

WEEKLY MEMO

Date: January 22, 2016

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:

Work Session – January 22, 2016 – 5:00 PM – Training Room

Council Meeting – February 2, 2016 – 5:00 PM – Council Chambers

Work Session – February 9, 2016 – 5:00 PM – Training Room

Council Meeting – February 16, 2016 – 5:00 PM – Council Chambers

Administrator's Report:

Parks & Recreation Assistant Position

A Department Head committee has been formed to determine how the duties of the position can be accomplished in the most economical method.

Staff Interconnect Meeting

Staff met on Thursday and went through the Intergovernmental Agreement line by line. The resulting document is currently being reviewed by the City Attorneys. The Agreement is scheduled to be on the February 9th Work Session Agenda and approval at the February 16th Council Meeting.

County Property

We are looking at having the property the County is deeding to the City surveyed as soon as practical. Once the exact boundaries are known, we will meet with the adjacent property owners to inform them of the plans. We will also need to discuss the lease on the property at a future Council Work Session.