

# WEEKLY MEMO

**Date:** July 5, 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

**RE:** Weekly Update

## **UPCOMING MEETINGS:**

*Work Session – July 9, 2013 – 5:00 PM – Training Room*

*Regular Council Meeting – July 16, 2013 – 5:00 PM – Council Chambers*

*Work Session – July 23, 2013 – 5:00 PM – Training Room*

*Regular Council Meeting – August 6, 2013 – 5:00 PM – Council Chambers*

## **DEPARTMENT REPORTS:**

### **Community Development, Nancy Ellis**

We are now in the heart of the building season and we are busy with inspections, transit operations, budget work and planning questions. Indepth Inspections has been available at the office Tuesdays and Thursdays (all day) and has been conducting inspections throughout the entire work week. They are also visiting job sites weekly to see how construction is going. As of today, I feel that the office and inspection operations have been running well. We met with the contractors before the season got into full swing to try to address any issues they may have before the season. I have included the meeting minutes with this memo (attached at the end). I think that we have tried to address those issues and have been available to both answer questions and conduct inspections at the contractors convenience. (We have issued 6 new house permits this year and have had our fair share of commercial construction to date – see the city's website for building statistics).

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

There was a flag flown over the Capitol that was given to East Grand Forks. This flag was then flown over the Police Department during the Police Memorial Week. It has since been put into a presentation box and the Police Department will be presenting this to Bonnie Andrys at the beginning of the council meeting on July 16<sup>th</sup>. Ms. Andrys was the wife of Kenny Olson, the one East Grand Forks Officer to be killed in the line of duty.

## **Agenda Items:**

Item 1 will be a discussion between the City Council, a representative from Braun Intertec, and a representative from Kraus Anderson.

Item 2 will be a discussion with a representative from Waste Management regarding our current contract.

Item 3 will be the bid results for the trail and sidewalk projects that would go down both sides of Highway 220.

Item 4 will be a review of the feasibility study for the costs of repairing 2<sup>nd</sup> Ave NE.

Item 5 will be looking at a request for approving a job to complete the panel replacement at the intersection of James Ave and River Dr.

Item 6 will consider a request from the Public Works Director for the purchase of a 15 foot mower. This item was budgeted for purchase this year.

Item 7 the City Attorney will be reviewing a lease agreement between the City of East Grand Forks and the Department of Public Safety.

Item 8 will be reviewing a proposed Trespass Ordinance.

Item 9 will be looking into Sewage Fees, the current fund balance of the sewage fund, and how much more revenue a proposed flat \$5.00 increase would provide.

Item 10 is a Waste Water Treatment review of what has happened and a review of the options the council is currently considering.

Item 11 will be a discussion about the contract for the Interim City Administrator position.



# City of East Grand Forks

600 DeMers Ave · P.O. Box 373 · East Grand Forks, MN 56721  
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The Building Inspections/Planning Office held a meeting at City Hall on April 29<sup>th</sup> to discuss the upcoming building season and get contractors input. Here are notes from the April 29<sup>th</sup> meeting:

- The Building Inspections/Permitting office and the Planning office were combined into a new Dept. called Community Development after the retirement of Tom Spoor. The office is located in the old Building Inspections/Permitting Office on the main floor of City Hall.
- The City has contracted with Indepth Inspections to perform the building official duties until March 2014. Brail Bail and Randy Gust will primarily be the building official contacts for the City of East Grand Forks.
- Indepth will have someone at City Hall on Tuesday and Thursday afternoons to answer questions, conduct in office visits and be available for contractors and the public. You can contact them at City Hall at the number 218.773.2208 or 218.773.0124.
- They will also take questions by phone at other times of the week but will be at City Hall if you want to meet with them. Brad Bail's number at Widseth, Smith, and Nolting (WSN) is 218.773.5621 or cell phone 701.740.1239.
- Indepth will do inspections, however, Monday – Friday (weekends too if available) with reasonable notice, preferably 24 hours notice.
- There was discussion at the meeting regarding homeowners doing their own work. It was stated that many times they hire unlicensed contractors or contractors from other states (with no MN license) and they should not be allowed to do this. The City does allow for homeowners to do their own work on their house or build their own house (and live in for at least 24 months before selling).
- The City will make more of an effort to ensure that these unlicensed contractors are not working on a house; that it is in fact the homeowner.
- The City will develop and administer a waiver for the homeowner if they are doing the work themselves. Brad was going to check and see if they must be sent to DOLI. **UPDATE: The City has a waiver in place and will keep a copy in a separate folder to do periodic drive bys or inspections.**
- It was requested by the contractors to send out the mechanical and other fee schedules with this memo. Keep in mind that the fees listed may not include any surcharges or other items – the cost of the permit may be increased or decreased at the time of the application. **UPDATE: the fees sheet is located on the City's website: [www.egf.mn](http://www.egf.mn) but we will send the sheets as well.**



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- There is a possibility that the City will hold mechanical training/continuing education classes at City Hall in the future. Brad Bail is visiting with Gary Topp regarding these classes.
- The City is hoping to hold contractor meetings (as necessary) to discuss new rules, regulations, issues, and trends. These can be lunch meetings where we will feed you during the discussion. If we decide to do these meetings, you will be contacted by mail or email (your preferred method)
- The Building Inspections will be discontinuing their PO Box when the time comes to renew the yearly contract. Please send to the addresses listed above.
- The contractors have requested that the City have a schedule of what inspections are needed and when during the construction process. The City of Grand Forks has one on the back of their permit and this would be helpful. We will look into making a schedule for the contractors. **UPDATE: The City already has a limited schedule on paper already. We will include it with this memo. We may update this schedule or make it more of a sign-off form.**