

WEEKLY MEMO

Date: February 3, 2012

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:

February 14, 2012 – 5:00 pm – Work Session – Training Room

February 21, 2012 – 5:00 pm – Council Meeting – Council Chambers

February 28, 2012 – 5:00 pm – Work Session – Training Room

March 6, 2012 – 5:00 pm – Council Meeting – Council Chambers

WEEKLY UPDATE:

Swimming Pool Update

Council Member Pokrzywinski hosted a brief meeting on Monday with top officials from Northland College, East Grand Forks School District, and Sacred Heart School regarding a potential indoor swimming pool. The City Council at the last Work Session wanted to confirm whether or not other local entities would be interested in an indoor swimming pool partnership before the City embarked on an outdoor pool renovation. The various entities confirmed that, while an indoor facility would be beneficial and attractive, for the community, the funding options are simply unavailable in the foreseeable future.

Public Works Director

The City's Human Resources Consultant has screened the applicants for the Public Works Director position. The Civil Service Commission will review the Consultant's recommendations next week and will proceed to schedule interviews. My hope is to fill the position by mid-to-late March. That is about 2-4 weeks behind our initial schedule. Nonetheless, operations are proceeding smoothly at this time.

23rd Street featured on State Aid handbook

East Grand Forks 23rd Street reconstruction and urbanization project is featured on the Minnesota Department of Transportation (MnDOT) Municipal State Aid Street (MSAS) Apportionment Data handbook. MnDOT publishes this summary annually to review the missions, goals, rules, and regulations of the State Aid system and to publish the formulary allocations to state aid cities. Each year highlights a recent state aid project. The City has dedicated a significant portion of its state aid allocation to the financing of the 23rd Street project. The project has received several mentions including this feature and a Merit Award from the Department of Transportation and the Concrete Paving Association. The MSAS book can be found at: http://www.dot.state.mn.us/stateaid/MSAS/MSASBooks/msas_winter_2012.pdf. I have attached the cover and feature page for your reference.

14th Ave SE

Some Council Members may have been approached from interested parties regarding traffic control on 14th Avenue SE. The Council discussed at the last Work Session the potential of adding stop signs to 14th Avenue SE and rerouting truck traffic from 14th Avenue SE. The discussion took place in the context of the proposed Intergovernmental Agreement with Huntsville Township to improve the street by adding paving, curb, and gutter. I will ask the MPO if the City can request a speed study and a traffic count to determine the actual speeds and the type of traffic that occurs on 14th Ave SE.

Job Classification and Compensation Plan Study

The City held three kickoff meetings this week with City employees for the updated Job Classification and Compensation Plan Study. Sharon Klumpp of Springsted, Inc. facilitated the meetings and will be conducting most of the study. The meetings generally went well; and city employees should have a better grasp of the goals of the study. The primary aspects will be to update position classifications that may have changed in the last seven years and to compare the city's job classifications with comparable employers for salaries and benefits. Employees are expected to provide Position Analysis Questionnaires (PAQs) back to their supervisors next week. The PAQs are extensive forms on which employees list their primary job responsibilities and related information such as level of education and training required, work conditions, etc. Supervisors will review the PAQs and return them to human resources in mid-February. Springsted will conduct the market study and job audit phases as necessary in March. The final study draft is expected back to the City by the end of May.

Legislative Update

The State Legislature began testimony on bills that affect cities this week including the proposal by Representatives Davids and Runbeck to reinstitute levy limits. No action was taken as committee testimony was not completed in the time allowed. Several other issues will soon appear before the legislature that affect cities including constitutional restrictions on taxing and spending and a mandated "object code level reporting" provision for local governments. Meanwhile, Governor Dayton appointed a working group of selected Mayors to study the broad issue of Local Government Aid.

The City Council will consider a resolution on the City's legislative priorities on Tuesday evening. A City delegation will travel to St. Paul next week to participate in Greater Minnesota Day at the Capitol. The day is hosted by the Coalition of Greater Minnesota Cities. City representatives will talk with several key legislators as well as interact with city colleagues throughout the day.

