

ADMINISTRATOR'S REPORT

Tuesday, February 4, 2020

7:00 P.M.

Police Report

Chief Baumgart met with the Personnel Committee regarding the purchasing of city owned weapons for the officers. Baumgart and the committee will address this.

Utility Report

- A. The Snow blower broke during the last snowfall. The utility department was able to find someone who can fix it for us. Eklund can address further.
- B. City Hall/PD furnaces and a/c unit. The unit heats irregularly. Eklund got an estimate from Dale's which is in the council packet and he is getting another estimate from Johnson's.

Old Business

We finally got a financial breakdown from People Service, Inc. Please take time to review this and formulate any questions you may have.

New Business

- A. Please review the Overtime Report and Comp Time Report from 2019. Office personnel has asked if council would consider changing Friday hours to 7 am to 1 pm or 8 to 2pm. Fridays are traditionally slow in City Hall. Marshall Lind only works Friday morning. They work through lunches Monday through Thursday now to give them 34 hours, so six on Friday would make 40. (Action?)

Baumgart is working on reducing the OT in the police department as well. The hiring of a new full-time officer should help with this. The department with the most OT/comp time is the Street Department. Eklund and Grafstrom have discussed the addition of another person to the Street Department to reduce overtime. If this happens in the future, we would like to see the city hire a person with water/sewer certification to work towards the goal of eliminating People Service and operating our own facilities. No action is requested at this time.

- B. The Fire department held elections. Please review and approve.
- C. Fire department salaries were not included in the salary schedule approved in December, so they need approval now. Going forward, they will be included with the other salaries for approval in December.
- D. Just approval item.

E. The Interim Use Permit was submitted through Marshal Lind.

F. Jake King is interested in becoming a member of the Park Board. Mayor Carlson would like to add him to the appointments at this time as a Committee Member-at-Large.

Respectfully Submitted,

Angela M. Grafstrom