

WEEKLY MEMO

Date: September 16, 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:

October 4, 2011 – 5:00 pm – Council Meeting – Council Chambers

October 5, 2011 – 5:00 pm – Budget Work Session – Public Works/Training Room

October 11, 2011 – 5:00 pm - Work Session – Training Room

October 12, 2011 – 5:00 pm – Budget Work Session – Fire Department

October 18, 2011 – 5:00 pm – Council Meeting – Council Chambers

October 19, 2011 – 5:00 pm – Budget Work Session – Library

October 25, 2011 – 5:00 pm - Work Session – Training Room

October 26, 2011 – 5:00 pm – Budget Work Session – Training Room

WEEKLY UPDATE:

Sherlock Forest Playground

The final plans are in place for the Sherlock Forest Playground rebuild that begins **next week**. Staff and volunteers will begin some of the early preparation work this weekend. And, the build will begin in earnest on Monday morning. The committee has recruited many volunteers; and most shifts have staffing available. The committee can use many more volunteers and donations. Interested parties can find more information at <http://www.sherlockplayground.org> or Facebook at <http://www.facebook.com/SherlockForest>. Terri Horpedahl is the volunteer coordinator and can be reached at (218) 779-0428.

Waste Water Phase II

The Waste Water Interconnect Working Group reconvened on Monday, September 12. The Working Group consists of elected and appointed officials from Grand Forks and East Grand Forks. Steve Burian of AE2S presented an update to the Cost of Service Analysis (COSA) for 2012 and 2013. He explained the COSA model in greater detail than in previous presentations. Currently, the *estimated* annual cost to East Grand Forks for the 2012 “test year” would be \$459,672; and \$490,868 in 2013. This represents an inflation factor of approximately 2.5 percent over four years (2009-2013) since the first analysis was conducted. The most substantive change to the model from previous versions was the administrative charges that would be charged to East Grand Forks, if the two cities cooperated. Overall, the East Grand Forks costs as proposed would represent 5.1 percent of the overall metro waste water treatment system. AE2S will give a similar presentation to the East Grand Forks City Council at the September 27 work session. At that time or thereafter, the City Council can either choose to accept, reject, or amend the proposed COSA. I have attached the handouts from Monday’s meeting.

The Minnesota Pollution Control Agency (MPCA) still is analyzing the sludge samples that were taken over the summer from the existing lagoon facility. The analysis will give the City a much better indication of the total cost for sludge removal. The sludge removal represents a large cost portion of either project – whether the City chooses the stand-alone option (waste water ponds) or the interconnect option. Staff is cautiously optimistic that the sludge results may result in lower costs – again to either project – than initial estimates. Finally, Finance and Engineering staff is preparing updated figures to the Minnesota Public Finance Authority so that we can obtain current figures for long-term loan rates and grant funds, if applicable.

City Feedback Survey

The City is currently conducting an online citizen feedback survey of City services. The survey was prepared by the League of Minnesota Cities. League staff agreed to facilitate the survey among several cities that chose to participate in the state's Council on Local Results and Innovation benchmarking initiative. The City Council approved the City's participation in the program with Resolution 11-06-51. The survey can be found on the City's web site or direct via this link: <http://www.surveymonkey.com/s/EASTGRANDFORKS2011>.

Transportation Enhancement sidewalks

The 2011 Transportation Enhancement Project for sidewalks and trails on Central Avenue is progressing. Sidewalks are currently installed near Highway 2 along the Legion/Hardware Hand building to the west and the Holiday station to the east. The sidewalks will continue north to 14th Ave NW and south to approximately 7th Street NW near Sanford Clinic where the sidewalks currently terminate.

Senior Center Annual Pig Roast

The Senior Center holds its Annual Pig Roast on Sunday, September 25. The public is encouraged to attend. I have attached a flyer of the event to this memo.

DEPARTMENT REPORTS:

Police Department, Chief Mike Hedlund

School is back in session! – We continue to have problems with people parking in the circles at New Heights, South Point and Central Middle School. These areas are for dropping off and picking up children only. These are Fire Lanes and No Parking zones and violators will be ticketed. That “just for a minute” that you park there might be the minute when an emergency vehicle needs to respond to the school. In addition, parked vehicles in those areas result in congestion and increase the chances a child will be struck.

Vandalism/Thefts From Vehicles Continue – We continue to experience periodic vandalism and thefts from vehicles in town, especially in the Point Area. Park your vehicles in your garage when possible and report any suspicious activity. At least one suspect is believed to be traveling by bicycle as he commits these thefts.

Stop for Pedestrians! – The city has placed a number of fluorescent green crosswalk marking signs around the city but motorists need to remember that pedestrians have the right of way when they are crossing at an intersection whether there is a cross walk or not. The only exception is when the pedestrian has a red traffic signal.

EGF Officer Recognized by Optimist Club – On September 14, 2011 the Grand Forks Optimist Club held their 7th Annual "Respect for Law" luncheon at the Bronze Boot in Grand Forks. At this luncheon the Optimist's recognized officers from various local law enforcement agencies in this region who have demonstrated Optimism and dedication to the youth of their community. Officer Aeiiso Schrage was selected as the honoree for the East Grand Forks Police Department. Officer Schrage is currently the coordinator for the Grand Forks/East Grand Forks Police Explorer's Group and also works regularly on various projects with our local schools.

Library, Charlotte Helgeson

Autumn Color Art Exhibit opened on Monday, September 12. It will be up for 6 weeks.

Young Writers (Middle School) and Campbell Writers (High School) will begin Thursday, September 15 at 4 p.m.

