

# WEEKLY MEMO

**Date:** August 14, 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 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*

*September 8, 2015 – 5:00 PM – Work Session – Training Room*

## **Administrator's Report:**

### **Clerical/Finance Positions**

The Audit Review Committee has received three proposals for services to assist with establishing a staffing plan. The Committee will review the proposals on Tuesday, August 18 and bring a recommendation to the August 25<sup>th</sup> Work Session. The proposals are to work with the City to maximize the opportunity of having 3 (possibly 4) support staff positions open at the same time. This is a prime opportunity to restructure and reassign duties to maximize efficiency and effectiveness.

### **Pool Construction Update**

Some minor plumbing issues have arisen and are being addressed by EAPC. The existing plumbing under the cement in the bath house appears to be pieced together from two different sizes and will need to be addressed. The rest of the project is on schedule.

### **Civic Center Construction Update**

Construction is on schedule. The block work has been completed and the painters are scheduled to begin next week. A lighting issue has been discovered where the area in front of the warm viewing area does not have any lighting and is fairly dark. Some of the newer lighting that was previously installed in the area where the warm viewing area now is will be relocated to the walk way area. A small change order (roughly \$2,000) will be brought forward to add epoxy to the floors in the warm viewing area and concession areas. The contract calls for the existing cement to be polished, however the existing cement is quite worn and does not have a pleasing appearance. A flake epoxy will be added utilizing the Green Wave colors of Green, White and Red.