

# WEEKLY MEMO

**Date:** March 20, 2015

**To:** Mayor Lynn Stauss. Council President Mark Olstad, Council Vice-President Chad Grassel, Council Members Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

**RE:** Weekly Update

## **UPCOMING MEETINGS:**

*March 24, 2015 – 5:00 PM – Work Session – Training Room*

*April 7, 2015 – 5:00 PM – Regular Council Meeting – Council Chambers*

*April 14, 2015 – 5:00 PM – Work Session – Training Room*

*April 21, 2015 – 5:00 PM – Regular Council Meeting – Council Chambers*

## **Administrator's Update:**

### **Unused HRA Administrative Reserve Balance**

The City and NW MN Multi-County HRA have received a letter from the U.S. Department of Housing and Urban Development that differs from previous letters received from them regarding how pre-2004 and post-2003 reserve balances can be used. I have spoke with Mr. Lee Meier of NWMNMCHRA and we are scheduling a meeting for the week of March 23 with Mr. Meier, myself, Karla and MWMNMCHRA Finance Director Heather to discuss possible collaboration to utilize the funds as originally agreed.

### **Sunshine Terrace Resident Meeting**

On Monday, March 16<sup>th</sup> Community Development Director Nancy Ellis and I met with residents of Sunshine Terrace. The residents wished to meet with us to voice some concerns and suggestions they have for the building. Some of the ideas presented were additional washers and dryers in the Laundry Room, regularly scheduled exterior window washing and a designated smoking area away from the entrances. Ms. Ellis is obtaining proposals based on the requests and may bring some recommendations to the Council in the future.

### **Economic Development Commission Dinner**

The Grand Forks EDC is holding its annual dinner on April 7<sup>th</sup> at the Alerus Center from 4-6. This conflicts with the regularly scheduled City Council Meeting. Council President Olstad and I have discussed the possibility of rescheduling the City Council Meeting and are recommending that EDA Director Gorte attend and report any findings to the Council.

### **Administrator Schedule**

I will be at training April 1<sup>st</sup> and 2<sup>nd</sup> and on a family vacation April 3<sup>rd</sup> and 6<sup>th</sup>.

## **Department Updates:**

### **Public Works – Jason Stordahl**

Wastewater: Staff and Engineering continue to work on plans and specs for the new lift station (lift #5). This week they installed meters that log flow volumes coming from the lift. They will use this data to calculate which type/size pumps to install at the new lift station.

Streets: With the nice weather we have been having we were able to start our sweeping program for the year. Last year at this time the snow was just starting to melt and staff was busy trying to open up catch basins. It's funny how seasons differ from year to year.