

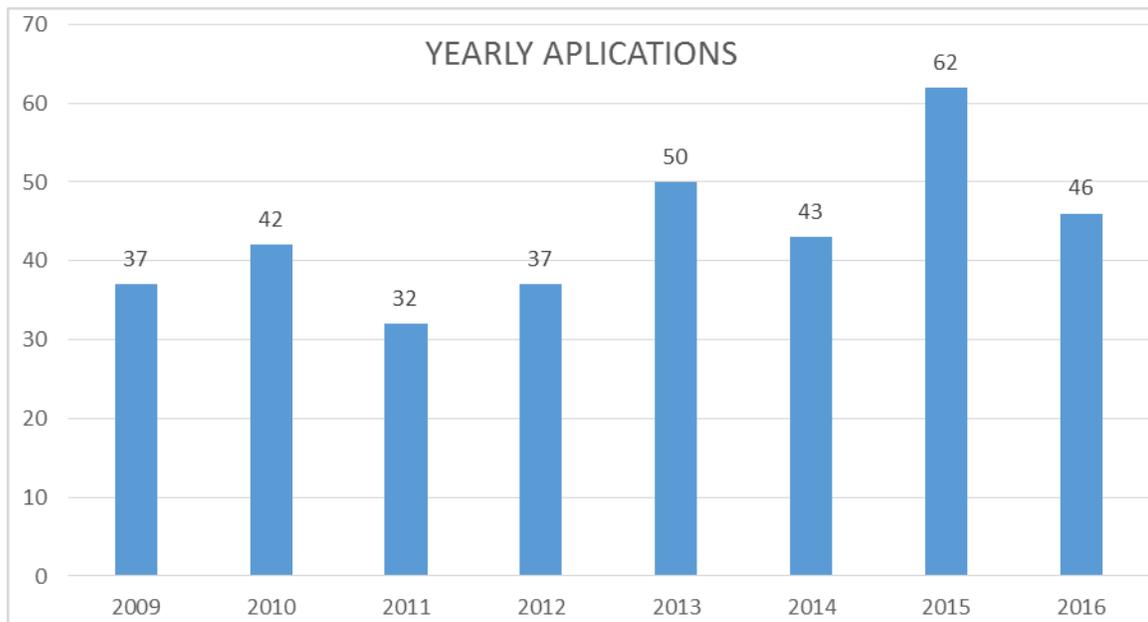
Zoning Administrator's Report

A. July Permits: The following permits were issued over the last month by the Zoning Department.

1. Larry Rasmussen, 31743 County Road 112, for accessory structures;
2. Gary Morrison, 3972 Nelson Street, for a fence;
3. ISD #186, 30805 Olson Street, to pave a parking lot;
4. George Mills, 30533 Pequot Blvd., for an accessory structure;
5. A. Scott Peterson, 3823 County Road 17, for an addition;
6. Donald McFee, 3890 Coleman Drive, amend Land Use Permit #16-26;
7. Landis + Gyr, 3436 County Road 11, to demo building;
8. Harold Peterson, 4180 Pillsbury Street, for a fence;
9. Dave & Andi Clausen, 31343 North Oak Street, to amend Land Use Permit #16-29.

The graph below depicts the permit requests received by the Zoning Office through July for the past several years. New homes through July:

- 2016 – 7
- 2015 – 9
- 2014 – 6
- 2013 – 5
- 2012 – 1
- 2011 – 4



B. Correspondence: Your Staff sent the following correspondence since the last meeting:

1. July 27 letter to Mr. and Mrs. Russell Steele regarding Animal Boarding Facility;
2. July 27 letter to Douglas and Arleen Steele regarding fence installation;
3. July 27 letter to Brion & Melissa Hartwig regarding erosion onto Morehouse Drive;
4. July 28 letter to Russell and Shannon Steele regarding Animal Boarding Facility.

C. Council Meeting Notes:

The City Council Meeting was held August 2, 2016. An excerpt from that meeting is included here for your information.

5.1. Highway 371 Expansion Project Update

Randy Shoen and Dave Domm from Mathiowetz Construction updated the Council on the Highway 371 Expansion Project. Mr. Shoen noted the Project is ahead of schedule with projected completion of work on the Paul Bunyan Trail in September of 2016 and County Road 11 should re-open in October of 2016. Utility work on the south end of the Project is causing delays in this area. Mr. Shoen further noted that 90% of the dirt has been moved.

9.1. Trailside Park Donation

Nancy Malecha informed the Council that in June she was contacted by Greg Diehl from the Fargo Moorhead Area Foundation. Mr. Diehl informed her that there was an anonymous fundholder who wished to grant the City a donation in the amount of \$250,000 for Trailside Park with a commitment of \$150,000 to develop a State Flag Display and \$100,000 to construct a Splash Park. The Park Commission, at their meeting held on July 14th, unanimously supported the acceptance of this money.

