

WEEKLY MEMO

Date: May 24, 2013

To: Mayor Lynn Stauss. Council President Craig Buckalew, Vice President Greg Leigh, Council Members Clarence Vetter, Ron Vonasek, Henry Tweten, Mark Olstad, and Chad Grassel

From: Karl Lindquist

RE: Weekly Update

UPCOMING MEETINGS:

Special Meeting – May 28, 2013 – 5:00 PM – Training Room

Work Session – May 28, 2013 – 5:00 PM - Training Room

Regular Council Meeting – June 4, 2013 – 5:00 PM - Council Chambers

Work Session – June 11, 2013 – 5:00 PM – Training Room

Regular Council Meeting – June 18, 2013 – 5:00 PM – Council Chambers

WEEKLY UPDATE:

Before Scott resigned, he worked with the School of Public Administration at UND and created a summer internship program between the City and the School. Last Thursday (the 23rd), Karla and Terry and I interviewed two applicants for the position of Management Intern and offered the position to Andy Marquardt. He has accepted and will start on Wednesday of next week.

We are excited because Andy taught the use of Excel spread sheets while attending UND. Since our budgeting system is based upon Excel spread sheets, our thought is that Andy can accompany me to budget meetings with the Department Heads, and can then transfer that information directly on to Excel spread sheets. This will make my job easier, and will serve as a significant benefit to Karla.

Andy will also be able to help Megan and Lynda with our backlog of filing, and Terry with her Civil Service duties.

The Job Announcement posted at UND stated an hourly wage rate of \$12.00 per hour to \$15.00 per hour. Because of Andy's past experience, we have decided to offer him the temporary summer position of Management Intern at the rate of \$13.50 per hour.

A resident of the Point lodged a complaint with the City about people walking on the flood control levee, and motor vehicles driving on the levee, with the result that people have a direct view into the complainant's living room and bedroom windows. Unfortunately, this is not a new problem.

Chief Hedlund, Attorney Galstad, Engineer Boppre and I met with the concerned citizen, and as a result of the meeting I have asked Chief Hedlund to step up the enforcement of our generic trespass ordinance concerning trespasses on the levees.

But as everyone is aware, enforcement of the no trespassing ordinance is difficult at best. Therefore, I have also asked Mr. Galstad to draft a City ordinance specifically defining what acts constitute a trespass on the City's levees. We are also going to use the local media to inform the public that walking or driving on the levees is prohibited, and are also going to investigate the placement of additional warning signs and bollards to deter pedestrians from walking, and motor vehicles from driving, on the flood control levees.

DEPARTMENT REPORTS:

Library Director, Charlotte Helgeson

Matt Anderson from Braun Intertec did an investigation of the Library roof cavity on Tuesday evening. A full report will be sent to the Library by the end of the week. Karl Lindquist, Ron Galstad and Charlotte met with Matt Anderson the following morning for a conference call with Jake Boerboon from Kraus Anderson to review issues remaining to be fixed and the next steps.

The Friends of the Campbell Library have donated the first of two \$1,200 installments for bestselling eBooks.

Public Works, Jason Stordahl

Boat Ramps: Staff opened up the DNR's Red Lake River boat ramp today (5/23/13). The Red River boat ramp will remain closed until river levels recede. The Red River's river level as of 11:45am (5/23/13) was at 25.97 and is predicted to crest Friday (5/24/13) at 26.72 feet.

Greenway: We have been removing flood debris along the greenway and other flood water affected areas. We hope to have the trails free of debris and open by this coming weekend.

Streets: Staff have been busy filling potholes, and continue to clean streets.

Mowing: Our summer/seasonal mowing crew started, and has been busy trying to play catch up with mowing after our recent rainfall. Other staff members have been spraying broadleaf weeds.

Reminder:

Now that we have entered the mowing season I just wanted to send out a friendly reminder to all residents to remember not to throw grass clippings into the street/gutters. Thank you!

Police Department, Mike Hedlund

EGFPD Bike Patrol Set to Get Rolling

The East Grand Forks Police Department's new bicycle patrol has received all of its uniforms and equipment and will be taking part in a training session on May 31, 2013. Following the completion of the training the five officers who make up the unit will start to take part in special events in the city and will also conduct patrols throughout the city with a special emphasis on the parks, bike paths and greenway areas.

Agenda Items:

The special meeting will consist on voting to approve liquor license renewal applications.

Item 1 of the work session the council will be receiving an update from the police department on the bike patrol program.

Item 2 The police chief will request to hire a patrol officer from the current register that has been approved by the Civil Service Commission and start a new roster.

Item 3 will be a request for permission to start a remote control flight field.

Item 4 consists of the council reviewing updates and changes to be made to the rates for cemetery services.

Item 5 Mr. Aker will be giving a clarification of workers for the Parks and Recreation Department.

Item 6 Chief Larson will inform the council about a grant the City has received.

Item 7 Mr. Galstad will brief the council on a special event application.

Item 8 Mr. Richter will ask the council to consider replatting an area from park land to single family lots in Greenway Crossing First Addition.