



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: December 30, 2020

Subject: Administrator Report

1. Staff continues to monitor COVID-19 case rates in Anoka County. While the trendline for new cases of COVID-19 appears to be flattening out in Anoka County due to the public's diligence and implementation of the latest Executive Orders by Governor Walz, the 14-day case rate per 10,000 people is still over 100. With the protection of the City's employees in mind, staff will continue to have City Hall closed to the public, except by appointment, through January 29, 2021. Staff will continue to work in a hybrid in-person/remote environment through that date.
2. The Cultural Assessment Study has been completed. The consultant, Susan Herreid, met with the Department Heads and staff who participated to share the results. Dr. Herreid and I will share the report and an action plan with the City Council at a work session on January 11 at 5:30pm.
3. Baker Tilly has been notified that their proposal was selected for the Classification and Compensation Study. I will be in contact with the consultant the beginning of January to put together the action plan for the study.
4. Anoka County will receive approximately \$7 million from the COVID-19 Economic Assistance Package approved by the Legislature. We will forward you any information we receive from Anoka County on how these funds will be distributed. The Legislature also provided up to 13 additional weeks in unemployment benefits for MN workers who have exhausted all federal and state benefits and waived certain fees for the hospitality industry.
5. We continue to have issues with the City's cable equipment. The computer, which contains all of the software for the Broadcast Pix, is beyond restoration. The system is 8 years old and is running an unsupported version of Windows. In addition, the hard drive and RAM appear to be corrupted. At the suggestion of Matt Waldron, North Metro TV Video Engineer, we have purchased a new system. The net cost to the City is \$12,080.24, which will be covered with technology funds remaining in the 2018 Equipment Certificate. We will return to in-person meetings as soon as the new system is installed. We are grateful to Matt Waldron at NMTV who will be able to install this new system for us at no direct cost to the City.

6. Starting in 2021, North Metro TV will be providing staff to record and broadcast our City Council and Planning Commission meetings. This means that Wanda will be getting her Monday nights back. This was an initiative brought forward by the member cities of NMTV and will be paid for out of NMTV's annual budget.
7. The LMC has announced the dates for the 2021 Elected Leaders Institute, both the Foundational Program (for newly elected officials) and the Advanced Program (for experienced officials). An e-mail was sent to you previously. If you are interested in participating, please let me know.
8. Staff has finalized the contract with the new cleaning company, who will start service at City Hall once they have been BCA approved for access to the Police Department.
9. Staff is finalizing the renewal of its 2021 Liability Insurance policy with LMCIT.

Happy New Year!