

**AGENDA
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 28, 2014 - 5:00 P.M.**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. SRTS Non-infrastructure Transportation Alternative Program Application – Nancy Ellis/SafeKids**
- 2. Review of Strategic Plan & Designation of Duties – David Murphy**
- 3. Review of Land Use Plan – Nancy Ellis**
- 4. Request to Start Hiring Register – Chief Hedlund**
- 5. Parking by 4th Avenue & 17th Street – Greg Leigh**

ADJOURN:

Upcoming Meetings

Regular Council Meeting – February 4, 2014 – 5:00 PM – Council Chambers
Work Session – February 11, 2014 – 5:00 PM – Training Room
Regular Council Meeting – February 18, 2014 – 5:00 PM – Council Chambers
Work Session – February 25, 2013 – 5:00 PM – Training Room

Request for Council Action

Date: 1/23/2014

To: East Grand Forks City Council Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Greg Leigh, Council Members: Clarence Vetter, Henry Tweten, Mark Olstad, and Chad Grassel

Cc: File

From: Nancy Ellis, City Planner and SafeKids

RE: SRTS Non-infrastructure Transportation Alternative Program Application

RECOMMENDATION:

Approve the application from Safe Kids for non-infrastructure school safety program and submit to MnDOT the TAP application as the sponsoring agency.

BACKGROUND:

SafeKids Grand Forks, as part of the Altru Health System, is applying for a Transportation Alternatives Program grant to administer a safe kids to school program within the EGF public school system. Their application is attached. This requires no building or improvements other than signage, bike racks, education, and enforcement in and around the school system. The requirement of the grant is for the City to act as the sponsoring agency. We will participate as the their fiscal agent and provide help with enforcement or education – we do not have to provide any matching dollars. Safe Kids is asking that we approve their request and submit the application. Representatives of Safe Kids will be at the meeting to answer any questions.

SUPPORTING INFORMATION:

The city of East Grand Forks has three schools serving students in K-8th grade – New Heights Elementary (K-2nd grade), South Point Elementary (3rd-5th grade) and Central Middle School (6th – 8th grade). Due to the location of each school, the designation of specific grades at each school and the large number of students living in rural Polk County, between 80-90% of students travel to school by family vehicle or school bus. The goal of this project is to educate students, parents, school staff and the community to the benefits of walking and biking to school and reinforce the role each of these groups has in promoting safety during arrival and dismissal. Our efforts will be comprehensive and collaborative, focusing on education, engineering and environmental improvements and enforcement. Long term efforts will focus on increasing the number of students walking and biking to school.

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Transportation Alternatives Program

Solicitation – January 2014

Section 1: General Information

Name of Project: East Grand Forks Safe Routes To School Program

Project is located in ATP: District 2, In the county of POLK

Brief Project Description: The city of East Grand Forks has three schools serving students in K-8th grade – New Heights Elementary (K-2nd grade), South Point Elementary (3rd- 5th grade) and Central Middle School (6th – 8th grade). Due to the location of each school, the designation of specific grades at each school and the the large number of students living in rural Polk County, between 80-90% of students travel to school by family vehicle or school bus. The goal of this project is to educate students, parents, school staff and the community to the benefits of walking and biking to school and reinforce the role each of these groups has in promoting safety during arrival and dismissal. Our efforts will be comprehensive and collaborative, focusing on education, engineering and environmental improvements and enforcement. Long term efforts will focus on increasing the number of students walking and biking to school.

Sponsoring Agency: City of East Grand Forks

Project Applicant: Safe Kids Grand Forks

Contact Person (from sponsoring agency): Nancy Ellis, City Planner

Mailing Address: 600 Demers Ave

City, State, Zip: East Grand Forks, MN 56721

County: Polk **Phone No:** 218.773.0124 **Fax No:** _____

Signatures:

(Applicant Signature)

(Date)

(Sponsoring Agency Engineer Signature)

(Date)

(Local Unit of Government Signature)

(Date)

(If in MPO area, signature of MPO Executive Director)

(Date)

(If Safe Routes to School project, signature of MnDOT SRTS Coordinator)

(Date)

**Year of construction dollars are used to better estimate the actual dollars required to deliver the project in the proposed construction year. Amounts, including local match, are estimates and may change as the project is delivered.*

***Includes Right of Way or Land Acquisition (appraisal fees, legal fees, etc.), Administrative Costs (preliminary and construction engineering and contingencies), Others*

**** See ATP Project Evaluation section of this document for any additional requirements related to project costs*

East Grand Forks SRTS Non-Infrastructure Budget Request - 2014 Application

<p>1. Pedestrian and Wheeled Sports Coordination</p>	<p><u>For SRTS Coordination Activities:</u></p> <ul style="list-style-type: none"> • Evaluation and implementation of ATAC engineering studies. • Consultation with school administrators and city staff on environmental changes to improved traffic flow and pedestrian safety. • Development and implementation of educational programs for students, staff, parents and the community at large. • Coordination of enforcement and encouragement campaigns with the law enforcement and fire department. <p><u>For Specific Wheeled Sport Coordination Activities:</u></p> <ul style="list-style-type: none"> • Implementation of “Safety on Wheels” and “Takin’ it to the Streets” educational programming <p><u>East Grand Forks Safety Camp:</u></p> <ul style="list-style-type: none"> • Coordination and presentation of pedestrian and wheeled sports activities 	<p>10 hours/week x 36 weeks x \$20/hour = \$7200</p> <p>Total: \$7200.00</p>
<p>2. Training supplies and incentive items for distribution</p>	<ul style="list-style-type: none"> • Bicycle safety training booklets for 3rd grade • Bike/Multi-sport Helmets (for low income children) • Pedestrian safety educational materials • Incentive items for walking and biking programs 	<p>150@ \$0.60 each = \$90.00 30@ \$10 each = \$300.00 1200 @ .06 each = \$72.00 2000 @ \$1.00 = \$2000.00</p> <p>Total: \$2462</p>
<p>3. Safety equipment</p>	<p><u>For Crossing Guard Program:</u></p> <ul style="list-style-type: none"> • Crossing guard safety package (vest, paddle, etc.) <p><u>For Crosswalk Safety Promotion</u></p> <ul style="list-style-type: none"> • Pedestrian Crosswalk Signs 	<p>8 sets x 3 schools x \$50.00 = \$1200</p> <p>4 signs x 3 schools x \$400.00 = \$4800</p> <p>Total: \$6000.00</p>
<p>4. Bicycle racks</p>	<p>Additional bike racks for 3rd- 5th grade school and 6th – 8th grade school to meet growing demand for bicycle parking facilities</p>	<p>Bike racks 2 racks x \$400 x 2 schools = \$1600</p> <p>Total = \$1600</p>
<p>5. Speed radars</p>	<p>Factory recertified SPEEDsentry</p> <ul style="list-style-type: none"> • Mounting brackets • Solar kit • Traffic Data Collection • Shipping 	<p>4 units x \$2875.00 = \$11,500.00</p>

The budget summary is as follows:

Budget Summary:

1. Pedestrian and Wheeled Sports Coordination	\$7200.00
2. Training and encouragement supplies for Pedestrian and Wheeled Sports Activities	\$2462.00
3. Safety Equipment	\$6000.00
4. Bicycle Racks	\$1600.00
5. Speed radars	\$11,500.00
Total	\$23,009.60

Section 5: ATP Project Evaluation

1. Impact on the Transportation System

Describe the impact of your project and its relationship to the existing transportation plans.

