

# WEEKLY MEMO

**Date:** May 18, 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:**

*May 22, 2012 – 5:00 pm – Work Session – Training Room*

*June 5, 2012 – 5:00 pm – Council Meeting – Council Chambers*

*June 12, 2012 – 5:00 pm – Work Session – Training Room*

*June 19, 2012 – 5:00 pm – Council Meeting – Council Chambers*

## **WEEKLY UPDATE:**

### **Outdoor maintenance**

Staff the Economic Development and Housing Authority (EDHA), Parks and Recreation, and Public Works focused heavily this week on preparing the City's various public spaces for the summer holiday season. As noted below, Public Works and Parks and Recreation have already made great strides since last week in mowing grass, removing weeds, spraying, and painting. Downtown parking lot striping is in progress, flags are being placed, and city contractors will work in areas that require more specialized care such as downtown and City Hall. The early, dry spring season initially caught us before our summer crews were fully staffed for the season. Nonetheless, the City's high-visibility areas will look fantastic by Memorial Day.

### **Development Activity**

The Building Inspections office reports that the City already has more new building permits in 2012 than the total amount in 2011. Repair permits are also tracking ahead of last year at least as of April. One can find monthly and construction record summaries on the City web site under "Building Inspections" or at <http://www.egf.mn/index.aspx?NID=295>.

### **Compensation Plan**

I am completing my review of draft job descriptions that are part of the City's Compensation and Classification Plan update. Thus far, employees and supervisors have provided their input on the job tasks and responsibilities that they perform in their positions. The City's consultant drafted job descriptions based upon that input. Employees and supervisors then reviewed the job descriptions for accuracy and requested changes under a process called *Request for Review and Reconsideration*. The next steps are to finalize the job descriptions and to conduct a market salary survey of comparable employers and positions. Finally, the new job descriptions and market data will be compiled to finalize an updated Compensation and Classification Plan for the City, which is due in the middle of this year.

## **2011 Audit**

The Administration and Finance staff along with Water and Light staff continues through the 2011 Comprehensive Audit and Financial Report (CAFR) process. The CAFR is due by June 30 to the Office of the State Auditor and the Government Finance Officers Association (GFOA). The City has received the Certificate of Achievement for Excellence in Financial Reporting, which is a voluntary program, from the GFOA for many consecutive years.

## **DEPARTMENT REPORTS:**

### **Parks and Recreation, Dave Aker**

Park and Recreation:

- 1) The pool staff starting this week and are doing a great job of getting the pool ready. They had to wash it down, and then do an acid wash, and then they will paint the pool.
- 2) Sherlock bathrooms have been taken over by squirrels and mice. The squirrels eat their way through the outside wood and messed up the insulation in the attic. They apparently died inside because of the smell, we currently have traps up in the attic and then we are closing the openings.
- 3) We started work on the Greenway Playground equipment, we are hoping by the end of the week or the start of next week we will be done.
- 4) A big weekend for the campground is coming up, as the campground it is filling up fast. There is hardly a spot that is not full, the campground host made it back and we have a long Canadian weekend.

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

#### **EGFPD Training – Breath Test Device Training**

For many years the Intoxilyzer has been the breath testing device of choice for law enforcement agencies across the country. Due to technological advances the State of Minnesota is currently in the process of switching to a new breath testing device, the Data Master DMT-G. This week the EGFPD officers that are certified as breath testing device operators are undergoing training on this new system. The new machines will be installed at law enforcement agencies during the course of 2012.

#### **EGFPD Training – AR15 Armorers Training**

Officer's Dennis Roberston and Tony Reznicek, the Department's firearms instructors attended a two day course on how to conduct repairs and maintenance on police carbine rifles. Robertson and Reznicek will now be able to perform a variety of maintenance and repair operations on the Department's rifles which will allow the department to get rifles with repair issues back into service more quickly and at a lower cost than if the department had to send them away for repair.

#### **EGFPD Intern Program**

The EGFPD currently has two college law enforcement/criminal justice students completing internship programs with the department. Area colleges with law enforcement or criminal justice programs typically require their students to spend a certain number of hours involved in an internship so that they can gain practical experience in their field of choice. The students will primarily ride along with the EGFPD patrol officers and observe them as they perform their various duties. The interns will also be involved in a variety of training activities and will assist the department with several community programs.

### **Public Works, Jason Stordahl**

Last week's city wide clean up went very well. We had fairly decent weather throughout the week, which made operations go smoothly.

Hazardous Waste/Electronic Drop Off also went well, with a very big turnout of residents.

Our seasonal mowing crew started this week, and have been very busy trying to keep up with the growing grass.

### **AGENDA ITEMS:**

The City Council will first conduct a brief special meeting to approve plans and specifications for two assessment projects – 14<sup>th</sup> Avenue SE and Greenway Boulevard/13<sup>th</sup> Street SE. The City will gain two weeks by filing these plans and specifications next week rather than by waiting until the regular meeting of June 5<sup>th</sup>.

The City Council will also consider the renewal of several annual liquor permits. The scheduled Special Meeting allows the City Council to consider early those renewal applications that the City has received. An earlier process allows ample time for the businesses to receive their renewed buyer cards from the State of Minnesota.

The Parks and Recreation Superintendent will present quotations for replacement of hockey boards and glass at the Civic Center. The Parks and Recreation Supervisor has affirmed that the quotations are approved under the State Cooperative Purchasing Venture program. The two quotations are identical in price for systems that have either six-foot or eight-foot glass on the ends and at corners of the ice sheet. Eight-foot glass would require additional protection to spectators. But, the higher glass also would necessitate a forklift for installation and replacement of glass. A quotation for the purchase of a forklift is approximately \$23,000. Some school officials and Blue Line Club members have expressed their preference for an eight-foot corner system. Hockey boards were not included in the 2012 Annual Budget. However, the boards are just also old and deteriorating. There is sufficient fund balance in the Building Maintenance Fund if the City Council chooses to proceed with this purchase. East Grand Forks will host the Section 8 boys hockey tournament in 2013. Therefore, this season may provide a good opportunity to undertake some much-needed improvements to the Civic Center.

The Parks and Recreation Superintendent also will present quotations for a replacement of arena ice condensers (cooling fans) at the Civic Center. The current condensers are nearly 30 years old. They are in poor repair and they consume energy very inefficiently. The Water and Light Department's energy auditing consultant estimates that the new condenser, which already needs replacement, will have an energy repayment period of 12-13 years. The cost of the recommended system is \$60,482. The Parks and Recreation Director recommends a bid that includes variable speed (ECM) motors for further energy efficiency. The additional cost of \$22,434 would be captured in 8.4 years via additional energy savings. The cooling tower replacement had been included in prior capital improvement budgets. The City received a less-expensive quote from another vendor that did not include an option for variable speed motors.

The Public Works Director will present his recommendations for the 2012 annual street maintenance, crack sealing, and catch basin repair programs. He also will discuss long-term street maintenance and assessment issues. Finally, he will discuss options to repair Bygland Road on the coulee bridge south of 13<sup>th</sup> Street SE.

The City Council will adjourn to a closed session following the work session to discuss legal strategy related to the litigation filed by the proposed Fantasy's store in East Grand Forks.