

WEEKLY MEMO

Date: July 19, 2013

To: Mayor Lynn Stauss. Council President Craig Buckalew, Vice President Greg Leigh, Council Members Clarence Vetter, Ron Vonasek, Henry Tweten, Mark Olstad, and Chad Grassel

RE: Weekly Update

UPCOMING MEETINGS:

Closed Meeting – July 23, 2013 – 12:00 PM – Administration Conference Room

Special Council Meeting – July 23, 2013 – 5:00 PM – Training Room

Work Session – July 23, 2013 – 5:00 PM – Training Room

No meeting July 30, 2013

Regular Council Meeting – August 6, 2013 – 5:00 PM – Council Chambers

Work Session – August 16, 2013 – 5:00 PM – Training Room

WEEKLY UPDATE:

Reminder: Closed meeting beginning at noon on Tuesday, July 23rd in the Administration Conference Room to discuss potential candidates for the City Administrator position. There is also a special council meeting to approve a special event application for July 27th as an addition to the festivities for Cats Incredible.

Reminder: No meeting on July 30th since it is the 5th Tuesday of the month.

Each council member will receive a copy of the CAFR. This will not be included in the packet since it is such a large document. There is an electronic document available on the City webpage under Finance, Finance Documents, and by clicking on the 2012 CAFR Report hyperlink. The direct link is <http://www.egf.mn/DocumentCenter/View/2484>.

DEPARTMENT REPORTS:

Campbell Library, Charlotte Helgeson

Library staff is in training for our Acquisitions module of Evergreen and for Interlibrary loan through OCLC. We are taking the time to set them up properly and integrate them with our current programs. There is always more to learn to keep up with patron requests.

Civil Service interviews for the Program Coordinator position will take place July 29. We have two more weeks of the Summer Reading Program, Celebrating Summer. The children are enjoying presenters and their Reading Passports are being filled with recorded minutes of reading.

Fire Department, Chief Gary Larson

We have been doing research on SCBA to complete our grant. Scott breathing apparatus was in to show their product last week, and MSA will be in on Tuesday of next week to show us their product. There are new standards out this year and new SCBA's are not approved by NIOSH yet.

Three of the Asst. Chiefs and the Chief will be attending a 3 day class in Manvel, ND on IS 300 & 400 to increase our knowledge on Incident Command System for major events.

We responded to a rural incident which required us to use air bags to lift a tractor under which someone was pinned. Equipment and training paid off and everything went well on our end. The incident had gone without notice and the individual was DOA. Call volume has been steady and numbers are up from last year.

Truck maintenance and hose testing has been keeping us busy. Hose has to be tested yearly, and trucks have to have pump pretest done before Emergency Apparatus comes to do pump certifications.

Agenda Items:

Item 1 the City Planner will be informing the council about transit route changes and designated stops.

Item 2 the Finance Director will be presenting a credit card system the City could potential utilized with the accounts payable.

Item 3 the Finance Director will be giving a brief overview of the CAFR for 2012.

Item 4 the Interim City Administrator will be leading a discussion on the proposed trespass ordinance.

Item 5 the Interim City Administrator will be informing the council on a Memorandum of Agreement with AFSCME regarding the City Planner position.

Item 6 Council member Tweten will be asking the council to consider the placement of a park on the north end of land.

Item 7 Council member Olstad will be informing the council about his discussion with the county about the ownership of the swimming pool property.

Item 8 will be a council discussion on what they think should happen with 2nd Avenue NE.

Item 9 will be an update from the Interim City Administrator about upcoming staff training from Springbrook. Springbrook is the software system the City uses to conduct business.