

**APPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, OCTOBER 10, 2017 – FOLLOWING THE SPECIAL MEETING**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for October 10, 2017 was called to order by Council President Olstad at 5:01 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, Mike Pokrzywinski, Tim Riopelle, Henry Tweten, 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; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; Keith Mykleseth, Water & Light Manager; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

1. Discussion on Coulee View & McBrotter Acres Addition Development – Nancy Ellis

Ms. Ellis said there was going to be a number of public hearings that were going to be held on Thursday during the Planning Commission meeting and due to the fact that both herself and the developer, Mr. Judd Stauss, were not able to attend the meeting the following week she wanted to give the Council a chance to speak or ask questions of both her and the developer. She started by reviewing the information and explained how they are struggling to get commercial entities to locate in the southern part of the City. She added how with the traffic concerns, limited access to Bygland Road, and but the City has seen development requests from Mr. Roberton and now Mr. Stauss. She commented how the City still wants to see development which is why the recommendation is to amend the land use plan to allow low and medium density development based on the fact that the traffic will have a minimal impact and that there is still some commercial space available on the south end.

Ms. Ellis explained the next step would be to rezone the properties from Urban Expansion Reserve to Planned Unit Development or PUD. She stated the plan was to build twin homes to the south of 13th Street and single family homes to the north of 13th Street. She said a reason to rezone to PUD allows for requirements on the properties rather than covenants which are enforceable by the City and any changes would have to be done by amendment that is voted on by the City Council. She continued on with the plats for each development. She commented how there will be five very large lots on the north end, how there will be private streets, private sanitary sewer, private storm sewer, and everything was going to be

installed by the developer. She added that the maintenance of the streets and for the private utilities will be taken care of by the home owner and will be included a home owner agreement. She explained how there wasn't going to be a road that will be a thru street but rather a hammerhead for mail boxes and garbage pickup, and the driveways will be coming off the hammerhead. Council member Tweten asked where the name McBrotter came from. Mr. Stauss said it was a combination of his kids' names. Council member Tweten asked when he was going to start building. Mr. Stauss said he wanted to start on the twin homes this year.

Ms. Ellis told the Council the developer is allowed to move dirt without a plat approved but they do have their storm water plan in place. She added the plat will be finalized later so ensure everything is in place and no amendments would be needed. She said they will be recommending final approval for the replat of the southern property and most of the utilities were going to be located in the current right-of-way. She added the agreement will need to be done because the utilities will be private and so the home owners understand what they are responsible for including all repairs and maintenance. Ms. Ellis said there was question about adding a fire hydrant and how one will need to be added so hoses are not run across roads.

Council Vice-President Grassel asked when the clay will be moved. Mr. Stauss said there was going to be moving it to the other property if and when they receive approval. Council member Vetter asked if residents would still be able to have access to their back yards. Ms. Ellis said there was a utility and access easement in that area and that will remain so they will continue to have access. She continued saying how the PUD concept plans are reviewed after the plats. She stated their biggest concerns and what they will be focusing on is the home owner agreements which will be recorded with each individual lot, each department will be reviewing the agreement along with the City Attorney, and make sure everything is addressed. Discussion followed about the next steps that will be taken, how it will be very clear this is a private development with some private utilities, and how all departments have been able to review the information and give input on this development.

Council member DeMers commented that he is eager to see development and asked if there were going to be any issues with a possible round-a-bout at the intersection of Bygland Road and 13th Street. Ms. Ellis stated there was a 150 foot right-of-way and it should fit within the existing right-of-way. Council member DeMers asked to make sure it would fit and if this development would have access to both Bygland and 13th Street. Ms. Ellis said yes. Discussion followed about how these private streets will have to be a minimum of 20 feet, that the streets need to meet the fire code, and have to be paved but there is no specification for concrete streets. Council member DeMers stated how the Crestwood development was done before and things didn't turn out as expected since people weren't aware of what they were getting into. He also asked if this was going to set the new standard of development in the City and if the City wanted a bunch of HOAs. He added this could work for apartment complexes but people expect concrete roads and good utilities in residential areas.

Mr. Emery stated this won't be setting a standard, that these will be high end lots, that the roads will have to support a fire truck, the utilities will be in a looped system, the water system will be public, and there will be pressure systems in the homes. Mayor Gander asked Mr. Stauss if he was a part of the new apartment that was built. Mr. Stauss said yes. Mayor Gander stated that staff told him how easy he had been to work with. He thanked Mr. Stauss for his commitment to help grow the community and for the way he has conducted himself during this process. Ms. Ellis commented there is a roads map, there were no plans for thru streets in this area, and how it was up to the Council if there was anything else that they would like to see. She stated there were lessons learned from Crestwood and that the City will be maintaining the storm sewer and will have access to do so. Mayor Gander asked what the width of the

pavement was going to be. Ms. Ellis said 24 feet which would allow for two lanes of traffic. She added if there were any other questions to contact her before Monday at noon.

These items will be referred to a City Council Meeting for action.

