

CITY ADMINISTRATOR'S REPORT JULY WORK SESSION



CARES ACT FUNDING

The City received its first installment of CARES Act funds in the amount of \$381,144.53. A draft of the Gustavus Small Business/Nonprofit grant application has been circulated to the council on July 2nd. Once directed by the Council to proceed with the application, I will circulate to all know locally owned and operated businesses that are current on City taxes and have a current, and/or FY19 business permit. We will notice the available grant program and distribute on the two social media outlets used by the City (News and the library). **I'm looking for direction on the application and the process.**

Also, we submitted our first reports to the State on June 23 for March, April, and May. We will report once we get a response.

WATER GRANT

Recently, the City received notice that the Village Safe Water (VSW) grant scored below the funding line for this year. There were 33 planning projects submitted for a total of \$3.3 million; \$2 million was available for the program. Of the 33 applications, 19 were approved. I was able to discuss the application with the State to determine what could be done to increase the score. I learned that we are not likely to score as well as most applications for a couple reasons. As an example, one area is that wells and catchment systems are considered an existing water source. Communities without a water source get higher points. Given our circumstances, I asked if we would have similar difficulties with a construction grant through VSW. I was told the scoring situation would likely be the same as the planning grant, we simply don't get the points of some other communities.

- Options for funding for a water study/construction include the following:
- Fund ourselves – for both projects, likely around \$1 million
- Look for the grants such as USDA, similar issues are likely, and most programs require a match – typically 25%
- Consider a low-interest government loans, some are a loan to grant program

ADMINISTRATION LIBRARIAN

As you know, Bre has submitted her resignation effective August 7th; she will be missed terribly. Staff is proceeding with a search for a new administrative librarian, the first step will be to create a hiring committee. In speaking with the Mayor, the committee will consist of 2 council members, the treasurer and myself. If you are interested in being on the committee, please let me or the Mayor know.



CARES ACT SPENDING

There have been 2 recent requests for funding consideration.

Council member Vanderzanden shared a suggestion for testing. As an example, if a business in town with high exposure employees were infected and didn't have symptoms, could spread the virus rapidly without anyone knowing it for days. If we allotted say \$10,000 for testing, business owners could register high exposure employees to be tested weekly or bi-weekly until the end of the season. As for the rest of the community- possibly \$100 vouchers for those who for whatever reason want to be tested just for peace of mind.

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The proposal required a little research and Travis was able to respond to the following questions:

1. If we increased the volume of testing in Gustavus would the Lisa be the person to administer the test, would she be able to take on this new volume of work? Has Lisa been contacted about doing testing as proposed by Joe? **went to the clinic and asked the question; each test would require an appointment at the SEARHC clinic. If you are not a patient there already then you would have to follow all SEARHC requirements. It would be more work for the clinic if testing happened at one time. However, if it was strung out over a few months it wouldn't be a big burden. The real answer is we don't know until it would happen - how much it would extra work it would put on the clinic.**
2. Would the testing follow the same procedures and notifications as what the screeners are doing? **Similar. You would likely do a similar procedure just sitting in your car. It still requires an appointment and any SEARHC requirements. SEARHC would handle all the notifications of the testing.**
3. Would the vouchers be issued by the City or SEARHC? **The City could work out a contract with SEARHC for a reduced rate (normally \$175 dollars per test) and I think either the city and or SEARHC could provide a voucher. I don't know how it would be issued. I also think that doing it on our own without SEARHC's help is only asking for a few nightmares to happen (weather delays come to mind right away) that could be avoided.**
4. Any other comments? **Unless people are testing every 2 weeks, the test only proves you were negative at the time you tested. A onetime shot doesn't really do much in my opinion. I also think that businesses could apply for a City small business grant to get it. They could even be placed on higher on list. If we were to test, it should go to the community first then businesses. I think they should be able to work this in as a business expenditure and work out a contract with SEARHC or one of the mail-in test companies for reduced rates.**

This item could be part of a City small business grant and included in the line-item expenses. It may a better way to distribute the funding than a separate category for funds. **How would the Council like to proceed?** Options could be:

- Create a funding category as described by Council member Vanderzanden
- Do not fund request as a funding category and allow businesses to include as part of a Small Business/Nonprofit grant application
- Do nothing

The other request is for the Gustavus School/Chatham School District. Superintendent Houck has submitted a request for funds to allow the school to purchase some items to help maintain a safe and healthy school learning environment as summarized below:

- (6) Apollo UV-C Lamp Entire Room Disinfection Systems (\$375 each; Total: \$2250)
- (140) Sneeze Guard - Acrylic Divider Protection Barrier Shield (\$45 each; Total: \$6300)
- (30) Reusable Face Shields for Elementary-age Students (\$12 each; Total: \$360)
- (120) Boxes of Disposable Face Masks, 150 count (\$60 each; Total: \$7200)
- (20) Cases of Clorox disinfecting wipes 4-count (\$13 each; Total: \$260)
- (12) 1-gallon jugs of Clorox bleach (\$5 each; Total: \$60)

In total, approximately \$16,500. **How would the Council like to proceed?** Options could be:

- Fund \$16,500 to the Gustavus School
- Fund a reduced amount
- Do not fund request

Superintendent Houck is attending the meeting if there are questions.

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LIBRARY ROOF

The City did not receive a response to the library roof repair RFQ. Perhaps a different approach would be worth considering; the following are a couple suggestions:

Change the scope of work and reverse the phases to something such as the following: “The scope of work is designed to identify the repairs necessary to the library roof and building. The work will include:

1. removing the existing roof and insulation panels;
2. removing damaged material such as rot;
3. identify the extent of damage that needs repaired or replaced and report to the City; and
4. propose a plan to make the necessary repairs and complete the project.”

With this approach, a contractor will bid on a project in which the scope of work is unknown, but the funding for the project provides confidence that the project can be completed within a single cycle. Whereas, the previous scope only funded the roof removal, evaluation of damage, and repairs up to \$40,000. If the project funding was identified to cover a larger project, \$150,000 for example, construction companies may find it economically feasible to take the job and have confidence that if additional work is necessary that the funding is already available.

Alternative actions could include the follow:

- Do nothing to the roof at this time
- Continue with the existing scope of work – minor roof work and evaluation of other damage
- Assemble a work group to further discuss the issue

How would the Council like to proceed?