

# WEEKLY MEMO

**Date:** August 7, 2015

**To:** Mayor Lynn Stauss, Council President Mark Olstad, Council Vice-President Chad Grassel, Council Members Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

**RE:** Weekly Update

## **UPCOMING MEETINGS:**

*August 11, 2015 – 5:00 PM – Work Session – Training Room*

*August 18, 2015 – 5:00 PM – Regular Council Meeting – Council Chambers*

*August 25, 2015 – 5:00 PM – Work Session – Training Room*

*September 1, 2015 – 5:00 PM – Regular Council Meeting – Council Chambers*

## **Administrator's Report:**

### **Clerical/Finance Positions**

The Audit Review Committee has met on two occasions and may be making a recommendation in the near future. The Committee is looking at optimizing opportunities for efficiency with the openings that are currently available. More will be coming in the near future.

### **Engineering Contract**

WSN and I have been meeting to better define the special assessment process and duties as assigned in the contract.

### **Pool Construction Update**

The plumbing in the bathhouse is on schedule to be finished next week. The main drain will be installed next week and the backing will be poured along the perimeter of the pool. The project is slightly ahead of schedule.

### **Civic Center Construction Update**

Construction is on schedule. The contractor will be providing a weekly wipe down of the arena due to the amount of dust generated during the construction process. The contractor is required to clean up the area after construction.

### **Project Management Software**

The City of East Grand Forks has a large number of projects ongoing at any given time. We are in need of improvement in the tracking and assigning of projects. I am currently reviewing "Smart Sheet" software that will hopefully improve this. If I find it to be successful I will bring a report to Council.