The East Grand Forks/Grand Forks Metropolitan Planning Organization (MPO) and the City of East Grand Forks have recently completed their transportation plans. Those plans reflect six livability principals, three of which relate closely to transportation: provide more transportation choices, support existing communities and value communities and neighborhoods.ⁱ The regional plans include the expansion and connection of existing bikeways and sidewalks.

Our Safe Routes To School (SRTS) programs will focus on promoting walking and biking as alternative forms of transportation for children, families and the community within in the existing infrastructure of sidewalks and bike paths. The programs will improve safety, not just for children, but for a community of pedestrians and bicyclists. SRTS will provide opportunities for people to become more physically active and to rely less on their motor vehicles. This SRTS program has the potential to benefit the environment and community's quality of life by reducing traffic congestion and motor vehicle emissions.

We know from SRTS surveys conducted in East Grand Forks in October 2012, that over 90% of students are traveling to and from school by school bus or family vehicle. We also know from those same surveys that, on average, over 30% of students live within what is considered a walkable distance from their school, i.e. less than one mile. Parents may believe that the safest way to get children to school is to drive them. However, they may not be aware that by driving, they contribute to the traffic congestion and traffic danger surrounding the school. The relationship of school buildings to one's home and to sidewalks and street crossings can determine the level of comfort and safety a pedestrian or bicyclist experiences.

Walking to school or bicycling is good for children's cognitive health and learning ability. It improves children's concentration, boosts moods and alertness, and enhances memory, creativity, and overall learning. Additionally, children and families who walk and bike to school are more likely to use these alternative forms of transportation around the community when going to parks, work and other activities.

The safety of children walking and biking to and from school has been a major concern for the school district, city officials, and parents of East Grand Forks. Pedestrian accidents are the second leading cause of death for children ages 5 to 14.ⁱⁱ Children, especially those under the age of 10, generally do not have the cognitive skills to make judgments about traffic behavior, such as how far away a vehicle is and how fast the vehicle is traveling.ⁱⁱⁱ Children mainly rely on drivers seeing and stopping for them when they are crossing the street. East Grand Forks has worked toward making the streets safer for children through education and infrastructure improvements.

Safe Kids wants to continue to expand on the collaborative and comprehensive efforts to improve safety for the children of today and tomorrow.

2. Part of a Larger Project Concept

Describe the relationship between the activities proposed in this project and any larger projects or conceptual comprehensive plan. Why is this project important to a larger project concept (if any) or comprehensive plan?

Safe Kids Grand Forks is seeking to coordinate the Safe Routes To School programs in East Grand Forks. Safe Kids Grand Forks is a member of Safe Kids Worldwide (SKWW), an international partner in childhood injury prevention. Our coalition is based within Altru Health System and it serves the counties of northeast North Dakota and northwest Minnesota. Our coalition consists of the full coalition that has over 140 members, as well as four subcommittees. One of the active and engaged subcommittees is the Wheeled Sports and Pedestrian Safety Subcommittee. This group meets routinely and consists of city engineers, park district officials, law enforcement officers, MPO officials, school district employees, Safe Kids members and other interested personnel. Through our affiliation with SKWW, we have access to other resources that have been beneficial to our work in the past. Our efforts as a School Pedestrian Safety Task Force have been recognized on a national level and we continue to move forward with making our community a safer place for children and pedestrians.

In our pedestrian safety projects, we have worked with parents, children, businesses, government agencies, schools and others involved with children, either directly or indirectly. Specifically, members of the MPO, City of East Grand Forks, East Grand Forks Police Department and the East Grand Forks Fire Department have served on Safe Kids committees and assisted with countless community events. In addition, the administration and staff at the East Grand Forks Public Schools have participated in a variety of bicycle and pedestrian safety initiatives.

In preparing our Safe Routes To School plans for the next several years, we consulted with the MPO and the City of Grand Forks Planning Office. We reviewed the long range transportation plans for both government entities. We also reviewed information from the Greenway of Grand Forks/East Grand Forks, a public agency that is developing and managing the Greenway along the Red River in Minnesota.

The long range plans of both the MPO and the City of East Grand Forks include reducing daily vehicle miles traveled and providing more transportation choices. The plans specify creating safer pedestrian and bicycle facilities through the expansion and connection of existing pathways, trails and sidewalks between neighborhoods, schools, parks, and businesses. Specifically, the MPO Plan includes improving access to all three schools included in this SRTS application. The additional bike lanes and shared used paths will provide pedestrians and bicyclists the facilities to access all three schools via the same network.

(Please see attachment #1)

In addition, the City of East Grand Forks updated its policy on construction of residential neighborhoods, requiring developers to build sidewalks on both sides of neighborhood streets. As stated in 2040 East Grand Forks Land Use Plan, "One of the goals ... is to reduce pedestrian – automobile conflicts in residential areas. The subsequent policy is to require sidewalks to be installed along all sections of road in new residential developments".^{iv}

Additionally, the MPO is exploring a significant number of public encouragement campaigns focused on active living and promoting walkable/bikeable communities.

Given the focus of the MPO and the City of East Grand Forks on creating a more pedestrian and bike friendly community, a Safe Routes To School program can only serve to enhance these plans. When families begin to embrace walking and biking to school as a viable option, the potential exists for greater use of all pedestrian and bicycle facilities. The MPO and the City of East Grand Forks future bikeways include improved access to all three schools that will be served by a SRTS program.

The three schools serving students in K-8th grade include New Heights Elementary (K-2nd grade), South Point Elementary (3rd- 5th grade) and Central Middle School (6th-8th grade). All three schools were built after the devastating flood of 1997. New Heights is situated in an older neighborhood in the north end of the city with an excellent infrastructure of sidewalks. South Point and Central are located on the south end of the city where most of the new residential construction is occurring. Total enrollment for the three schools is approximately 1200 students.

As discussed in question 1, SRTS parent surveys were completed in the fall of 2012 and provided the following information on travel patterns at these schools.

School Name (Survey return rate)	Percentage of students living less than a mile from school	Percentage of students living 1 – 2 miles from school	Percentage of students living more than 2 miles from school	Percentage of students arriving/departing by bus or family vehicle
New Heights Elementary (45%)	39%	9%	52%	95%
South Point Elementary (42%)	30%	17%	54%	90%
Central Middle School (25%)	26%	10%	645	95%

While each school has a large percentage of students who live more than 2 miles away, the surveys also reflect that the percentage of students living within a walkable/bikeable distance from their school is substantial (26-39%). Given that over 90% of students arrive by motor vehicle or school bus, there is a significant potential to change the mode of transportation for students and encourage walking and biking. Our goals for this project will focus on decreasing the percentage of parents driving their children to school, thus supporting the overall long range plan of the MPO and City of East Grand Forks to decrease dependency on the motor vehicle for transportation.

As with all our Safe Kids and Safe Routes To School Programs, the MPO, City of East Grand Forks, East Grand Forks Public Schools and law enforcement will be consulted concerning all programming. Members of these entities already serve on our Wheeled Sports and Pedestrian Subcommittee at Safe Kids. We want to ensure that our programming is aligned with the larger transportation plan within East Grand Forks.

