

WEEKLY MEMO

Date: November 15, 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:

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

Work Session – November 26, 2013 – 5:00 PM – Training Room

Regular Council Meeting – December 3, 2013 – 7:00 PM – Council Chambers

Work Session – December 10, 2013 – 5:00 PM – Training Room

Regular Council Meeting – December 17, 2013 – 5:00 PM – Council Chambers

BOARD & COMMISSION UPDATES:

Metropolitan Planning Organization Update – Clarence Vetter/Greg Leigh

MPO is currently working on the Long Range Transportation Plan. The plan should be on next week's agenda for preliminary approval with final approval in December.

MPO is also updating the pavement management system. This entails rating every ten feet of road and entering the results in the software. Once this is completed we will be able to do some "what if" scenarios. The Mayor asked at the last work session about seal coats. The program will help us decide which roads should be addressed first and help us decide if we should do a seal coat or a mill and over lay.

DEPARTMENT UPDATES:

Campbell Library – Charlotte Helgeson

The Library will participate in International Games Day on Saturday, November 16 from 12-2. There will be board games, video games, snacks and crafts. All ages are welcome.

On Monday, November 18 at 6:30 the Campbell Libray will host "Cozy Up with Fiber" exhibit opening featuring 15 artists from the Fiber Arts Guild of the Red River Valley, author Janet Spaeth and Jazz Duo Popejoy and Strand.

Fire Department – Chief Larson

We received a call from Insurance Services Office the other day and we are being recertified for our fire rating. We are currently at a 4 rating. They have changed the system of rating from the previous years. We are busy doing all the paperwork that is involved with the reclassification.

I was at a meeting in Mentor, MN last week. All the Polk County Fire Departments are going to write a regional grant for 800 MHZ radios. We are looking at 20 radios for East Grand Forks. I will have more information at the next work session.

We are getting closer on the SCBA Grant. The Fed's have not yet approved the standards for the 2013 air packs. Hopefully this will be soon and we can make a decision and order the new SCBA's. We are at call #893 for the year. We have one employee out on workers comp with a back injury. He had surgery and is now in rehab process.

Community Development – Nancy Larson

- Earl Haugen with the GF-EGF MPO presented the draft document for the Long Range Transportation Plan – Street/Highway Element to the Planning Commission on Nov. 14th. The presentation and newsletter will be included in next Tuesday's Council agenda. Planning Commission is recommending preliminary approval of the Plan. Mr. Haugen will be available at the meeting for questions.
- Karla Anderson and I have amended the budget sheets to include the FTEs for Planning and Zoning, Inspections and Buildings and Transit. Karla will provide you with new colored sheets for your budget packets, as well as, include the specific account expenditures sheets for each budget.
- I have provided you with the expense report for InDepth Inspections. We have made two payments so far. Keep in mind that these bills include: hours worked, ½ permit fees and plan check fees. Therefore, when we are issuing a lot of permits – the bill will be more. It will be included with the packet.
- I will provide the council with our updated ridership chart in the next memo. We appear to be on course for 35,000+ riders (for the EGF route only) for this year.

AGENDA ITEMS:

Consent items include considering approving agreements for custodial services for both City Hall and the police department starting at the beginning of 2014, passing a resolution which would make the City the legal sponsor between the Minnesota DNR and Red River Snowmobile Club for grooming trails, and passing a resolution that would assess the costs of removing the grass nuisance on two properties.

Item 9 will consider adopting a resolution approving the change orders for the police department project.

Item 10 will consider adopting a resolution correcting the special assessments to parcel 83.04368.00.

Item 11 will consider approving the amendment which would extend the lease agreement for storage between the City and the Minnesota DNR.

Item 12 will consider adopting a resolution allowing an extension to the completion date to 2013 Watermain and Forcemain Replacement project.

Item 13 will consider approving the preliminary amendments to the City's Comprehensive plan which will update the Long Range Transportation Plan for the streets and highways element.

Items 16 through 18 are budget presentations from the Library, the Water & Light Department, and the Park and Recreation Department. These presentations will be taking place in the Training room.