

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: Aaron S. Reeves, City Administrator**

**SUBJECT: July 2 Council Meeting Time Change and Colvill Memorial Event**

**DATE: June 18, 2013**

**BACKGROUND**

Please see the attached email regarding a Colvill Memorial event that will be held on July 2. The original event was scheduled for 7pm but has been pushed back to 7:30pm to allow for Council Member attendance. Our July 2 City Council meeting was scheduled to be held at the Cannon Valley Fair and I have reached out to the Fair about moving our meeting up to 5:30pm. This will allow for time to get through Council business and still make the Colvill Memorial event.

**STAFF RECOMMENDATION**

Staff recommends approving moving the start time of the July 2, 2013 City Council meeting to be held at the Cannon Valley Fair to 5:30pm.

**REQUESTED COUNCIL ACTION**

I respectfully request a motion approving moving the start time of the July 2, 2013 City Council meeting to be held at the Cannon Valley Fair to 5:30pm.

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Classification: UNCLASSIFIED

Caveats: NONE

Mr. Wareham,

I would like to apologize for my lack of communication with you in regards to the Minnesota National Guard conducting a memorial ceremony at COL Colvill's Memorial in Cannon Falls. A couple of the driving forces behind this event have moved on to bigger and better things, and we have transitioned to a new email system where I believe that a few pieces of communication were lost. I apologize for that and hope that we can still work together to commemorate the 1st Minnesota on their 150th Anniversary at the Battle of Gettysburg.

The concept of the memorial that we discussed is largely intact. We would still like to conduct a ceremony at COL Colvill's memorial on 02 July, at 7 p.m. We are thinking that our participation would be 20-30 Soldiers, to conduct a wreath laying at COL Colvill's memorial, and a reading of the Plum Run Report, followed by a 21 gun salute and Taps.

What I would like to do, is get your blessing, and that of the city to conduct this ceremony. We would also like the participation of any leaders or interested parties from the City if they are available to either observe or speak if they would like. We would also like to involve the Legion or VFW for this ceremony as well. If they would like to conduct the 21 gun salute or Taps we would be honored to have their participation. From the City of Cannon Falls, we would want to know if that time of 7 p.m. works, and if they would be open to the idea of placing this event into their schedule for all the events the city has happening that week. My telephone numbers below are still valid, but my email address has switched over to this one: [michael.e.rose.mil@mail.mil](mailto:michael.e.rose.mil@mail.mil).

I look forward to hearing from you. Thank you, Michael Rose

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