3. Planning Integration/Quality

Outline the planning that has been undertaken in preparation prior to submitting the application. Include descriptions of the process and any integration of this project with other planning efforts. Outline your entire planning process and describe where you are in the process.

Flourishing Safe Routes to School projects see remarkable changes in the way students and parents choose to travel to and from school. These projects succeed by including each of the “Five E’s” of a successful injury prevention program, including the Safe Routes to School. Following this concept helps to ensure that their project is a well-rounded, multi-faceted and a time-tested approach to getting more students walking and bicycling. The Five E’s of Safe Routes to School include:

Evaluation – Monitoring and documenting outcomes, attitudes and trends through the collection of data before and after the intervention(s).

Engineering – Creating operational and physical improvements to the infrastructure surrounding schools that reduce speeds and potential conflicts with motor vehicle traffic, and establish safer and fully accessible crossings, walkways, trails and bikeways.

Education – Teaching children about the broad range of transportation choices, instructing them in important lifelong bicycling and walking safety skills and launching driver safety campaigns in the vicinity of schools.

Encouragement – Using events and activities to promote walking and bicycling and to generate enthusiasm for the program with students, parents, staff and surrounding community.

Enforcement – Partnering with local law enforcement to ensure that traffic laws are obeyed in the vicinity of schools (this includes enforcement of speeds, yielding to pedestrians in crosswalks and proper walking and bicycling behaviors) and initiating community enforcement such as crossing guard programs and student safety patrols.

In conducting Safe Routes To School Programs, Safe Kids Grand Forks activities fall within these parameters and are comprehensive, collaborative and multi-faceted. We also customize our programming to the unique challenges each school and community face in the transportation of school children. Many of these programs have been, or will be, initiated during our current SRTS funding cycle which ends in June of 2014.

Education and Encouragement:

Safe Kids “Getting to School Safely” Presentations: In the fall semester, Safe Kids Grand Forks has offered a program entitled “Getting to School Safely”. We conduct site-specific pedestrian safety presentations to all children in elementary school (K-8th). The presentations have been customized to each school with photos of their crosswalks, safe places to cross and problem areas to avoid. Students at New Heights Elementary received this education in the fall of 2013. As part of the presentation, students received educational fliers for their parents, activity books, and incentive items. Our plans are to continue and expand these presentations to all three schools, adjusting the teaching style and content to match the appropriate age level of the students being targeted.

“Caught In the Crosswalk” Encouragement Campaign: As a follow-up to the safety presentations each fall, we will offer the schools an opportunity to further encourage safe

crossing behavior by recognizing children who use crosswalks appropriately. As in past years, we will team up with local businesses to provide students with “Caught in the Crosswalk” coupons. We would use SRTS funds to purchase additional incentive items as needed.

Walking School Buses and Remote Parking: In the past, parent surveys have indicated that the lack of adult supervision of children is a significant barrier to children walking to school. We would like to work with individual schools, PTOs and neighborhoods to identify appropriate volunteers to create walking school buses throughout the city. During the current SRTS grant cycle, we proposed this to school principals. The principals feel that much more education and encouragement needs to take place with parents prior to initiating such a program but they were supportive of the idea.

Safe Kids has had some success in other school systems with encouraging parents to park “remotely” and have their children walk from an alternative location. This has included encouraging the use of side streets further from the school, church parking lots and park district parking lots. For those students that live too far away to realistically walk the entire way to school, we would like to review additional parking options at the East Grand Forks school locations and encourage these alternatives with families.

Walk to Win: Altru Health System, the lead agency for Safe Kids Grand Forks, currently conducts a “Walk to Win” program in the regional elementary schools during the fall semester. The program is run by the physical education teachers with the purpose of encouraging walking at home and at school. Schools that meet mileage goals receive funding for their physical education programs.

At this time, the Altru “Walk to Win” program cannot fund any additional sites. Safe Kids would like to start a similar program in the East Grand Forks schools with SRTS funding. We have PE teachers at the elementary schools expressing interest in such programming. We see this as not only a way to encourage walking and physical activity but to teach safety steps by incorporating them into the program.

East Grand Forks Safety Camp: Each fall, the EGF Park District and Safe Kids Grand Forks hosts a day-long safety camp for all the 4th graders in East Grand Forks. During this camp, bike safety and pedestrian safety are discussed and interactive stations are provided to emphasize the talking points. Children are given the opportunity to sit in a FedEx truck and visualize the blind zones associated with large vehicles. They are taught about how to utilize crosswalks and clothing to wear to be visible. Helmet use for biking and the dangers of head injuries are also discussed. This program has been in existence for several years and we hope to continue it in the future.

“Safety on Wheels”: Each year, Safe Kids Grand Forks and the Optimists Club visit local elementary schools and offer a program called “Safety on Wheels” to third grade students. This presentation focuses on wheeled sports. We teach the children about head injuries and how helmets prevent them from occurring. Helmets are distributed to the children and one week following the classroom presentation, the Grand Forks Optimists Club holds a bike rodeo to teach the “rules of the road”. This program has been offered at South Point Elementary School in East Grand Forks for over 10 years. We would use SRTS dollars to purchase helmets for low-

income students, fund the coordination of this program and expand the program to New Heights Elementary.

“Takin’ It To the Streets” Safety Presentation and Ride: In the spring of 2008 and 2009, Safe Kids Grand Forks and two elementary schools, teamed up for a new bike safety program with the fifth grade students. The program was conducted over two days in cooperation with the physical education teachers. The overall goals of this program was to reinforce the importance of helmet use, relay the benefits of biking to school rather than riding in a car, teach safe cycling skills (both on the road and on the trails) and encourage kids to bike to school. We will be expanding this program to Central Middle School in East Grand Forks in the spring of 2014. Additional funding will provide the opportunity to continue the program.

“Brainy Biking” Encouragement Campaign: For the “Brainy Biking” Encouragement Campaign, we will offer incentive activities to students who bike to school and use a helmet. Following the Safety on Wheels program, South Point participated in National **Bike to School Day**. School personnel and Safe Kids volunteers staffed the bike racks at the school, offering juice, granola bars and other incentive prizes. Following the kick-off of this event, we provided “Walking/Wheeling Wednesday” incentive cards to the children. Each week, volunteers were at the front door of the school to punch the cards of those students that rode their bike to school. Kids that filled their card were entered in a drawing for prizes. We have been able to participate in “Bike To School Day” through our current SRTS funding.

Community Awareness Campaign: In the past, Safe Kids has partnered with local businesses that are near schools to make customers aware of the school day hours and locations. Many people who frequent these businesses (convenience stores, restaurants with drive-through lanes, etc.) are unaware of the times when kids may be present near their location. The cards given out at these venues create a public awareness that educates them on ways that they can create a safer environment for kids getting to and from school. We plan on expanding this program to East Grand Forks.

