

# WEEKLY MEMO

**Date:** December 19, 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:**

*December 23, 2014 – 5:00 PM – Special Council Meeting – Training Room*

*January 6, 2015 – 5:00 PM – Organizational Meeting – Council Chambers*

## **Agenda Items:**

There will only be two agenda items for the special meeting on Tuesday. The first item will be a discussion on what the budget cuts will be. Item number two will be action from the Council to approve a revised budget.

It is very important that all Council members attend the meeting to work on the revised budget.

## **Reminders:**

In observance to the Christmas Holiday, City Hall and other offices will only be open until 12:00pm on December 24, 2014 and closed on December 25, 2014. City Hall and offices will be open regular hours on Friday, December 26, 2014.

The following week City Hall and other offices will only be open until 12:00pm on December 31, 2014 and closed on January 1, 2015 in observance of New Years. Again City Hall and offices will be open regular hours on Friday, January 2, 2015.

City Council will be determining when they will meet for the year at the first meeting in January. Once that has been determined the schedule will be placed on the calendar on the City website.