



Agenda Item Report

Meeting Type: Committee of the Whole/Council

Meeting Date: March 18, 2025

Item Title: Discussion regarding janitorial needs of the City

Submitted By: Matt Amundson, City Administrator

Detailed Description of Subject Matter:

At the beginning of 2025 the City’s part-time janitor ended their employment with the City. Since that time, we have been utilizing DPW staff to cover a majority of janitorial duties over the past 2+ months. A group of City staff including representatives from the Police Department, Public Works, Utilities and other city departments worked on the scope for contracted janitorial services. The Utility Director feels that including their facilities similarly to how we are addressing other buildings will build consistency and allow for their staffing to focus on Utility related efforts. A request for quotes was issued to obtain an understanding of what contractual costs would be for this service. The low quote was \$73,788 which included 33 hours of weekly cleaning.

After reviewing the quotes, I wanted to discuss possible options with the Council that may be better for the City’s long-term needs. My recommendation is to authorize an additional DPW Maintenance II position that would be responsible for our janitorial needs. This would allow us to expand upon our janitorial services we are currently providing while adding an additional DPW staff member to work in snow removal and on larger projects. I’ve included a chart below showing how this change is budget neutral.

	Wages	OT Wages	SS/Med	Benefits	Total
DPW PT (2)	\$43,415.74	\$0.00	\$3,321.31	\$1,570.74	\$48,307.79
PT Janitorial {DPW}	\$15,712.72		\$1,202.26		\$16,914.98
PT Janitorial {Water Util}					\$7,528.50
Summer Seasonal (Util)					\$4,800.00
					\$77,551.27
Maintenance II {new}	\$55,359.62	\$2,594.98	\$4,433.53	\$15,667.95	\$78,056.08

List all Supporting Documentation Attached:

n/a

Action Requested of Council:

Consider and take action on authorizing an additional Maintenance II staff position for Public Works.