Media Campaigns: Safe Kids Grand Forks uses social media and other forms of communication to connect with their audience of parents and caregivers. Some of them include:

- Weekly blog on a locally hosted site
- Facebook page with over 1200 “Likes”
- Quarterly Safe Kids Newsletter (Distributed to over 10,000 people in the region)
- Radio and television interviews (conducted nearly weekly in the East Grand Forks listening area)
- School Newsletter submissions – While this is currently not being done routinely, we will add Safe Kids updates and safety tips in our district/school newsletters.
- Articles in local newspapers such as the East Grand Forks Exponent and the Grand Forks Herald.

Engineering and Environment:

Advanced Traffic Analysis Studies: Over the last five years, New Heights Elementary and South Point Elementary were part of engineering studies completed by Advanced Traffic Analysis Center. These are comprehensive studies completed by traffic engineers that analyze current conditions and make both short and long term recommendations for improving traffic flow and

the safety of students. As part of our work, the SRTS coordinator will review these studies, determine which recommendations were implemented and work with the City of East Grand Forks to determine the feasibility of non-implemented recommendations.

Purchase of “Your Speed” Radar Signs: The use of speed radar signs has been proven to be an effective traffic calming mechanism, slowing traffic speeds, to create a safer pedestrian environment. Typically, we are able to obtain data from the East Grand Forks Police Department from their speed trailer. Unfortunately, their trailer has not been functional for some time. However, in discussions with patrol officers, we determined several areas near schools and parks where high speeds have been recorded by officers positioned in vehicles. The East Grand Forks Police Department also receives calls from concerned parents about speeds on the identified locations.

We are requesting four speed minders – two for Bygland Road and two for 8th Avenue North. (Please see attachment #2)

Purchase of Bicycle Racks for Schools: In discussions with the principals at South Point Elementary and Central Middle Schools, the lack of sufficient bike racks has been cited as a deterrent to students choosing to ride to school. During our “Bike To School Day” activities, the number of cyclists far exceeded the capacity of the solo bike rack at South Point Elementary (please see attachment #3). While we will be purchasing a limited number of bike racks with current SRTS funds, we anticipate that the number of students bicycling to school will continue to increase during the subsequent years, thus warranting the purchase of additional equipment.

Crossing Guard Program: Several years ago, Safe Kids developed a CD-ROM training program for crossing guards. We will provide the schools with crossing guard vests and STOP paddles during the current SRTS grant cycle. The training of the crossing guards, as well as the attire we supply them with, creates a consistent look for crossing guards in school venues and also assures that they are safe and visible while helping with their important role. This training will be provided so that those serving in the capacity of a crossing guard will feel comfortable with this role. We anticipate that by 2016 we will need to replace crossing guard equipment.

Environmental Modifications: During our current SRTS grant cycle, we will provide all participating schools with safety cones and other signage to highlight crosswalks and “no parking zones”. We will also work closely with the Buildings and Grounds personnel from the EGF School District for on-school property changes and the City of East Grand Forks for off-school property changes. Some of the environmental modifications could include:

- The addition of “No Parking” zones and signage.
- Crosswalk paintings to include the “Stop, Look Left, Right, Left” indicators on the sidewalks prior to the crosswalks.
- The painting of traffic flow lanes.
- STOP and/or YIELD signs in school areas.
- Changes to the posted speed limits around school areas.

Through 2015-2016, we will continue to evaluate the need for environmental modifications. Further funding will enable us to carry out needed modifications.

Crosswalks, signals, school zone signage: We also work with the city engineering and streets departments to secure crosswalk paintings, provide “no parking zones”, install additional signals and signs as needed and increase consistency in school zones markings.

Enforcement:

Public Safety/Law Enforcement Training: Safe Kids Grand Forks has developed a training program for law enforcement officers in the region that focuses on child passenger safety, wheeled sports and pedestrian safety. We would envision modifying this presentation to also meet the training needs of the East Grand Forks Police and Fire Department officials (deployed to school sites each day to assist with school patrol). In the pedestrian safety training section, we would focus on the work Safe Kids, the City of East Grand Forks and the East Grand Forks Public Schools have done to improve the safety of pedestrians and cyclists in school zones. The last part of the training would emphasize how the patrol officers could assist with creating a safer environment around the school zones.

Speed Radar Data: The East Grand Forks Police Department does not have a working speed trailer at this time. However, the police department has offered to position officers at locations near schools where speed data would be recorded via radar guns. We will review that data on a routine basis to identify areas of concern around schools.

Evaluation:

The East Grand Forks Public Schools and Safe Kids will continually evaluate the effectiveness of our work. Some of the tools we will use are discussed below:

SRTS Parent Survey and Classroom Tallies: In the spring of 2012, Safe Kids and the EGF public school distributed SRTS parent surveys to children in Grades K-8. We have reviewed that data and used it as a basis for the development of this plan. We will repeat the SRTS surveys during the 2014-2015 school year to evaluate the effectiveness of current programming and further development plans for 2015-2017.

Crosswalk and Stop Sign Compliance Checks: At least once a year, we visit a public school site and observe stopping behavior at school crosswalks and stop signs. We use the data collected to educate school personnel, parents and drivers. Where appropriate, we have used the data to make environmental changes and have also shared this data with patrol officers for their enforcement efforts.

Review of Pedestrian and Bike Related Incidents: Safe Kids, East Grand Forks Public Schools and the EGF Police Department will continue to review pedestrian and bike related incidents in our community. In addition, Safe Kids has already developed a “near-miss” form. The purpose of the form is for parents, school staff and community members to inform schools when they observe pedestrian and/or bicycle near crashes. We are will explore ways to make this form accessible through either school or district websites.

4. Financial Considerations

Describe the amount of the match, and the variety of non-federal funding sources that are, or will be, a part of this project. Describe the commitment of the local share.

The lead agency for Safe Kids Grand Forks is the Altru Health System. Altru Health System is a community owned system serving eastern North Dakota and northwestern Minnesota. As the

lead agency for Safe Kids, Altru provides significant financial support for our coalition and its programs.

As with previous SRTS grants in Minnesota and North Dakota, Safe Kids/Altru will provide in-kind support for the printing of all educational materials, including flyers, activity books, etc. In addition, Safe Kids/Altru will provide financial support in the form of salary for the SRTS Coordinator up to 20% of the total budget.

Additionally, due to the fact that all our SRTS programs are comprehensive and collaborative, individuals from several agencies will be contributing their time and talent to the programming activities. We anticipate that individuals from the MPO, City of Grand Forks, law enforcement, fire department and public schools will continue their involvement with Safe Kids and the SRTS program in East Grand Forks. These agencies assume the cost of their employees' salaries during their work with Safe Kids/SRTS.

Our current SRTS grant funding ends on June 30th, 2014. Safe Kids, with support of Altru Health System, will continue to offer limited bicycle and pedestrian education programs in East Grand Forks following the completion of the current grant. However, these activities will be restricted and do not include the full scope of programming that would be available with the grant funding for which we are applying. They will also not include many of the resources that are included in the grant that would further enhance the pedestrian and bike safety initiatives in that community.

At times, Safe Kids Grand Forks has access to limited and one-time grants through our national pedestrian sponsor, FedEx. We will continue to pursue those smaller grant opportunities to supplement our work in the East Grand Forks community however, this would not provide the same level of services and resources that we feel would be beneficial for the children of that community.

