
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: February 22, 2022

I have the following observations and information to share from the last two weeks (another slow period):

Airport

The deadline for Request for Qualifications for the Airport Planning and Engineering consultants was Friday, February 18 at 3:00 pm. Two submittals were received: Bollig Inc and KLJ. I will be sending them out to the Council and Airport Advisory Board for review and comment later this week with a decision planned for the March 10 City Council agenda.

Classification and Compensation Study

The Job Analysis Questionnaires (JAQs) have been distributed to staff to complete. It is a challenging task for all those selected to complete them; but I believe that everyone is meeting the challenge. Interviews were originally set for March 7, but a family issue for the consultant came up, so they have been pushed back a week to March 14.

Grants

Community Development Manager Brooks submitted an Aquatic Invasive Species grant application to help get rid of the invasive reeds at the Wastewater Treatment Plant. She is currently working with Public Works Director Gerold on a grant to purchase (hopefully) a cross-country ski trail groomer.

Still no word on the Federal EDA Grant. I did email Congressman Stauber's office last week to see if they could assist; I heard back from them as of the writing of this memo and they need two pieces of information and they will be able to hopefully move things along.

Personnel

As noted in the agenda, the Finance/HR Director position has been posted as have the three interns. Finance Director Peters has been working with Technology Services Manager Yost to document the procedures of the various tasks that she completes in order to leave a road map for the staff that will be filling in in the interim and for the next Director.

I am making progress on the Personnel Manual. I am about one-third of the way in cutting and pasting the City's current manual language into the League's model manual. This will give us an opportunity to decide what to keep of each via a side-by-side comparison. I have already found some language in the League's version that our current manual does address. At a minimum, I believe that we should use the League's organizational format at a minimum since they keep it updated whenever Federal or State law changes; this will make keeping the City's current an easier task.

Redistricting

The Court issued redistricting maps were issued February 15 and are attached for your information. The new map pits incumbent Republican representatives (Daudt and Erickson) and senators (Kiffmeyer and Matthews) against each other. Senator Kiffmeyer announced February 18 that she would not seek reelection in 2022 and endorsed Senator Matthews for Senate District 27.

Technology Services

Technology Services Manager Yost is continuing to work on consolidating the phone service and phone system vendors into two versus the four we have now across the various buildings. If successful, the year one savings should be around \$2,800 and going forward, the annual savings should be approximately \$4,200. In addition, there will be increased speeds for the WWTP, a reduction in the number of phone lines needed, and a simplification in the billing process.

A second large project is the upgrade to the WWTP SCADA system. He has obtained a second quote for the work that is significantly under the CIP amount of \$167,000 and is pushing our current vendor to sharpen their pencils. He is also developing an option to break the project into a hardware update and then a software update, but only if needed. This project may get pushed into 2023; more to follow.

Upcoming Meeting/Event Reminders

- CGMC Legislative Action Day – March 2, 2022; registration is now open for those Councilors interested