

# WEEKLY MEMO

**Date:** October 31, 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:**

*November 10, 2014 – 4:00 PM – Special Meetings and Work Session – Training Room*

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

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

*December 2, 2014 – 7:00 PM – Regular Meeting – Council Chambers*

## **Administrator's Report:**

### **EDA Director Search**

18 applications have been received and reviewed by Ms. Klumpp and me. Eight applicants did not meet the minimum qualifications and have been eliminated. A supplemental questionnaire is being sent to the remaining 10 applicants. The questionnaire has 13 additional questions that will be used to create the final pool of 5 interviewees. The 5 finalists will be presented to the EDA Board either late November or the first week of December.

### **Rotary**

On October 22<sup>nd</sup> I was the guest speaker at the Rotary Club at their weekly meeting which takes place at Noon at the Boardwalk. I spoke about the Strategic Leadership plan and gave them each a copy of the plan. Most of the questions I received were about the Civic Center upgrade.

### **Positively Minnesota Meeting**

On Tuesday, October 28<sup>th</sup> I met with Jordan Zeller from Positively Minnesota which is a division of the Minnesota Department of Employment and Economic Development. The meeting was very informative and Mr. Zeller provided me with two copies of a “cheat sheet” Resource Guide that gives a quick synopsis of all programs available through DEED. The guide offers quick reference to determine whether a proposed project qualifies for a program or not. I have requested two dozen of these guides to give to all EDA Staff, Board and Council.

### **Pecka Trucking**

Pecka Trucking has been sent a letter on the findings on the limited use of the property.

### **Riverwalk Center Sale**

A meeting has been scheduled for November 10<sup>th</sup> to discuss the pending sale. Bookkeeping and Audit wise, it would be beneficial for the sale to take place prior to January 1, 2015.

### **HRA Turnover Process**

The group from Mentor is on course to have the turnover completed January 1<sup>st</sup>, 2015. December 17<sup>th</sup> is the date that Community Development will be moved to the EDA Offices and the HRA files, materials etc., will be moved to the current Community Development Offices.

### **PD Overtime**

Chief Hedlund and I have begun meeting to develop a plan to reduce the overtime in the Police Department as soon as possible.

## **Department Update:**

### **Public Works – Jason Stordahl**

Street Improvements- MNDOT performed an asphalt patch job on the HWY 2 off ramp that connects with 4<sup>th</sup> St. NW. Their plan is to monitor the asphalt patch throughout the next few months and reevaluate as to whether or not the area needs a total reconstruction. If the patch holds they will continue to monitor, and consider including the reconstruction of that area as part of the Kennedy Bridge Project in 2018.

## **Agenda Items:**

The consent agenda will consider approving the request to declare additional items as surplus and to be sold at auction, approving a rental agreement between the City and RDO for the use of a motor grader for the winter season, awarding the job of making repairs in the kitchen at Fire Station No. 1, authorizing staff to work with Verizon on a proposed lease agreement for a tower by the VFW Arena, consider approving the site use agreement between the City and Lutheran Social Services, and the renewal of two applications allowing a 2AM closing for the VFW and the Eagles Club.