Finally, House research released a report this week that indicates East Grand Forks stands to lose another \$86,000 in Local Government Aid (LGA) funding in 2013 under current law. That assumes that the legislature makes no additional changes to the LGA program.

DEPARTMENT REPORTS:

Police Department, Chief Mike Hedlund

EGFPD Makes Arrest in Riverview Clinic Burglary

On January 20, 2012 EGF Police received a report of an abandoned car at the Central Avenue Car Wash. Officers investigated the situation and then subsequently impounded the vehicle. As the officers were preparing to leave the area a subject approached them and claimed that the car was his. The subject's reasons for leaving his car at that location seemed unlikely but the

officers didn't have any evidence of criminal activity at that point and he was allowed to leave. Later that morning the PD received a report of a burglary at the Riverview Clinic. Evidence at the scene tied the subject from the abandoned car situation to the scene and he was subsequently arrested for burglary.

EGFPD to Host Promotional Ceremony

Scott Jordheim will be promoted to the rank of Sergeant effective Monday February 6, 2012. A promotional ceremony will be held to honor Jordheim on Friday February 3, 2012 at 1:30 PM at the EGF PD.

Parks and Recreation, Dave Aker

This last weekend we had a Bantam B tournament; there were eight teams in the tournament. The Bantam Eagles won the tournament with four victories, beating Minneapolis Storm in the Championship. The Bantam Legion finished 1-3 in the tournament beating Grafton in the 7th and 8th place game.

At the Civic Center we are going to buy a net for the corners to stop pucks from hitting people walking on the stairs down by the concession.

We ordered 100 trees last week to plant on the berms; we have 25 silver maple; 25 elm trees; 25 spring snow crab trees; and 25 linden trees.

Library, Charlotte Helgeson

The Library has filled every available spot in their first Fancy Nancy Tea Party for 4-8 year old and accompanying adults. The Red Hat Cha-Cha-Chas are co-hosting the events

Kraus Anderson will present findings February 14 to the roof committee.

Staff is reviewing the webpage draft for ebook checkouts.

AGENDA ITEMS:

State precinct caucus day is Tuesday, February 7. Tuesday's meeting must conclude by 6:00 to comply with Minnesota Statutes regarding elections.

The consent agenda contains the approval of the purchase of bleachers and picnic tables. There is also the annual application to waive approve vendors for the Grand Cities Art Fest.

Item 8 considers approval to order plans and specifications for the proposed swimming pool renovation. The current project is estimated at slightly over \$1.5 million plus soft costs.

Item 9 considers approval of the City's proposed legislative priorities for the 2012 state legislative session.

Item 10 considers approval the purchase of 2007 Seagrave aerial platform fire truck in the amount of \$625,000. The purchase will be reimbursed with bond proceeds.

Item 11 is a resolution to request a speed study on 23rd Street NW.

2012 MUNICIPAL STATE AID STREET APPORTIONMENT DATA



**Reconstruction of 23rd St NW
East Grand Forks, MN**



January 2012

Reconstruction of 23rd Street NW, East Grand Forks, MN

The City of East Grand Forks retained FS Engineering to design and oversee the reconstruction of this one-mile stretch of rural roadway, (on MSAS 121) changing it to an urban section. The project included the complete removal of the existing roadway and rural ditches, the reconstruction of the roadway as an urban section complete with curb and gutter, the extension of utilities, and the construction of a 10 foot wide shared-use path.

The project also included the design and construction of a drainway and box culvert (in cooperation with MnDOT and the US Army Corps of Engineers), to improve drainage in the area and ready the section of land to the north for further development.

FS staff completed all of the necessary coordination with federal and state agencies, designed the project, completed the surveying and construction inspection, and managed the extensive public information campaign necessary for the 2 year long project that impacted thousands of nearby residents.

Total Project Cost: \$4 Million



23rd Street NW and associated drainway under construction in 2009 (above left) and completed in 2010 (above right)