

WEEKLY MEMO

Date: August 15, 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:

August 19, 2014 – 5:00 PM – Regular Meeting – Council Chambers

August 19, 2014 – Following Council Meeting – Special Meeting – Training Room

August 26, 2014 – 5:00 PM – Work Session – Training Room

September 2, 2014 – 5:00 – Regular Meeting – Council Chambers

Administrator's Report:

EDA Visit

I met with Frank Walski, owner of Northern Valley Machine on Friday, August 14, 2014. Mr. Walski gave me a tour of his operations and discussed his future plans with me about a possible expansion. This item will be brought forward to the EDA Board in the near future to bring them up to speed.

EDA Director Search

Ms. Klumpp has begun the EDA Director search process and will be speaking with the EDA Board members individually by phone beginning the week of August 18th. The start date of the EDA Director is scheduled for December 1, 2014.

Figure Skating Coordinator

I have become aware of the amount of hours and length of time the Figure Skating Coordinator puts in and the seasonal status of the position. This item will need to be addressed by Council in the near future regarding the needs of the position and budgeting requirements.

Century Apartment Sidewalks

Representatives from Widseth Smith & Nolting and I have had some meetings with Larry Stauss, owner of Century Apartments regarding the sidewalk in front of the apartment complex. The area of concern is ADA compatibility and access to the complex. I will keep the Council informed as this issue progresses to resolution.

Industrial Park Expansion Sites

The Department Heads have met to identify areas that would be ideal for an industrial park. The new EDA Director should be on board no later than December 1st and it would be advantageous to have some industrial sites available (or soon to be available) to promote. We have identified two sites that we think would work. Please contact me and I will identify the sites and the pros and cons of each. This will be brought forward in closed session as property acquisition is allowed to be discussed in closed session.

Point of Woods 5th Addition

Mr. Peabody has submitted a request to complete the paving project on the Point of Woods 5th Addition. The request asks that the project be assessed to the adjoining property owners. Staff will handle the request and bring it to Council for action.

Lot Sales

The EDHA Board has begun discussion on the residential City lots that are for sale. This is an item that will be addressed and worked on at every upcoming EDHA Board Meeting to work towards a resolution.

Budget Work Session

The Preliminary Budget Work Session will be scheduled to take place immediately following the August 19th City Council Meeting. The Department Heads have prepared their preliminary budgets that address their requirements for the 2015 Budget year. I anticipate that we will get through all Departments on the first night. Each Department Head will present the changes from the previous year including capital needs.

Agenda Items:

The Consent Agenda will consider approving an Exempt Gambling Permit Application, starting a new hiring register for the Police Department, purchasing two microprocessors to be installed in the Civic Center, and the purchase of three overhead doors to replace doors on the Public Works Building.

Item 11 will consider approving the change order for 2013 City Project No. 1 – Sidewalk Improvements (TE). The MNDOT is making this request and will be providing the funding needed to cover the additional cost.

Reminder of the 2015 Preliminary Budget Meeting that will be taking place after the City Council Meeting down in the Training Room.