

WEEKLY MEMO

Date: October 18, 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 – October 22, 2013 – 5:00 PM – Training Room

Special Meeting – October 29, 2013 – 5:00 PM – Training Room

Regular Council Meeting – November 5, 2013 – 5:00 PM – Council Chambers

Work Session – November 12, 2013 – 5:00 PM – Training Room

Regular Council Meeting – November 19, 2013 – 5:00 PM – Council Chambers

WEEKLY UPDATE:

With budget presentations coming up and lots of items on the agenda it has been suggested to include board and commission updates from council members in the memo. This week there is an update from the Cemetery Commission and the EDHA Board. If there is an issue that needs to be brought before the council that will be included on the agenda; otherwise the updates will be found in the memo.

The Finance Director will not be able to attend the meeting on Tuesday. If you have any questions regarding the items she has included on the agenda please contact her next week. At this time there is no action required by the council. These items are updates and are included for informational purposes.

BOARDS & COMMISSION UPDATES:

Cemetery Commission Update – Chad Grassel

The Cemetery Commission is tentatively scheduled to meet at the end of November. Mr. Rick Guerra, who was hired as one of the new park maintenance workers, has been working with Mr. Brian Larson at the Civic Center as well as in the cemetery. He has learned how to stake graves, how to use the metal markers, and read the map to find the graves. This fall he has been learning how to set markers and how to mow the cemetery.

Economic Development/Housing Authority Board Update – Chad Grassel & Mark Olstad

Construction has begun on the apartment building across from City Hall. Turning Point is the developer/owner. An agreement has been reached on land purchased on Highway 2. Development of the land will begin next spring/summer. Final approval will be brought to the EDHA Board soon. The space in the In-fill building that had been leased by Altru has been leased. The space that used to be Flashbacks in the Riverwalk Centre also has been leased.

DEPARTMENT UPDATES:

Parks & Recreation Department – Dave Aker

Winterizing the buildings

We are done winterizing all the trail heads, swimming pool, Sherlock bathrooms and Stauss Park. The campground is left to do and they are closing on Monday, October 21. They will shut off the water on Monday and drain everything down and then the Park and Recreation guys will come in and winterize the rest of the campground on Tuesday and Wednesday.

Campground

The campground is closing on October 20, the only people we will have are the American Crystal workers at that point. They are allowed to stay there until the campaign is finished but we are not too sure how many will stay beyond Tuesday, they have other harvest to do and they are getting cold down in the campground. The campground did excellent this year with over 1,000 units more camping this year, we should be proud of the work the employees do down there.

Ice Arenas opening

The ice arenas are getting ready to open the doors for the winter. The Blue Line Arena opened in September and VFW arena opens this Sunday, October 20. The Civic Center does not open until October 28, the first day of girls high school hockey. We are starting the hockey clinic and figure skating this week.

Parks

Chad is the only person currently in the Parks and he has done a tremendous job. He has all the flower pots and garbage cans gone from downtown. He painted both Stauss Park and Nash Park hockey boards. Dale has helped him with the winterizing and cleaning of the trailheads. Chad finished most of the mowing we are doing for the end of the year because we are transferring the mowers into snow blowers.

Senior Center

I had Sticky's Construction give me a bid for caulking around the Senior Center outside wall and should get the bid by Friday, October 18. This should be done this year and it will help the building from more deterioration. The Senior Center is putting on a Bazaar on Saturday, come on out and buy some pies or get some good things to take home.

Fire Department – Chief Larson

Fire Prevention is in full swing. Open house was very successful. We figure about 300 people came to the station for Open house. We have been doing tour with fire safety talks daily, which should continue most of the month.

I am participating in the Polk County Hazard Mitigation Plan. This is required by the Federal Government, and we will be looking at the City of East Grand Plan to see if needs to be updated. I will be leaving on Wednesday for the MN Fire Chiefs Conference in Rochester, MN. It runs through Saturday.

We have continued to be busy on calls. We are at 820 calls for the year. I believe we finished the year with 840 calls last year.

Police Department – Chief Hedlund

Traffic Safety – Harvest is on and with our recent heavy rains many of our roadways are muddy and slippery. Be alert for hazardous road conditions throughout the region.

Police Building Construction – The exterior work on the police building is nearing completion. The roof work and the window replacement portion of the project now complete and the final exterior work should be able to be completed in the near future. The mold remediation portion of the project is still being studied.

Records Management System – The EGFPD is in the final stages of the implementation of a new Records Management System. The new web based system will allow the EGFPD, Crookston PD, Polk County Sheriff's Office and the Polk County Attorney's office to share information more efficiently. The conversion to the new system is expected to take place late next week.

AGENDA ITEMS:

Item 1 will be reviewing a proposed amendment to the engineering contract for the stabilization pond project.

Item 2 will be an update on 2nd and 3rd Quarterly Reports.

Item 3 will be an update on how close and who the City will be utilizing for a credit card system.

Item 4 will be a discussion on boiler inspections.

Item 5 will consider the possibility of hiring a new cleaning service for City Hall.

Item 6 will consider the approval to an agreement with the DNR for assistance with fires along with access to grant programs and vehicle grants.

Item 7 will consider taking down the old sirens, declaring them as surplus, and sell them as scrap metal.

Item 8 will consider a lease agreement with the Independent School District #595 for use of the VFW Arena and Civic Center during the 2013-2014 school year.

Item 9 will review and consider changes in the winter fees for 2013-2014 season.