

WEEKLY MEMO

Date: March 7, 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:

March 11, 2014 – 5:00 PM – Work Session – Training Room

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

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

April 1, 2014 – 5:00 PM – Regular Meeting – Council Chambers

Administrator's Report:

Library Roof

Charlotte and her staff have provided Mr. Strommen with the information that he needed. Mr. Strommen indicated that the next step needed will be an expert opinion on the roof. A recommended action will be on an upcoming agenda.

Curriculum Meeting

A meeting was held that was attended by the Local School District, NCTC and the City to discuss curriculum and ways the three entities may be able to help each other. It was a very good initial meeting and all parties will meet again in June.

Legislative Meeting

I will provide an update at the meeting.

Department Update:

Fire Department – Chief Larson

Training and education have kept us busy lately. We hosted a National Fire Academy class at Station 1 in January. We had 15 people participate. We sent 4 people to the Minnesota Fire Chief's Officer School in Alexandria MN in February. We sent 4 people to Crookston to a National Fire Academy class on Strategies and Tactics last week. We went to Detroit Lakes to a listening session put on by Department of Public Safety Commissioner Mona Dohman. Governor Dayton directed her to travel the State and hear concerns from Public Safety Providers.

I attended the Governors Conference to get some of the Emergency Management Classes I need. Jason Stordahl, Nancy Ellis and I attended an Emergency Management Class in Thief River Falls on Disaster Recovery in Rural Communities. There was a lot of good information in all the classes.

We met with Maintainer Custom Bodies today about the refurbishment on 421 the Rescue Truck. We are looking at all options for a redo of the body, which is the Capital Improvement Plan this year.

We are at 150 Emergency Calls for the year.

Agenda Items

Item 1 will consider rebidding the 2013 City Project No. 1. The State denied the job to be awarded to lowest bidder so if the project is to move forward it will need to be rebid.

Item 2 the City Engineers will be asking for permission to start working on the design for the stabilization pond project.

Item 3 will consider the filing of plans and specification for the 2014 Assessment Job No. 1 17th Street NE Reconstruction which is the 2014 sub-target project that will bring in federal funds to help pay for the project.

Item 4 will be considering renewing the building inspection services with In-depth Inspections for another year.

Item 5 will be looking at the organization of the Economic Development/Housing Authority Department and to what extent the City is involved/cooperates with certain items taken care of by this department such as rental inspections, city lot sales and what the City's authority is in overseeing the department.

Item 6 will be considering the adoption of a new adult use ordinance.

Item 7 will consider if the City would like to support legislation that would allow for street improvement districts.

Item 8 will consider authorizing the City Administrator to review the current assessment policy, research the current laws and regulations on special assessments, and bring back an updated policy for the council to review.

Item 9 will take a look at the cost estimates and layout of a possible Civic Center expansion.