

WEEKLY MEMO

Date: August 1, 2014

To: Mayor Lynn Stauss. Council President Craig Buckalew, Council Vice-President Greg Leigh, Council members Clarence Vetter, Dale Helms, Henry Tweten, Mark Olstad, and Chad Grassel.

RE: Weekly Update

UPCOMING MEETINGS:

August 5, 2014 – 5:00 PM – Regular Meeting – Council Chambers

August 12, 2014 – 5:00 PM – Work Session – Moved to Council Chambers

August 19, 2014 – 5:00 PM – Regular Meeting – Council Chambers

August 26, 2014 – 5:00 PM – Work Session – Training Room

Administrator's Report:

East Grand Forks Pride

The Grand Forks Herald is once again putting together the East Grand Forks Pride insert. A copy of the proposed insert has been distributed to all Council Members and Department Heads. The theme this year is the 6 Goals identified in the Strategic Plan from the January Meeting. The cost to the City for the insert is **\$1,470**.

Park Shelters

Council Member Tweten would like Widseth Smith and Nolting Engineering firm to design different sized park shelters that would be included in a park capital plan. This will be on the next work session for discussion.

Administrator Schedule

I will be out of the office on **Monday, August 4th** for continuing education training.

Red River State Recreation Area

Dave Aker and I have met with Philip Leversedge (acting NW Regional Manager) MN DNR, Division of Parks & Trails. Mr. Leversedge indicated that he is not opposed to the profit sharing agreement, but would like to see it formalized in our agreement. Mr. Leversedge and I will be meeting in the near future (as soon as his schedule allows) to develop agreement language that would then be reviewed by their attorney and our attorney.

Industrial Park Expansion Sites

The Department Heads have met to identify areas that would be ideal for an industrial park. The new EDA Director should be on board no later than December 1st and it would be advantageous to have some industrial sites available (or soon to be available) to promote. We have identified two sites that we think would work. Please contact me and I will identify the sites and the pros and cons of each. This will be brought forward in closed session as property acquisition is allowed to be discussed in closed session.

Boardwalk Loan Update

The notice of default has been served and the media has jumped on it and is reporting the notice as an update.

Lot Sales

The EDHA Board has begun discussion on the residential City lots that are for sale. This is an item that will be addressed and worked on at every upcoming EDHA Board Meeting to work towards a resolution.

Budget Work Session

The Preliminary Budget Work Session will be scheduled to take place immediately following the August 19th City Council Meeting. The Department Heads have prepared their preliminary budgets that address their requirements for the 2015 Budget year. I anticipate that we will get through all Departments on the first night. Each Department Head will present the changes from the previous year including capital needs.

Campbell Library Board Update:

The Library Board, consisting of 7 members, meets the last Tuesday of every month at 7 a.m. in the Library.

The Summer Program, entitled **FIZZ BOOM READ** has enrolled 30 more children than our past year. New programs started this summer are **1000 Books Before Kindergarten** (Preschoolers), **Book Bingo** (Teens and Adults) and **R.E.A.D. Dogs** (Elementary students).

The Library has written grants to replace the public computers with Chromeboxes which are easier to maintain and less expensive to run. Xcel Energy has provided funding for one Chromebox and a grant is still out with Midcontinent Communications. As fall approaches, the Library is finishing its final round of updating its database to prepare for Inter-library loans. This will be new to our Library.

August 1, the Library will go live with downloadable audio. As the budget is small, the collection will begin with a small amount of audio books. The requests for e-audio books have been high and the hopes are to see more new patrons using this new format.

Agenda Items

The consent agenda will consider awarding the Sand and Gravel contract for 2014-2015, declare seized and forfeited vehicles as surplus property to be sold at auction along with unclaimed bicycles from the police department, authorizing the preparation of the plans and specs for the Sand and Salt Storage Building, filing plans for the Cemetery mill and overlay and set the bid date, and authorizing the preparation of the plans and specs for the campground improvements.

Item 10 will acknowledge Mr. Brenden Jones for successfully passing his probationary period as a Park Maintenance Worker.

Item 11 and item 12 will consider entering into agreements with the State for transit and paratransit transportation services for East Grand Forks in 2015.

Item 13 will consider approving the RFP for auditing services. Proposals will be collected until the end of August and brought to the first work session in September for the council to consider.

Item 14 will consider adopting a resolution that would transfer property to Richard and Diane Pesch.

Item 15 will consider approving a special event application for a fundraising event for a Relay For Life team which would be held in the parking lot behind the VFW Post 3817.

Item 16 will consider approving a temporary liquor license for the VFW Post 3817 to serve during the fundraising event put on by the Relay For Life team.