Ms. Malecha further noted that SAS+ Associates was contacted for a revised proposal incorporating the flag display into the Trailside Park Master Plan concepts. The proposal in the amount of \$10,400 also includes the design development and construction documents for Phase 1 construction and can be expended from the donation funds if approved.

Council Member Akerson expressed concern with the splash park water usage draining the fund balance in the Water Fund. Nancy Malecha informed the Council that an annual transfer could occur from the General

Fund to the Water Fund as repayment for water usage in the splash park as a budgeted item.

COUNCIL MEMBER LOUKOTA MOVED TO ADOPT RESOLUTION 16-17 ACCEPTING THE TRAILSIDE PARK DONATION. COUNCIL MEMBER PEDERSON SECONDED THE MOTION. MOTION CARRIED 5-0.

MAYOR SJOBLAD MOVED TO ACCEPT THE REVISED PROPOSAL FROM SAS+ ASSOCIATES TO PROCEED WITH THE INCORPORATION OF THE FLAG DISPLAY INTO THE TRAILSIDE PARK MASTER PLAN, DESIGN DEVELOPMENT, AND CONSTRUCTION DOCUMENTS FOR PHASE 1 CONSTRUCTION IN THE AMOUNT OF \$10,400. COUNCIL MEMBER PEDERSON SECONDED THE MOTION. MOTION CARRIED 5-0.

9.4. Public Restroom on East Side of City

Mayor Sjoblad inquired if Council Members visited the City Library to analyze if a public restroom could be retrofitted with an existing bathroom facility. Council discussion ensued as to constructing a unisex restroom, moving the heating and air conditioning units, adding exhaust to the building, and the seasonality of the restroom.

Council Member Karr noted that a bathroom could be retrofitted west of the children's area by moving walls and inserting doors.

Council Member Akerson questioned if a public restroom is warranted as local restaurants are required to have these facilities in their places of business.

Council Member Pederson stated that it is best to spend money upfront and get planning experts involved to contain overall costs.

The consensus of the Council authorized Widseth Smith Nolting to analyze the southwest corner of the Library building for ADA compliance requirements and further authorized Mike Loven to obtain structural quotes to retrofit a public restroom.

9.5. Facility Addition Feasibility Study

Nancy Malecha informed the Council that she and Tim Houle compiled a succinct list of Council's comments from previous meetings regarding the Maintenance Department Facility Addition Feasibility Study. Ms. Malecha noted that Staff would like the Council to provide clear direction and a consensus as to what key points should be included in the final version of the Study.

Mayor Sjoblad noted that location is a prime consideration and a new public works facility by the City's Business Park would be a great location as it has access to City water and sewer services and is located next to a ten ton road.

Council Member Pederson stated that City Hall currently has 2,000 to 3,000 square feet of unused space and ideas for existing vacant space should be considered. He further noted that funding grants for a public works facility or a public safety facility should be analyzed.

Council Member Loukota noted that he is in favor of starting over with a new public works building and mechanical upgrades at City Hall will also be needed.

Council discussion ensued as to the cost to construct a steel building, the useful life of a steel building, contracting of certain public works services, and the short-term leasing of buildings in the area.

Mike Loven stated the Public Works Department currently has 5,500 square feet of space in three building and the space is very tight for current vehicles and equipment. Mr. Loven further noted that the interior of a steel building option would need to withstand the road salt from City vehicles.

The consensus of the Council agreed to direct staff to obtain a quote for a wood frame, steel building structure consisting of 9,000 square feet and to identify areas of service that may be considered for the Public Works Department to contract out.

D. Potential Violations/Enforcement Actions: The City Staff is currently working on the following potential violations/enforcement actions. We will report on each of these each month until they are resolved to the satisfaction of the Planning Commission.

- Virgil Dahl – Mr. Dahl has been notified to remove the exterior storage items by June 13. (10/06 to present)
- John and Barbara Derksen – Exterior storage. Enforcement has begun. (5/13)
- Cathi McBryde – Exterior storage. Enforcement has begun. (5/13)
- Carter McAnnich – Exterior storage and abandoned vehicles. Enforcement has begun. (5/13)
- Stewart Austin – Lawn. (Bank Owned) The lawn has been mowed. Staff will monitor. (9/15)

- Gary & Julie Skjod – After-the-Fact Boat Ramp and Accessory Structure. (10/15)
- Diane Koval – Exterior storage. (4/16)
- Several lawn mowing letters have been sent. Staff will monitor.