2. Request for Overlay at Senior Center – Steve Emery

Mr. Emery informed the Council the first idea was to include this with the improvement project that was completed this year but the day before they were going to start it had rained which showed the drainage issues. He stated how he didn't think completing an overlay would address the drainage issues and how this should be looked into further. He added how there was a resident that talked with them about the drainage issues in the alley as well. He commented how it would be up to the Council if they wanted to include the alley but now could be the time to address it with the parking lot project. He said the Mr. Huttunen was looking for authorization to prepare plans and specifications which would include the preliminary survey work which he was estimating to cost around \$6,500. He added that it was up to the Council if they wanted to look at improvements to the alley, how he would suggest a concrete alley to get the water out to the street, and that he did not have any cost estimates at this time. He stated they also might want to consider some borings in the parking lot because right now there isn't any record of how much pavement is there or how much gravel base there is.

Council member Tweten commented on the alley behind Frandsen Bank and Dr. McDonald's office is a 20 foot concrete alley that helps drain the alley. He added how this should be included so the Council can review the numbers to get a direction, how Rhinehart is the entrance to one of the developments in the City, and that he agrees this should be studied more. Council Vice-President Grassel stated that if they are fixing things in this area they should also fix the alley because of the current issues. He asked where the \$6,500 was going to be coming from. Ms. Anderson stated they can use some of the funds that had been budgeted for the overlay project. Mayor Gander commented how a concrete alley could turn expensive quickly, how there isn't a current funding source for this, and suggested forming a plan that could be done if and when funding was available.

Discussion followed about completing this plan with two proposals, how this is brought up a every Senior Citizen Board meeting, and how most of the parking lot would still drain to Rhinehart Drive. Council member Vetter commented that there may not be issues in the alley if the parking lot is fixed. Council Vice-President Grassel said some people had tried to solve their own problems so it was interesting in the alley. Council member Pokrzywinski said he didn't have an issue with fixing the alley but he was concerned about paving alleys. He added how lots are sloppy alleys that don't drain well in town and he wasn't going to be paying special assessment for a paved alley. Ms. Anderson asked to have numbers to include in the budget. Mr. Emery asked what the Council's thoughts were on the soil borings. Mayor Gander asked if it would be beneficial from the engineering standpoint to make a good judgement. Mr. Emery said yes because it will help to know potential issues before the project begins.

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

3. Request to Hire Senior Center Coordinator – Tim Riopelle

Council member Riopelle told the Council the interviews had been completed for the Senior Center Director position and they had selected Ms. Judy DeValle who was looking to start on October 30th. He added there were four really good candidates and that this will be brought to a meeting for the Council to

vote on. Council member DeMers asked when the last day was of the current director. Council member Riopelle said Ms. Vanderhoof was going to try to stay on a couple days a week to help train her in for the first month or two but it would strictly be on a part time basis. Council member DeMers commented that there shouldn't be too much time of overlap and that he thought if a person hired was good enough for the job they should be able to do it and make it their own. He added now Ms. Vanderhoof had done a great job but shorten the time up when transitioning to the next director.

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

4. Discussion on Proposed Park & Recreation Staff Plan – Reid Huttunen

Council President Olstad stated that this item was going to be pulled from the agenda and brought back to a future work session.

5. Request to Continue Parking Ticket Program – Mike Hedlund

Chief Hedlund reminded the Council about the program they ran last year which had been modeled after a program from Stillwater Minnesota. He explained the program allows people to either donate canned goods or cash to the East Grand Forks Food Shelf for parking tickets in the month of December instead of paying the fine. He added how this is a more painless way of reminding people of how to park properly during the winter months. Council member Tweten commented to move this on. Chief Hedlund added that last year they had collected approximately 440 pounds of food for the food shelf.

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

6. Update on Developer Agreement – David Murphy

Mr. Murphy explained how this item had been brought up at a previous meeting, how this document had been revised by Mr. Galstad, and he thinks that this document will protect the City but is still fair to developers. He stated he would answer any questions. There were none.

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

7. Discussion on Proposed Garage Sale Ordinance – Megan Nelson

Ms. Nelson stated that a proposed ordinance had been drafted based on the two examples that the City had received. She asked the Council for their input, if they wanted to move forward with an ordinance, and if so what changes would they like to see in what had been proposed. Council President Olstad stated for clarification that four garage sales would be allowed and each could last up to three days each. Mr. Mel Hoverson, 420 8th St NW, stated that he read through the proposal and the current proposal would still allow someone to have a sale for most of a month. He suggested only allowing two sales a year that could last three days but one could only be in the first half of the year and the other one could be in the second half of the year so sales could not be run for a month straight. Mayor Gander stated he liked the idea of a 30 day separation.

Council member Vetter said that there were only a couple properties that were a problem and asked if this could be done in a way that didn't create a new ordinance. Mr. Murphy said they could. Mr. Galstad stated the current ordinance could be expanded or more defined, how normally there isn't a problem, and

how a garage sale is to get rid of personal use items, not to continue to bring in inventory to keep the sale going. Council member Pokrzywinski commented how this is an over-reaction to a small problem, there are two cases that are going to extreme, and one of them was being dealt with which should have happened sooner. Council Vice-President Grassel asked if an ordinance would help expedite things faster. Mayor Gander stated how the burden of proof was on the City, creating an ordinance would make things cleaner, and how he would be receptive to not include a permit process. Discussion followed about how no one spoke to the property owners, how the current ordinance is too vague, how there are other areas in the City that should be cleaned up, and how things need to be defined more clearly without a permit process. Mr. Galstad stated he would work with staff to work in what the Council is asking for and bring this back to a work session. Council President Olstad added if anyone had a suggestion to get it to Ms. Nelson.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADJOURN THE OCTOBER 10, 2017 SPECIAL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:07 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer