

**City Manager's Report
March 9, 2020**

Economic Development Projects

60 Access Highway	Listing price was reduced by \$30K. No additional offers received. Working to address tenant defaults.
Caribou Shopping Center	Mr. Cassidy indicates his major lead is on hold until the other party returns from winter vacation, but he is discussing options with two smaller tenants.
Ribbon Cutting Ceremonies	Held a ribbon cutting ceremony for the new owner of Burger Boy with the Chamber of Commerce. Conducted a ribbon cutting ceremony at the Playtime Adventures on Friday, March 4. Members of the chamber of commerce and city personnel attended.
Business Videos	Christina is preparing 7 local business highlight videos. Two are completed and highlight new startups in the community.
Porvair CDBG program	The state DCD will be touring the facility in a week to check on CDBG progress.
Events and Marketing	The community photo contest has seen many positive responses already.
Blight Cleanup	On hold until snow is gone.
Hilltop Senior Living	Interior work is on-going
Birdseye Cleanup	On hold until snow is gone. Will be setting up a meeting with David Hopkins to discuss additional clean up options to strengthen our grant application.
Title 13 ReWrite	Additional revisions will be brought to the Planning Board during their March 12 meeting.

Administration Projects

Fire/EMS Contracts	Received contracts from Limestone (EMS) and Woodland (EMS/Fire). Expect Stockholm contract will be executed soon. County Administrator reports that the Fire/EMS contract with Connor UT will be signed and an EMS contract with Madawaska Lake. Still waiting on Westmanland, New Sweden, Perham, Caswell.
Blight Commission	The blight commission met on February 25. They are ready to begin drafting their report. Still waiting on the community blight survey to be completed when less snow is on the ground.
Public Safety Building	Met with stakeholder group to review Artifex operational space needs report. Artifex is finalizing their report on the Sitel and VMS buildings, which will be available later this week.
Union Negotiations.	A mediation meeting with the Public Works Union has been set for April 15-16. will begin renegotiations with other departments in June after salary surveys are completed.
Procurement Policy	This is finalized and ready for Council input.

2020 Budget	Revenue projections have been finalized and ready for Council input. Hope to adopt these at the next Council meeting in March.
Capital Facility Maintenance Plans	Have reviewed the three bids submitted. Will seek clarification from a couple bidders about their deliverables and understanding of scope.
Fire/EMS Structural Study	<p>Email from Sewll indicates "the preliminary design/calculations for the roof renovations is substantially complete; CAD technicians will be drawing up the plans over the next few weeks. Once we have something to show you, we will contact you to arrange for a meeting.</p> <p>Calculations show that we are able to do the structural upgrades with joist reinforcement throughout the building, without the need for beams and columns; our opinion of probable cost (OPC) at this time is the same as the budget we presented in the structural review report; will present those figures when the drawings are ready.</p>
LED Conversion	Awaiting realterm confirmation on EMERA billing status. Can begin prioritizing intersections desired for new lighting.
Snow Plowing RFP	Plan to send out this RFP in mid-May.
Wage and Classification Policy.	Position wage ranges have been updated with the latest data from National Bureau of Labor Statistics. Narrative is being prepared for policy consideration.
Collins Traffic Speeds	<p>The police department has been staging additional patrol cars along Collins to address potential speeding. Tickets have been issued. Speed trailers will be used after the thaw to gather additional data.</p> <p>The Manual on Uniform Traffic Control Devices (MUTCD), which is a nationally recognized standard for placement of signs and pavement markings, outlines standards for new stop signs. This will be considered as we look at traffic volumes and speeds along Collins.</p>
General Plan Update	This is being discussed at the Planning Board meeting on Thursday the 12.
Cable Franchise Renewal	Awaiting legislative and litigation outcomes before proceeding.
Ambulance Billing Workshop	Need Council to schedule a date for this.
Use of City Vehicle Policy	On-hold to address other major policies first.
High Street	all work has stopped until spring 2020
River Road	Dr. Carla Chomka is interested in negotiating terms for her property. I told her we were waiting until the spring thaw to see what additional needs there are with the road.
Teague Park	Work on hold until spring 2020
Leave Donation Policy	Have reached out to other managers to get feedback on leave donation policies. Received a few responses, which closely mirror the city's current policy.