

WEEKLY MEMO

Date: June 17, 2011

To: Mayor Lynn Stauss, Council President Craig Buckalew, Vice President Wayne Gregoire, Council Members Marc Demers, Ron Vonasek, Henry Tweten, Greg Leigh, and Mike Pokrzywinski.

From: Scott Huizenga

RE: Weekly Update

UPCOMING MEETINGS:

June 21, 2011 – 5:00 pm – Council Meeting – Council Chambers

June 28, 2011 – 5:00 pm – Work Session – Training Room

July 5, 2011 – 5:00 pm – Council Meeting – Council Chambers

July 12, 2011 – 5:00 pm – Work Session – Training Room

July 19, 2011 – 5:00 pm – Council Meeting – Council Chambers

WEEKLY UPDATE:

Sherlock Forest Update

Staff and the proposed Sherlock Forest playground co-chairs met this week to continue the rebuild planning. Leighton Broadcasting is planning a fundraiser along the Boardwalk on Wednesday, June 29th. The volunteer committee has established a non-profit organization through the Community Foundation of Grand Forks, East Grand Forks, and Region (www.gofoundation.org) to which interested parties can donate to the rebuilding effort. The City will have a dedicated web page and Facebook page established to provide updates on the project. Next week's agenda contains three items related to Sherlock Forest including a resolution to rebuild the playground and designate the co-chairs, a resolution accepting any donations that are contributed directly to the City, and a special events permit for the "Rockn" for Sherlock" fundraiser at the Boardwalk.

Regarding project funding, all City funds, including insurance reimbursements, remain in the City and are subject to procurement law. Competitive bidding statutes apply to capital construction projects, including materials. Consultant service contracts for design services are not subject to competitive bidding statutes. Therefore, the City Council at its discretion can procure Leathers and Associates as a design service professional. Any materials purchase or construction contract *over \$100,000* is subject to competitive bidding with City funds. The non-profit entity established through the Community Foundation is a completely separate entity from the City of East Grand Forks. Funds raised by the non-profit entity are not subject to the same requirements.

State Government Shutdown Update

We have discussed previously that the Red River State Recreational Area (RRSRA) campground could be subject to a state shutdown if the Governor and the Legislature cannot reach a budget resolution before July 1. Unfortunately, that status has not changed as of the time of this memo. The Council should also be aware that there are several capital projects that are planned for this

summer that may be affected if a state shutdown commences. Currently planned projects include the Safe Routes to School project along Bygland Road to Central Middle School, the Transportation Enhancement sidewalk and trails project along DeMers Avenue and Central Avenue North, and the Central Avenue railroad gate arms and signalization project.

DEPARTMENT REPORTS

Police Department, Chief Michael Hedlund

EGFPD Hiring Roster – The City of East Grand Forks is developing a hiring roster for the position of Police Officer. Interested persons can find more information on the City website at www.egf.mn The application deadline is July 1, 2011.

EGFPD Volunteer – Donna Hauge of East Grand Forks has been a volunteer at the EGFPD for 15 years this month. Thank you Donna for your years of dedicated service!

ResQ Discs – The EGFPD recently purchased five “ResQ Discs”. These “Frisbee” shaped devices can be deployed during water rescue attempts as the rescuer throws the disc but hangs onto a thin rope that is coiled around the disc. One ResQ Disc is stored in each EGFPD patrol vehicle.

Water and Light Department

The 2010 Watermain project paving work on 10th ST NW is completed and weather allowing so they can finish up sawing and sealing the road. The road may open by the end of this week.

Filter project: Held Preconstruction meeting this Monday, painting to be completed this week with all filter work hopefully to be completed by June 24th with filter going online again on June 27th assuming passing Bac-Tee Tests pass.

The water crew, foreman and techs spent a day with a representative of Sensus to learn how to use the new module programming tool and trouble shoot problem modules. Crew has been changing out modules and sending in for warranty replacement. Annual flushing of hydrants began today. The crew is coordinating with the Water Plant during the filter rehab project to keep supply at an acceptable level. Electric crews have been terminating cables installed on the North End last year. Good progress has been made. A crane is scheduled for next Tuesday to move a step down transformer from the point to 23rd St NW to accommodate service to Central Sub circuits from Industrial Park Sub. New secondary cables were trenched in on both sides of River St NW to serve Art's fest. For future events we will not need to have conduit with temporary cables on the ground. Last week high winds broke a pole on a 3 phase line near Stauss Parks on 5th Ave NE. Crew replaced the pole and no outages occurred. When 2011 project is completed this line will be removed. Today we scheduled an hour long outage with one of Folsom Farm's warehouses to integrate new cables and junction box. This equipment is part of the overhead conversion work to remove line and poles on Bus. Hwy. 2. The switch for Stauss park lighting failed again and we are trying to get replaced again on warranty. More over time occurred this week as a result. I have met with Park Dept. to have evening games rescheduled to an earlier start to avoid the need for lighting. There will be a tournament or two that will need to run into the night time hours but over time will be kept to a minimum.

Fire Department, Chief Randy Gust

The Fire Department took part in Art fest again this year. We had a truck and men downtown East Grand Forks. Part of our display was public information and we also had the kids spray

some water at a target. That was a big hit with kids and parents. Assistant Chief Jeff Anderson volunteered his time to man the display for the day.

The Fire Department Association held its annual fundraiser this past weekend at the Eagles Club. It included a motorcycle fun run along with a meal and dance that followed. We use the money raised to help fund equipment projects that include the boat that was donated to the City last year.

Campbell Library, Charlotte Helgeson

First day of Marvels at the Library, our new summer program for children, sponsored by the Northwest Minnesota Arts Council and the Friends of the Library had a great start. Professor Marvel, a magician, provided a fantastic program; Wayne Gregoire read a story and did a Bert's Trucking Show 'n Tell with an old and new truck in our parking lot. The children enjoyed sundaes, library browsing and contests sponsored by numerous local businesses. There are 7 more weeks scheduled for the summer, with 2 programs having waiting lists. A third of our participants have been registered via the City's website.

AGENDA ITEMS

The consent agenda contains several routine contracts and special event permits, including the following.

- The Joint Powers Agreement with the Minnesota Department of Natural Resources (DNR) to operate the Red River State Recreational Area (RRSRA) for five years.
- The Joint Powers Agreement with Northland Community and Technical College (NCTC) for transit services.
- A resolution to authorize City participation in the annual Safe and Sober program.
- A resolution to participate in the State Standard Measures Program.
- A fireworks permit for July 4.
- Several special event permits and a gaming permit.
- Off-sale application An-Stone, LLC dba Valley Liquor. The latter is a proposed new off-sale business that would operate at the same location as the former Duke's Liquor.

Item 14 requests approval to order plans and specifications for the Waste Water Interconnect Project. The City Council at last Tuesday's work session requested a draft proposal of an Intergovernmental Agreement with the City of Grand Forks before proceeding with plans and specifications on the project. A partial draft from Howard Swanson, Grand Forks City Attorney, is attached in its early stage. There is also a staff report from the City of Grand Forks from last week. The City Council can opt to approve a limited design agreement through the fall; or the Council can table the item until a draft is available. The proposed resolution calls for limit to the design authorization of \$60,000. This provision limits the City's exposure to design costs should the project stall for unforeseen circumstances. The Council can extend the agreement when the project proceeds as planned.

Item 15 approves a Special Event License for Leighton Broadcasting to conduct the "Rockn' For Sherlock" fundraising event along the boardwalk area.

Item 16 is a resolution to formally approve the rebuilding of Sherlock Park and to designate Penny Pape and Katie Nelson as co-chairs for the project.