A meeting with Kraus-Anderson has been scheduled for later this month to review potential timelines and proposed project descriptions.

Parks and Recreation, Dave Aker

1) The Sherlock Playground construction is ready to begin. Friday, September 16 is the first day people are setting up for tools to be received. Saturday we will be digging 240 holes for the structure and Sunday we will put the posts up. Then on September 19, Monday, we will start the playground with over a 100 people.

2) Trees will come down next week, there is 12 trees we bid out and about 20 trees we'll cut down our self. We will bid out the stumps next week and hopefully have someone hired by the 30th of September.

3) We are shutting down the trailheads Monday, September 26.

AGENDA ITEMS:

The agenda for Tuesday is probably as light as I have ever seen it as most projects and purchases for the year have been let. Activity will pick up again in a few weeks as the Council engages in discussions on the Waste Water Phase II project and the 2012 Preliminary Budget.

I will attend the International City/County Management Conference in Milwaukee, WI from Saturday – Wednesday of next week.

A decorative border of stylized leaves and vines surrounds the central text area. The leaves are in various shades of gray and black, creating a natural, autumnal theme.

EGF Senior Center

at

538 Rhinehart Dr. SE
East Grand Forks, MN 56721

Annual Pig Roast

Sunday, September 25, 2011

11:00 AM—1:00 PM

Adults-\$8.00/Ages 6-12-\$4.00

Menu:

Roast Pork, Mashed Potatoes & Gravy,
Whole Baby Carrots, Dinner Roll, Apple Crisp

**City of Grand Forks Wastewater Utility
 COSA Scenarios - Results Summary
 September 12, 2011**

Scenario Assumptions

- Simplot and Western Polymer Separately Classified for Collection and Pumping
- Re-functionalization of Administration Budget
- Includes Separate Significant User Administration (SUA) Cost Center
- Customer Cost Allocated based on Equivalent Meters

2012 Test Year Scenario*

-Based on 2012 Test Year Budget

User	Test Year Cost	Total Cost %
Grand Forks	\$ 8,666,869	95.0%
East Grand Forks	\$ 459,672	5.0%
Total	\$ 9,126,541	100.0%

*Includes \$300,000 Biosolids Reserve

2013 Test Year Scenario*

-Based on 2013 Test Year Budget

User	Test Year Cost	Total Cost %
Grand Forks	\$ 9,119,377	94.9%
East Grand Forks	\$ 490,868	5.1%
Total	\$ 9,610,245	100.0%

*Adjusted 2012 budget based on estimated 2013 costs, includes \$600,000 Biosolids Reserve, includes Additional Industrial Waste Treatment Costs

**City of Grand Forks Wastewater Utility
 COSA Scenarios - Customer Cost Summary
 September 12, 2011**

Scenario Assumptions

- Simplot and Western Polymer Separately Classified for Collection and Pumping
- Re-functionalization of Administration Budget
- Includes Separate Significant User Administration (SUA) Cost Center
- Customer Cost Allocated based on Equivalent Meters

2012 Test Year Scenario

-Based on 2012 Test Year Budget

Total Customer Cost = \$ 804,919
 Total SUA Cost = \$ 88,138

User	Customer %	Customer \$	SUA %	SUA \$	Total
Grand Forks	99.104%	\$797,707	80.413%	\$70,874	\$868,581
East Grand Forks	0.896%	\$7,212	19.587%	\$17,264	\$24,476
Total	100.00%	\$804,919	100.00%	\$88,138	\$893,057

2013 Test Year Scenario

-Based on 2013 Test Year Budget

Total Customer Cost = \$ 831,467
 Total SUA Cost = \$ 88,382

User	Customer %	Customer \$	SUA %	SUA \$	Total
Grand Forks	99.104%	\$824,017	80.413%	\$71,070	\$895,087
East Grand Forks	0.896%	\$7,450	19.587%	\$17,312	\$24,762
Total	100.00%	\$831,467	100.00%	\$88,382	\$919,849

City of Grand Forks Wastewater Utility
 COSA Scenarios - Results Breakdown
 September 12, 2011

Total Costs	Grand Forks		East Grand Forks	
	2009 Test Year*	2012 Test Year	2009 Test Year*	2013 Test Year
Customer	\$1,545,496	\$797,707	\$112	\$7,212
Customer %	99.99%	99.10%	0.01%	0.90%
Collection	\$1,034,086	\$1,249,806	\$7,295	\$5,829
Collection %	99.30%	99.54%	0.70%	0.46%
Pumping	\$1,692,512	\$1,711,187	\$14,133	\$24,901
Pumping %	99.17%	98.57%	0.83%	1.43%
Treatment	\$4,406,218	\$4,388,230	\$298,523	\$295,406
Treatment %	93.65%	93.69%	6.35%	6.31%
Assigned - IPP	\$192,130	\$172,159	\$21,348	\$19,008
Assigned - SUA	\$0	\$70,874	\$0	\$17,264
Assigned - EGF	\$0	\$0	\$65,266	\$66,959
Subtotal Cost	\$8,870,442	\$8,389,963	\$406,677	\$436,579
Biosolids Reserve	\$558,956	\$276,907	\$41,044	\$23,093
Total Cost	\$9,429,398	\$8,666,870	\$447,721	\$459,672
Total % Cost	95.47%	94.96%	4.53%	5.04%
				5.11%

*Correction of debt functionalization error in 2009 model determined Grand Forks cost to be \$9,438,938 and EGF cost to be \$438,181.