

# WEEKLY MEMO

**Date:** October 24, 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:**

*November 4, 2014 – 5:00 PM – Regular Meeting – Council Chambers*

*November 10, 2014 – 4:00 PM – Special Meetings and Work Session – Training Room*

*November 18, 2014 – 5:00 PM – Regular Meeting – Council Chambers*

*November 25, 2014 – 5:00 PM – Work Session – Training Room*

## **Administrator's Report:**

### **EDA Director Search**

18 applications were received by the deadline and are being reviewed for presentation of top candidates.

## **Department Update:**

### **Community Development Office – Nancy Ellis**

The Planning Office has received a new location for the cell tower lease proposal at the VFW/ O'Leary Park area. They have taken your suggestion and have moved the location back by the Parks maintenance shed near the fire hall. I have enclosed the new aerial photos with sketch plans and utility locations. The tower and equipment shelter are shown to be a minimum of 30 feet from the toe of dike and out of the dike easement but the buffer zone will be within the dike and dike easement. I will contact Engineering and the Corps of Engineers regarding this buffer zone. Possible storm water lines may also be near the project location. This item will be placed on the October 28<sup>th</sup> work session for discussion. For those Council members that will not be in attendance at the work session, please contact me with any questions, comments or input before the meeting. I will then discuss your input at the meeting.

The City of East Grand Forks has received only one application for the Building Inspector position. This applicant does not meet the requirements of the application/job description; as they are not a licensed building official. Obtaining a license could take up to one year with the person: a) needing a minimum of 100 points for the Department of Labor and Industry application that includes both education and inspection experience; and b) passing the test to obtain the license. Staff is asking for direction from the City Council as to how to proceed. We will discuss your ideas or direction to proceed at the November 10<sup>th</sup> work session.

## **Agenda Items:**

Item one will consider a second location for a cell tower out by the VFW Arena.

Item two will be an update and discussion about how to move forward with Parcel 40.00149.00.

Item three will consider an extension to the fire contract between the City and the surrounding townships.

Item four will consider repairing and replacing items in the kitchen at Fire Station No. 1.

Item five will consider repairing areas of broken windows and taking out windows at the Blue Line Arena.

Item six will be a review of the streets within the City, discussion on how to move forward, and set a plan of action for when streets will be repaired.

Item seven will consider renting a motor grader for the winter months for the Public Works Department.

Item eight will consider declaring some additional items as surplus and sell them at auction from the Public Works Department.

Item nine will be a discussion regarding if the City should continue with both spring and fall cleanup.