5. Support Transportation Alternative Program Outcome Objectives

Describe how the proposed project meets these following TAP objectives:

b. Support Safe Routes To School)

“The federal Legislature created SRTS, in part, to help reverse the alarming nationwide increase in childhood obesity and inactivity. The program has numerous benefits to local communities including reducing traffic congestion, improving air quality and helping kids arrive to school focused and ready to learn”.

Safe Kids Grand Forks, the City of East Grand Forks and the East Grand Forks School District have applied for and received funding for infrastructure and non-infrastructure funds during two grant cycles since 2009. Those grant funds have led to the extension of a sidewalk on Bygland Road that provides access to South Point Elementary School and Central Middle School.

The non-infrastructure funds have helped Safe Kids Grand Forks coordinate education programs in all three East Grand Forks schools such as “Getting to School Safely “ presentations, Farm Camp and Safety on Wheels. As we move forward, our plans will serve to expand the SRTS work that has begun and falls well within the goals of national and state SRTS mission

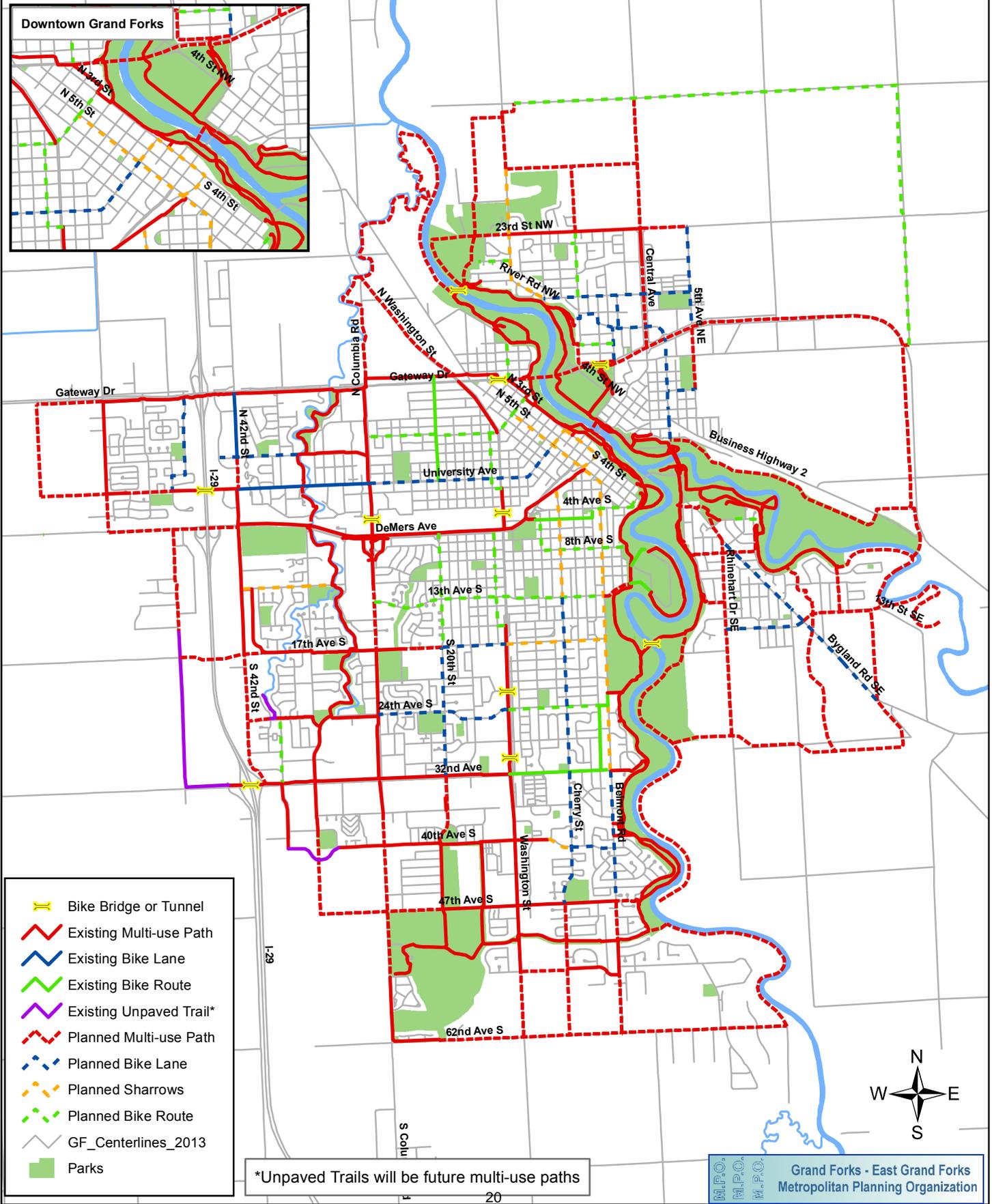
ⁱ 2040 East Grand Forks Land Use Plan, pp.6-7

ⁱⁱ Borse NN, Gilchrist J, Dellinger AM, Rudd RA, Ballesteros MF, Sleet DA. *CDC Childhood Injury Report: Patterns of Unintentional Injuries among 0 -19 Year Olds in the United States, 2000-2006*. Atlanta (GA): Centers for Disease Control and Prevention, National Center for Injury Prevention and Control; 2008.

ⁱⁱⁱ Child Pedestrian Safety, Safe Kids Worldwide, www.safekids.org.

