.

Agenda Items

Old Business will consist of the 2nd reading of the Adult Uses Ordinance.

Under new business the council will consider approving or adopting the following:

Item 5 – Temporary liquor license for the American Legion who would like to host an event in their parking lot.

Item 6 – Approving and awarding the refuse and recycling service job.

Item 7 – An agreement between the City and EAPC for architectural services for a change to the Civic Center.

Item 8 – The purchase of a pickup for the Parks & Recreation Department.

Item 9 – The rezone of Lot 1 Block 3 in Garden Valley Addition.

Item 10 – The PUD Development Plan for Lot 1 Block 3 in the Garden Valley Addition.

Item 11 – The final approval of the Garden Valley 6th Resubdivision replat.

Item 12 – The rezone of Lot 16 Block 1 in Garden Valley 2nd Addition.

Item 13 – The PUD Development Plan for Lot 16 Block 3 in the Garden Valley 2nd Addition.

Item 14 – The final approval of the Garden Valley 5th Resubdivision replat.

Item 15 – Setting the fee structure for the alarm system chapter of the municipal code.