

# WEEKLY MEMO

**Date:** April 20, 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:**

*April 24, 2012 – 5:00 pm – Work Session – Training Room*

*May 1, 2012 – 5:00 pm – Council Meeting – Council Chambers*

*May 8, 2012 – 5:00 pm – Work Session – Training Room*

*May 15, 2012 – 5:00 pm – Council Meeting – Council Chambers*

## **WEEKLY UPDATE:**

### **Swimming Pool**

The Swimming Pool Working Group met on Tuesday for its 60-percent design update. There were no significant changes to the design from the 30 percent meeting held about three weeks ago. The design consultant provided updated construction estimates that showed an increase of approximately \$60,000 from the November 2011. The current estimate is \$1,319,080, which remains within the overall project budget with contingencies. The working group has its 90-percent design meeting scheduled for May 1. The final design and request for bid advertisement will reach the entire City Council in May.

### **ICON webinar**

The Public Works Director and I participated in a webinar on the ICON pavement management software. The software presents a multitude of options to track and budget street improvements using multiple variables including, but not limited to, pavement condition index (CI), projected life span, type of maintenance, and street designation (e.g. arterial). Users can further drill down to more qualitative outcomes such as council ward surrounding neighborhood.

### **Bygland Road Sidewalk**

The City Planner held a public hearing regarding the proposed addition of a sidewalk on the west side of Bygland Road. The hearing was lightly attended, and comments were generally favorable. The project is scheduled for start and completion this year. The state and federal government pays for 100 percent of construction, with the City matching only “soft costs,” including engineering, legal, and administrative costs.

## **DEPARTMENT REPORTS:**

### **Police Department, Chief Mike Hedlund**

#### **EGFPD Acquires Surplus Weapons from the U. S. Federal Government**

The East Grand Forks Police Department has acquired five (5) surplus Colt M16A1 Rifles from the United States Federal Government. These weapons will be utilized by the department during a variety of high risk situations including the execution of narcotics and other felony

search/arrest warrants and incidents involving subjects known to possess weapons. The Department's Patrol officers currently carry patrol carbine rifles for emergency response and these new weapons will be used by the investigations staff and during incidents where additional officers are required.

### **EGFPD Training**

Sgt. Chris Olson and Sgt. Scott Jordheim are attending a four day training session on police supervision and management in Duluth, MN from April 16-19, 2012. This training is part of the training required for supervisors to receive a certificate in police management. All of the EGFPD supervisors are in the process of earning this certificate as the department seeks to continue to enhance the abilities of all of its employees.

### **EGFPD Supervisors Take Part in Police Vehicle "Ride and Drive" Event**

The Minnesota Highway Safety & Research Center in St. Cloud, MN is hosting a two day event on April 19-20, 2012 in which officers from MN law enforcement agencies have an opportunity to inspect and drive all of the newest models of police cars. The event is broken down into half day sessions with a different group of officers in each session. Sgt. Steve Demers and Sgt. Mike Anderson will be attending this event as the department attempts to plan for future vehicle purchases. The Ford Crown Victoria, probably the most popular police vehicle ever, is no longer being manufactured so the department is researching the best available options for future vehicles. The Department will also be seeking to replace its SUV in 2013 so Sgt. Anderson and Sgt. Demers will also be doing research on which available police SUV will best fit our department's needs.

### **Library, Charlotte Helgeson**

Dial-a-story has a sing-along now. Encourage children to call 218-399-3435. A music therapy student is doing her civic involvement project with the library which involves her with dial-a-story, readers' theatre and story time.

### **Fire Department, Chief Randy Gust**

The Fire Department has been busy responding to grass fire within our fire district. With the very windy and dry conditions we are very particular on whom and where we give out fire burn permits within the district. With that being said we do have a couple of controlled burn projects that we need to do. One is at our lagoon area in which the ditches along the road need to be burned off to help in the repair of the fencing. The other project is for the school district at the Middle School where there science project (Prairie Grass site) needs to be burned to help regenerate the grass.

The department will be having its semi-annual live burn training at Northland College on Saturday May 5<sup>th</sup>, starting at 8:00am. The training will offer our personnel hands on training with live fires in a controlled situation. Council members along with city staff that would care to take part in the training or to just watch are welcome to attend.

### **Parks and Recreation**

- 1) The campground has finished their interviews for summer jobs and have hired all their help. The plan is to open the campground April 27th.
- 2) The BIG EVENT is ready and it is this Saturday, April 21st.
- 3) The brochure for the summer activities goes to print this weekend and will be out to the public next week. Summer registration is May 9 from 5:00 pm - 7:00 pm in City Hall.

- 4) The playground equipment arrived this week and trees will come in next week.
- 5) Stumps are out for bids and they will be done May 3.
- 6) The playground inspector will be here Wednesday, April 25.
- 7) Summer jobs are closed this week and we start interviewing next week.
- 8) Cal Ripken baseball started Thursday, April 19, with all the players going to Itt's Williams.

## **AGENDA ITEMS:**

1. The City Engineer will present plans and specifications for the 15<sup>th</sup> Street NE reconstruction project. The City Council will consider filing the plans and specifications at the next regular Council Meeting on May 1. The City Council will consider awarding a construction contract on June 5. The City Council has proposed using state aid funds to finance 70 percent of the project. The remaining 30 percent will be assessed to adjacent property owners.
2. Mayor Stauss will present a proposal from MSA Professional Services to conduct a “peer review” of the City’s facility plan to upgrade waste water treatment. The City’s current facility plan recommends construction of an interconnection with Grand Forks, North Dakota for waste water treatment. MSA will determine if it “concur(s) with the analyses of the engineering and financing alternatives presented in the documents to date?” The peer review will also investigate if there are “additional alternatives, including new technologies, that the City should consider?” This “second opinion” is proposed on an hourly basis not to exceed \$5000 plus expenses. MSA is a multi-disciplinary consulting firms with offices in Illinois, Iowa, Minnesota and Wisconsin. The City of East Grand Forks has no prior history with MSA.
3. MnDOT returned the results of a speed study on 23<sup>rd</sup> Street NW per City Council request. The City has the discretion to increase the speed limit to 35 miles per hour because the street is classified as a rural section. Generally, most traffic currently travels an approximate average of 35 miles per hour even though the posted speed is 30 miles per hour.
4. The Parks and Recreation Superintendent will present three options for the placement of new park equipment. The options include replacement of equipment at Stauss Park, 3<sup>rd</sup> Avenue SE, or O’Leary Park. The City Council approved the purchase of park equipment in March with the direction that staff would return to the City Council with location options.
5. Council Member Leigh and Pokrzywinski will provide an update from the Metropolitan Planning Organization (MPO) board.