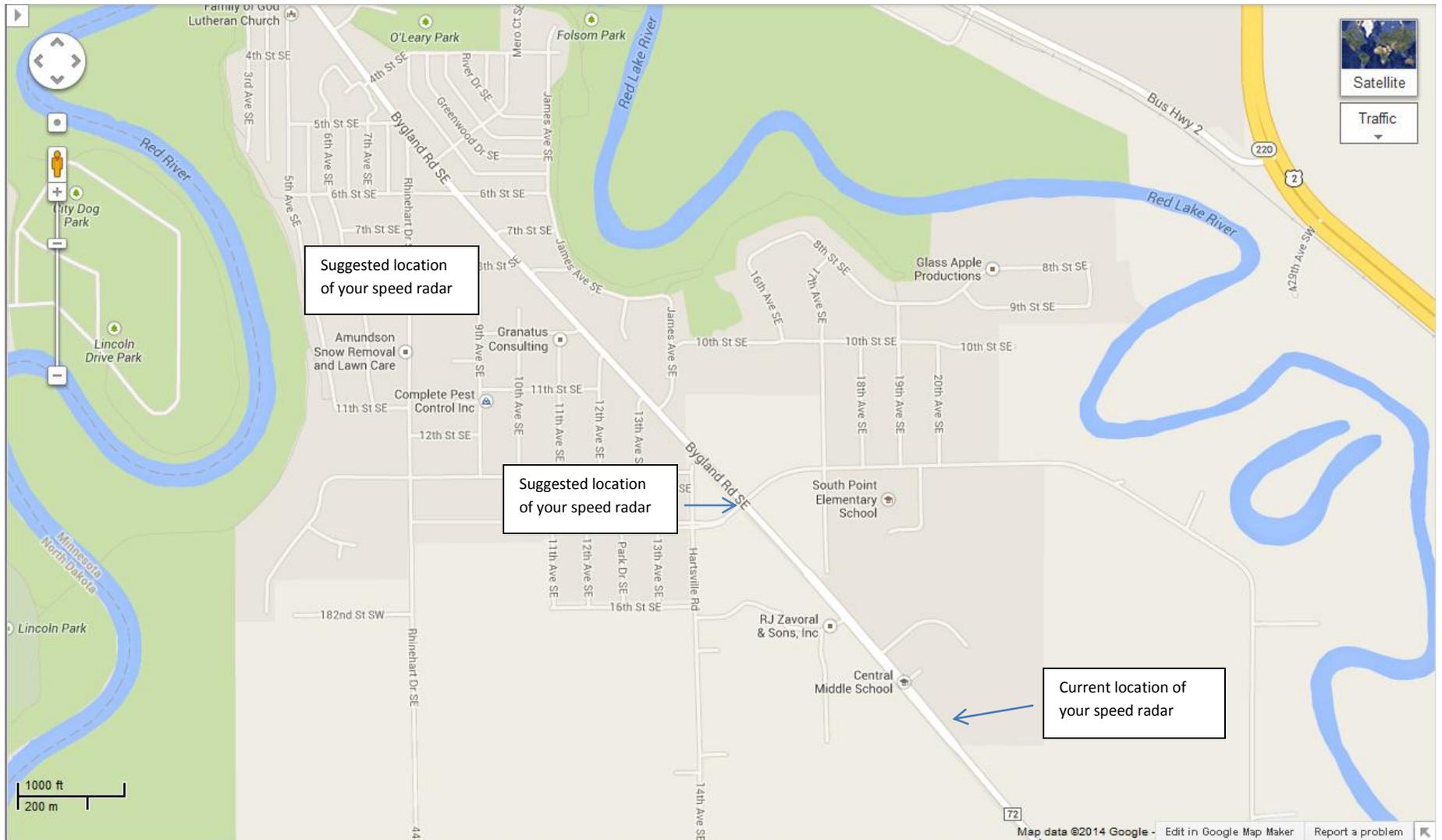
^{iv} Bike and Pedestrian Plan, 2040 Long Range Transportation Plan, Grand Forks, ND and East Grand Forks, MN, December 2013, pp.39.

Grand Forks-East Grand Forks Existing & Planned Bikeway Network

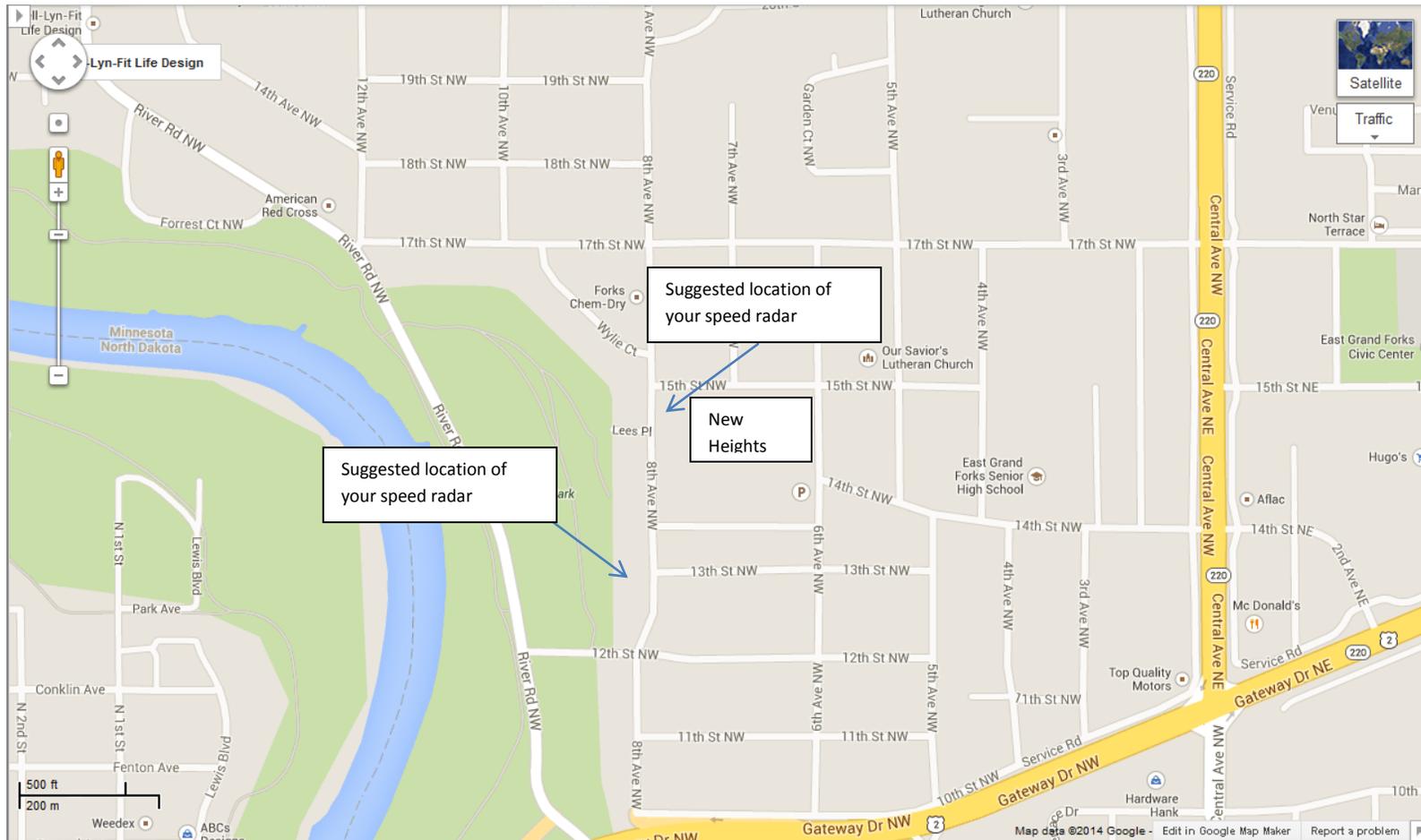


- Bike Bridge or Tunnel
- Existing Multi-use Path
- Existing Bike Lane
- Existing Bike Route
- Existing Unpaved Trail*
- Planned Multi-use Path
- Planned Bike Lane
- Planned Sharrows
- Planned Bike Route
- GF_Centerlines_2013
- Parks

Attachment #2



Attachment #2



**Transportation Alternatives Program
Solicitation Fall 2013
Supplement to East Grand Forks Application**

The following pictures of from a Bike To School Event held at South Point Elementary in May, 2012:



Student arriving at school



Wheeling Wednesday card



Lots of bikes!

