

WEEKLY MEMO

Date: August 12, 2011

To: Mayor Lynn Stauss, Council President Craig Buckalew, Vice President Wayne Gregoire, Council Members Marc Demers, Ron Vonasek, Henry Tweten, Greg Leigh, and Mike Pokrzywinski.

From: Scott Huizenga

RE: Weekly Update

UPCOMING MEETINGS:

August 16, 2011 – 5:00 pm – Council Meeting – Council Chambers

August 23, 2011 – 5:00 pm – Work Session – Training Room

August 30, 2011 – 5:00 pm – Work Session – Training Room (If Needed)

September 6, 2011 – 5:00 pm – Council Meeting – Council Chambers

WEEKLY UPDATE:

Sherlock Forest Playground meetings

Consultants from Play by Design will be here this Monday, August 15th to conduct a site review of the Sherlock Forest Playground area. The consultants will conduct the site review Monday morning; followed by several meetings with the coordinating committee, team captains, volunteer coordinators, and purchasing managers among others. The entire team will host a design unveiling Monday evening at Sherlock Park. The public is encouraged to attend the unveiling. Activities will also include remote radio broadcasts and a picnic served by the East Grand Forks Rotary Club.

Boat Storage proposal

Andy Magness of Ground Up Adventures addressed the City Council several meetings ago regarding the possibility of boat (kayak) storage facility along the Red Lake River in East Grand Forks. I have tasked the Parks and Recreation Superintendent to lead this proposal from the City side. He will work with the City Planner and the Building Official (Flood Plain Manager) to determine if the facility meets local, state and federal guidelines. It appears at first glance that such a facility complies with the local ordinance because a boat storage recreation facility is specifically listed as an acceptable use in the floodway by special use permit. However, the City must still obtain approval from, at minimum, the state Department of Natural Resources (DNR) and the US Army Corps of Engineers in order to proceed. Dave Aker is tentatively scheduled to provide a status update to the Council on the work session of September 13.

Northwest Corridor Study

The Northwest Corridor Study Steering Committee met for the second time on Thursday afternoon. The consultant, Alliant Engineering, and the committee, held an open house of the study elements on Thursday evening at the Campbell Library. The study is reviews several intersections in the northwest section of town including 5th Street NW//Highway 2, Central Avenue, and River Road/17th Street NW/12th Avenue NW. The next committee date is scheduled for September. The final report will be submitted in the late fall.

14th Ave SE

Council Member DeMers discussed the proposed 14th Avenue SE assessment project with Mallory Township board members and residents on Thursday evening. The City Attorney and I also attended. The purpose of the meeting was to discuss the potential for township residents contributing to the project that would convert 14th Ave SE, south of 13th Street SE, to an urban section with full paving, curb, and gutter. The township board understands the City's position. We plan to return to the township board in September to further discuss the issue.

DEPARTMENT REPORTS:

Library, Charlotte Helgeson

Preparation for the Campbell Picnic to celebrate all the summer programming with every child who participated this summer is under way. The Picnic will be held in and out of the library on August 17th from 1-2:30. Thank yous are going out to the many teenage and adult volunteers along with numerous local businesses who were generous with donations of time, money and supplies.

Police Department, Chief Mike Hedlund

Vacation Security Reminders – As we come to the end of the summer many people are leaving town to go to “the lake”, visit relatives or enjoy other vacation activities. Remember to make sure your house is secure when you leave – your doors and windows should all be locked. Try to have your home still appear to be occupied. One way to do this is to have a friend or relative come over daily to bring in your mail and newspaper. The fewer people that know you are out of town the better and in that regard this is better than stopping those services. If you are going to be gone for an extended period of time you can also call the police department and we will do security checks of your home. Having lights on timers can also help your home appear to be occupied. If you should come home and discover that your home has been entered you should immediately leave the residence and call the police. Let our officers make sure that your home is secure and give them an opportunity to look for evidence before they have you go back in to your home.

Neighborhood Watch – Neighborhood Watch is a program that has been used as a crime prevention practice for many years. It involves neighborhood groups forming and helping each other by reporting any suspicious activity in their neighborhood. Some groups are very formal and hold regular meetings and have block parties while others are informal. If you and your neighbors are interested in starting a Neighborhood Watch group contact Chief Hedlund at the EGFPD (218-773-1104) for further information.

Fire Department, Chief Randy Gust

FEMA has started the process of filling out the Project Worksheets for the City. We had our first meeting with our FEMA rep. on Aug. 9th and are hoping to have the process done in the next couple of weeks.

The Fire Department has been working with the Warren Fire Department, supplying them with some hose to aid them in reaching some of the areas that are under construction in their city. Hose will be returned as soon as construction is over.

Crews are in the process of pump servicing, getting ready for our annual pump testing done by outside vendor.

Parks and Recreation, Dave Aker

The tennis courts at O'Leary are now being painted. A dedication of the kiosk and playground is at the campground Saturday morning at 9:00 am. Play by design will be here to begin the process of rebuilding Sherlock Forest playground, they are here for the design and will reveal the playground later on Monday night.

AGENDA ITEMS:

Item 3 is considering awarding 2011 City Project No. 2. Transportation Enhancement project for sidewalks and trails along DeMers Avenue, Central Avenue, and 10th Street Northwest. The City Council tabled this item at the last City Council meeting after bids were higher than anticipated due primarily due to median improvements on Highway 2. The Minnesota Department of Transportation (MnDOT) has agreed to increased its funding share for the project because most of the project overruns were due to proposed improvements on Highway 2. The revised proposal maintains the local share at close the originally proposed budget.

Items 4 and 5 approve the annual agreements with the State of Minnesota for paratransit and fixed route (bus) transit services.

Item 7 acknowledges the retirement of Finance Director Jerry Lucke. Jerry's final day with the City is next Friday, August 19.

Item 8 adds 15th Street NW between 5th Street NE and Central Avenue to the State Aid system. The proposed mileage is within the City's current allotment of State Aid route designation. The proposed resolution would make 15th Street eligible for state and federal funds.

Item 9 amends Figure Skating fees as discussed at the previous work session.

Item 10 requests approval to order 1250 copies of the East Grand Forks 125th Anniversary book *Everyone Has a Story...Everyone is a Story*. The book will be published in conjunction with next year's 125th Anniversary celebration. The book would be eligible for presale in the late fall of 2011. The proposed price for the book will be \$25 for presale and \$30 at the event in 2012. The City will retain all revenues from the book proceeds.

Item 11 requests approval of repairs for lift station #1. A maintenance check at the master lift station showed significant damage to the impeller and other items of the facility that require immediate attention. The Public Works Director and I believe there is significant room in the Waste Water Budget for this item although it uses most of the annual maintenance budget for Waste Water.

Item 12 is the first reading for the ordinance that extends the Water and Light energy franchise through 2015.

Following the regular Council meeting; the City will adjourn to a closed session in the training room for my annual performance review. I have worked with the City for three years as August.