

ADMINISTRATOR'S REPORT

Thursday March 5, 2020

6:30 P.M.

We will begin with the public hearing on the wastewater facility plan at 6:30.

Police Report

Kevin Stahl will be giving a presentation on a Crime Free Housing Program. Your packets contain the information on the project.

Chief Baumgart will be requesting a change of status for Keith Justen from Reserve to Part-time as he has passed all the requirements to be a peace officer.

Utility Report

Mayor Carlson mentioned maybe we should consider hiring a 4th person now so we are prepared for the future. I believe we can afford a 4th person now as we will save on the overtime, which will almost fully cover the salary. We believe we have enough work to keep four people busy in the utility dept. We would be looking for someone who has water and wastewater certification.

Eklund would like to address the need for the city hall furnace, so I have included the bid again for this meeting. The current unit is 25 years old and the heating and cooling in the building is uncomfortably uneven. Eklund is also checking on rebates.

The utility department is looking at purchasing a lawnmower instead of leasing. This is a situation like we had with the side by side. We currently lease a lawnmower for \$3500/year without a bagger. We could purchase a John Deere with bagger and 3-year warranty for \$15494.67 or an Xmart with a bagger and a 5-year warranty for 16488.00. The price of either machine is equal to about 4 1/2 years of rental so we will come out ahead if we purchase and keep it for 5 to 8 years. Plus, we would be able to resell at that point and recoup a little more. Eklund recommends the Xmart with the longer warranty.

The snowblower had some issues this year and was out of service. Total parts to repair are around \$40,000 and labor is around \$2109. The snowblower is over 20 years old. Eklund priced 2 new on the state bid for around \$85-90,000. So, he is wondering do we repair a 20 year old unit at half the cost of the new one and hope we get a few more years out of it, or do we look at purchasing a new one later this year or early next year?

Superintendent Eklund will be at the meeting to discuss his department needs and answer questions. Over the last few years, the needs of the utility department have been neglected. We do have reserves I can move to put towards the costs but going forward we need to plan to put funds into an equipment reserve. We can discuss this in more detail at budget time.

Liquor Store

Sarah Golly has now resigned so council needs to accept her resignation. As a result, with previous resignations the liquor store staff is reduced quite a bit. Manager Nordby and I interviewed 5 individuals and would like approval to hire 4. We would hire 3 as part-time and one full-time. The list of names is included in the packet.

Old Business

Potential Condemnation

Court was held regarding the condemnation of the property at 310 Central Drive W on February 26. Lind wrote up a memo which I have included in the packet.

Wastewater Facility Plan

As council reviewed the plans at a special meeting and the public hearing was held at 6:30, ideally, we should be approving the wastewater facility plan as presented.

New Business

The first two resolutions are approvals of Gaming permits for events.

Resolution 20-08, Procurement Policy, was recommended by the auditors and is required if we ever pursue any federal funds. This is a good policy to have and helps to clarify when we need council action and when we need formal bids for purchases.

Resolution 20-09 EFT Policy was also recommended by the auditors and clarifies how we will handle electronic transfers in and out of our accounts.

An employee recently requested they be allowed to donate time to an employee whose family member was dying. Staff has said they were able to donate time in the past. I checked with our attorney as the city does not have a policy. The immediate need for this policy has passed. The attorney felt we need to have a policy before allowing this to happen. The policy she wrote would allow time to be donated if the employee was sick and needed the time off, but it would not be allowed to be donated for the person to be off with family members. In addition, we need to consider how much time can be donated, at what rate, and how long they need to be employed. I think, if the policy is approved the hours are transferred 1 hour to 1 hour and not adjusted by the rate of pay. What this means, is that if someone making 10.00 transferred to someone making 5.00 (not a real pay scale, just a simple example) the person making 5.00 would still get 1 hour and not 2. This may take some time to sort, so I only listed this as a review item.

Our Memo of Understanding (MOU) with the City of Cambridge on the Admin Fine Officer expires this month (March) so we need to renew for the next 3 years. Nothing in the agreement has changed, so I would suggest we just renew it.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Angela Grafstrom". The signature is fluid and connected, with a large initial 'A' and 'G'.

Angela Grafstrom
City Administrator