Request for Council Action

Date: 1/24/14

To: East Grand Forks City Council Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Greg Leigh, Council Members: Clarence Vetter, Henry Tweten, Mark Olstad, and Chad Grassel

Cc: File

From: David Murphy

RE: Review of Strategic Plan

The draft of the Strategic Leadership Workshop was sent to the City which includes the goals set forth by both Council members and Staff. At the department head meeting on Tuesday the staff started reviewing the goals and start forming committees to work towards accomplishing these goals. As of now the proposed groups, which are subject to change, are as follows:

- › Establish DARE/Counter ACT and maintain drug task force presence in the schools:
Chief Hedlund and Mark Olstad
- › Quality of Life:
Jason Stordahl, Dave Aker, Karla Anderson, Chad Grassel, and Jim Richter
- › Expand Park and Recreational Facilities and Programs:
Dave Aker, David Murphy, and Greg Leigh
- › Attract New Businesses to East Grand Forks:
Jim Richter, David Murphy, and Charlotte Helgeson
- › Approve construction of the 32nd Ave Bridge
Nancy Ellis, Greg Leigh, and Clarence Vetter
- › Encourage and support the creation and availability of a variety of housing options for all segments of the City of East Grand Forks:
Nancy Ellis, Jim Richter, Dan Boyce, and Chad Grassel



DRAFT

**EAST GRAND FORKS, MINNESOTA
STRATEGIC LEADERSHIP WORKSHOP**

**Conducted on
January 10-11, 2014**

**SUMMARY OF KEY OBSERVATIONS AND
CONCLUSIONS MADE BY THE
WORKSHOP PARTICIPANTS**

Submitted by

**Carl H. Neu, Jr.
Neu and Company
Lakewood, Colorado**

January __, 2014

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I. INTRODUCTION

On January 10-11, 2014, the Mayor, members of City Council and the city staff participated in a Strategic Leadership Planning Workshop. The attendees at the workshop were the Mayor, five City Council members, and seven members of the city staff on January 10 and eight members of the city staff on January 11. A copy of the Objectives and Agenda for the workshop is attached to this report as Appendix A.

The primary objective of the workshop was to develop a Strategic Leadership Plan that would define the future of the city council and its visions for the City of East Grand Forks and the processes by which it plans to achieve that future between now and the year 2030.

II. KEY OBSERVATIONS AND CONCLUSIONS MADE BY THE PARTICIPANTS DURING THE WORKSHOP

A. Introductory Materials

Strategic leadership planning workshops usually begin with presenting a series of key concepts and principles that are essential to successfully achieving the creation of a Strategic Leadership Plan for a community. These items were covered in the participant workbook distributed at the workshop.

1. Strategic Thinking and Leadership

- The process by which an organization envisions the future and develops the necessary ways to achieve that future.
- It mostly is a particular way of seeing and thinking about the world in which we exist and achieve.
- It also is a way of transforming what one envisions into results through community, teamwork and disciplined actions.

2. Basic Structure of a Strategic Leadership Plan

- Vision Statement – a vision for the future that a community or organization aspires to attain.
- Strategic Focus Areas which are the really predominant factors contributing to the nature and quality of a community's or organization's future.
- Five-Year Goals which provide specific leadership direction which will serve as the basis for policy setting, performance management, revenue and resource generation and allocation.
- Two-Year Performance Objectives to accomplish goals, address the strategic focus areas, and ultimately achieve the vision.

3. The Job of Governance and Leadership.

The job of governance and leadership basically consists of five broad elements. These definitions were created by the mayor of a major city in the state of Washington as principles that he suggests all elected officials follow as they exercise their governance and leadership responsibilities for the community.

- To understand and explain the times in which we serve.
- To set forth a vision of where we need to go.
- To set forth a strategy of how to get there.
- Then, execute the strategy.

- Demonstrate integrity and professionalism in all one does and says!

B. Creating a Leadership Vision Statement

A Strategic Leadership Plan begins with defining a vision for the future the community, in this case the city council, strives to achieve. The vision for the future requires basically a definition a desired future at a certain time (East Grand Forks, Minnesota in the year 2030). The reason for the long time line is the evolution of communities as they advance to a desired future, through good leadership and governance, takes time to put in place the many elements essential to achieving that future. Essentially a vision is, "Can you picture East Grand Forks in the year 2030?" Once this vision has been defined then, through good solid strategic and ethical leadership and planning, this vision can be attained over time. But it does require a flexible roadmap to the future. It also requires focusing attention to short- and long-term projects and plans that are essential to achieving that future.

1. Envisioning the Future

A strategic leader comes at you from the future and takes you back. But first, one must define what that future is from which the leader has returned to the present and then puts in place the conditions to go back to the attainment of that future. This concept was put forth by a highly-visionary leader as the basis for his leadership style.

The mayor and council members in attendance, working individually, were asked to take an imaginary journey into East Grand Forks, Minnesota on January 12, 2030. The staff, working in two groups, were asked to do the same thing. Once all completed the imaginary journey, the mayor, each council member, and the two staff groups were required to draw what they saw as the major elements of the future of the community. The participants then shared their observations about what they desired the future to be.

a. Points of convergence within the visions.

It is not uncommon during this exercise that the participants will share many key ideas they may not have exchanged fully with each other over time. These are called points of convergence reflecting a strong consensus that the following elements would be present in the future of the community. The common elements included:

- Expansion of Northland Community & Technical College (NCTC);
- Continued beautification of the city;
- More housing, especially affordable housing and housing that meets the diverse and changing needs of the population;
- Construction of a 32nd Avenue Bridge;
- A population of approximately 12,500 people;
- Industrial growth;
- Park expansion;
- Sports facilities;
- A new Fire hall;
- Focus on activities to encourage young people to remain in East Grand Forks.

b. Possible areas of divergent opinions

When people share their views for the future, some significant differences of opinion may arise that need to be discussed and resolved to the extent possible. The following two points of potential divergence were identified:

- Does the City remodel or tear down the current Civic Center? The feeling is the current Civic Center serves the purpose for which it was designed, but there is disagreement over cost for future improvements and who will pay for any required/desired improvements.
- Where to focus on beautification or park development.

During further discussion, the participants agreed these two points of divergence or differing opinions, while important, are not real impediments to the future of the community. These items can be resolved in discussions with appropriate parties regarding the Civic Center and in planning for the beautification and development of parks within the city.

III. VISION STATEMENT

A team of the participants, based on the input derived from the visioning exercise, crafted the following draft Vision Statement:

East Grand Forks in the Year 2030.

East Grand Forks is a vibrant community where people and families of all age groups are welcomed and where:

- Meaningful choices for housing, employment, education, cultural activities, medical care and retail opportunities are available.
- The City has parks, shared greenway, trails and recreational opportunities that are second to none in this area for all ages.
- Strategic planning has provided affordable housing, attractive neighborhoods and parks, commercial expansion, and updated and expanded river crossings.
- Communication and collaboration with regional partners have provided economic and educational growth for the entire region.
- The City continues to invest in facilities and infrastructure through expanding and/or restoration.

IV. STRATEGIC FOCUS AREAS

Strategic Focus Areas are those items of predominant strategic _____ that influence the future of the community. They tend to be relatively few in number but they have an extraordinarily high impact and influence on what the future of the community will be. As such, they need to be identified and addressed with strong leadership perspective and conviction. The Strategic Focus Areas also help define where available resources should be spent – both time and money – to reach the 2030 vision for East Grand Forks and answer the question, “What is most important?”

The following Strategic Focus Areas were identified:

- Economic and educational vitality and diversity.
- Quality cultural, tourism, and recreational amenities.
- Welcoming – family friendly community.
- Quality community services and facilities.
- Well-planned and managed growth.
- Availability of quality healthcare services.
- Housing opportunities that meet the needs of a diverse, growing, and changing population.
- Fiscally responsible approach to governance.

V. HOW DO WE GET THERE FROM HERE?

The first element of this part of the strategic planning process is establishing Five-Year Goals which provide specific leadership direction for policy-setting, performance management, and revenue and resource generation and direction.

A. Five-Year Goals

In the next five years, the council plans to address the following 6 major goals. Next to each goal the number of participants supporting that goal as a priority for the next five years for the City of East Grand Forks is shown. The following goals were proposed:

1. Establish DARE and maintain a drug task force presence in the schools. (Mayor, 4 Council members, and 3 Staff)
2. Build a strong, clean, attractive community that improves and provides diverse cultural programs to enhance the quality of life for new and existing residents. (Mayor, 4 Council members, and 6 Staff)
3. Expand park and recreational facilities and programs. (Mayor, 4 Council members and 4 Staff).
4. Attract new businesses to East Grand Forks. (Mayor, 4 Council members and 5 Staff).
5. Approve the construction of a 32nd Avenue Bridge. (Mayor, 3 Council members and 6 Staff).
6. Encourage and support the creation and availability of a variety of housing options for all segments of the City of East Grand Forks. (4 Council members, and 5 Staff).

NOTE: Because two council members were absent, Craig Buckalew and Henry Tweten, it will be necessary for them to demonstrate their support for the above-listed proposed goals. This is particularly true for Goal No. 5. Goal No. 5 requires the support of at least one more council member to have the majority support of the council. For a goal to be approved, it must have the support of a majority of the council members.

Two other goals were proposed, but they did not gain the support of a majority of council members for inclusion in the goal list. This would also remain true even if the two council members absent were to vote for those goals. The two items are:

- Ensure an affordable Five-Year Tax Plan for East Grand Forks residents.

- Promote advantages of East Grand Forks to attract an additional thousand new residents.

Additionally there was one item that the council members proposed as a goal but, upon reflection, concluded it really was not a goal as much as it was an ever-present and ongoing commitment to leadership and governance excellence. This is known as a “**Basic Operating Principle**”.

The Basic Operating Principle is: Invest in expansion and maintenance of infrastructure.

This Basic Operating Principle is a statement of commitment and responsible stewardship to maintain those items in which the City has made significant capital investments for the benefit of the community. The staff was unanimous in its support and commitment to this Basic Operating Principle.

B. Here’s What We Plan to Accomplish in the Next Two Years.

Two-Year Performance Objectives are specific actions to be taken to address the Strategic Focus Areas and accomplish the Five-Year Goals toward the ultimate achievement of the 2030 Vision.

The Five-Year Goals listed above are designed to provide the necessary time frame to plan for and make capital improvement plan investments. The Two-Year Performance Objectives basically coincide with the time between elections during which a council can commit to what it wants to achieve in cooperation with the city administration during that two-year period. This also provides information for the preparation of the budgets to be submitted to council for their approval. This is being in concept with defining what is most important and where available resources should be spent – both time and money – to reach the long-term vision for the community.

Establish DARE and maintain drug task force presence in the schools.

To achieve this goal for the future of East Grand Forks we will:

- Contact ISD #595 and private schools to determine support for the DARE and drug task force concepts.
- Determine financial requirements and identify funding resources to support these programs.
- Select instructors who will participate in the implementation of the DARE and drug task force programs.
- Implement the programs by at the beginning of the 2014-2015 school year.

Quality of Life

In order to promote the furtherance of the quality of life in East Grand Forks, we will:

- Establish a committee with secondary and higher education institutions to identify areas of opportunities for curriculum advancement.
- Adopt a Comprehensive Beautification Plan to include flowers, grass, and weed control.
- Adopt a plan to design an interpretive center.

Expand Park and Recreational Facilities and Programs.

In order to expand park and recreational facilities and program, we will:

- Adopt plans for a Wellness Center.
- Construct a pool.
- Increase usage of the Greenway.
- Adopt plans to construct an additional 9 holes to the golf course.
- Add family-oriented programs to park and recreational activities.

Attract new businesses to East Grand Forks

In order to attract new business to East Grand Forks, we will:

- Identify two businesses/processes to establish a presence in the city; one preferably agriculture based.
- Encourage Simplot in development of property.
- Approach the State of Minnesota on opening a satellite office in East Grand Forks.
- Explore infrastructure needs for a knowledge-based business that could expand or relocate in East Grand Forks.

Approve construction of the 32nd Avenue Bridge

In order to approve construction for the 32nd Avenue Bridge, we will:

- Approve a Resolution by the East Grand Forks Council to support the construction of the 32nd Avenue Bridge.
- Develop consensus with the states of Minnesota and North Dakota and the City of Grand Forks and the regional Metropolitan Planning Organization (MPO).
- Explore alternative financing resources for the construction of the 32nd Avenue Bridge.

☑ Encourage and support the creation and availability of a variety of housing options for all segments of the City of East Grand Forks.

In order to encourage and support the creation and availability of a variety of housing options for all segments of the City of East Grand Forks, we will:

- Conduct a housing study to determine the future housing needs for the City of East Grand Forks.
- Adopt a plan based on the housing studies.
- Contact developers to encourage development that will meet these projected housing needs.
- Adopt certain policies that will encourage development in accordance with the plans to meet these needs.
- Partner with NCTC to establish multi-family housing.

Appendix A is not attached to this draft copy.

Request for Council Action

Date: 01/24/2014

To: East Grand Forks City Council Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Greg Leigh, Council Members: Clarence Vetter, Henry Tweten, Mark Olstad, and Chad Grassel

Cc: File

From: Michael S. Hedlund – Chief of Police

RE: Police Officer Hiring Request – Request to Start a New Hiring Register

Background: The East Grand Forks Police Department has exhausted its current hiring list. From the current list we have hired one officer and are conducting a background investigation on a second subject with an anticipated hiring date of approximately March 1, 2014 assuming there are no issues with the background. This does leave us with one open position. We would like to begin the process in the near future with a testing date in early May 2014 so we could try to attract students that are about to graduate from law enforcement/criminal justice programs. We intend to use this longer advertising period as an opportunity to make campus visits to regional colleges and universities to recruit potential applicants in an effort to get a larger and stronger applicant pool.

Recommendations: That the East Grand Forks City Council approve the start of a new hiring process/register.

Enclosures: None

Request for Council Action

Date: 01/24/14

To: East Grand Forks City Council Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Greg Leigh, Council Members: Clarence Vetter, Henry Tweten, Mark Olstad, and Chad Grassel

Cc: File

From: Greg Leigh

RE: Parking on 4th Ave and 17th St

Last year the council was approached by a resident about a parking situation by 4th Ave NW and 17th St NW. He explained there were some issues with parked cars from residents in the apartment buildings being parked in one spot for longer than allowed by City Ordinances. Ms. Ellis had been given the task to contact IMM, the complex owner, to see if something could be done regarding parking for their tenants. Ms. Ellis sent two letters to IMM and never received a response to either letter.

The council had discussed the possibility of permit parking, if restrictions should be posted, or if the current parking ordinances need to be enforced better. The council did discuss holding a meeting the representatives from IMM regarding parking but they never responded and the meeting never took place.

Council Vice-President Leigh was approached again regarding this issue and asked to have this added to the Work Session agenda.