



GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET



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|--------------|----------------------------|------------|--------------|
| Meeting Date | 02/21/2024 | Department | City Manager |
| Agenda Item | 5. Department Head Reports | | |
| Est. Cost | | | |

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| Background Information | Please see the attached documentation. |
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| Requested Action | |
| City Manager and/or Finance Review | |
| Council Vote/ Action Taken | |
| Departmental Follow-Up | |

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|----------------------------|-------------------------------|----------------------------------|--------------------------------|
| City Clerk Use Only | 1 st Reading _____ | Advertised _____ | EFFECTIVE DATE _____ |
| | 2 nd Reading _____ | Advertised _____ w/in 15 Days | |
| | Final to Dept _____ | Updated Book _____ | Online _____ |

Monthly Report for: Economic Development

Department Head: Melissa Lindley

Month/Year: January 2024

Summary of Month in General Terms:

On January 22 Gardiner Main Street hosted a business owner forum in conjunction with Johnson Hall and the City of Gardiner to discuss the upcoming opening of the new 400 seat theater. Opportunities as well as challenges discussed, and it was a great forum to connect businesses and keep each other informed and updated of activities, events, and promotions happening in Gardiner.

Grant "season" is in full swing with funding opportunities in abundance, and I am always on the lookout for programs that could potentially support economic development growth as well as general support for the City of Gardiner. I am sharing opportunities with department heads, committees, and the city council and will support or formulate the application process for programs we decide to pursue.

With the December 17-21 severe storm declared a disaster, assistance programs for homeowners and businesses are becoming available. I will share resources as they are released and work with Gardiner Main Street to help share the information to our businesses and citizens.

Current Progress on Projects/Plans:

Brownfields Assessment Grant: We received two proposals for qualified environmental professional consultants for Gardiner's Brownfields Assessment Grant. A review team from the Economic & Community Development Committee will make their consultant recommendation to the Council at the meeting on February 7th. Once approved, a new contract will be made, and we can resume activities for the grant.

Libby Hill Business Park: Both Lot 12 and Lot 25 are listed for sale, and we continue to work with our realtor Dennis Wheelock to sell the properties.

1 Summer St: Mastway Development has signed a purchase option agreement with the city for this property as they prepare plans for a large affordable housing development for the property.

Arcade Parking Lot Improvements: Improvements and redesign were identified as a priority in the Downtown Master Plan. An RFP has been issued for engineering and design planning for the area and will be due on February 16. This initial planning phase will be funded through the Downtown TIF as outlined in the 2023-2024 budget.

Any other noted updates, concerns, items for City Council to be aware of:

Economic and Community Development Committee: the January meeting was held as a

workshop with the Ordinance Review Committee to discuss the state's new affordable housing laws from LD2003.

Downtown Sidewalk Committee: DOT has conducted surveying for the areas involved with the downtown sidewalk design project. The February meeting will be with the consultants who will be working with DOT and the committee to implement this planning phase.

Many department heads are attending regular planning meetings for the Great Race event coming to Gardiner on June 30th and organized by the KV Chamber. This will be a major event bringing thousands of people and will also require a lot of volunteer support during the event.

Congratulations to Kasha Gray, who has taken over ownership of Gerard's Pizza from her father Claude Caron.

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: January

Year: 2024

Summary of Month in General Terms:

Total CFS (calls for service): 301

EMS: 281

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|----------------|-------------------------|
| Gardiner: | 96 |
| West Gardiner: | 18 |
| Richmond: | 41 |
| Farmingdale: | 31 |
| Litchfield: | 39 |
| Pittston: | 20 |
| Randolph: | 17 |
| Chelsea: | 17 |
| Other: | 2 (Augusta, Bowdoinham) |

Fire: 20

Current Progress on Projects/Plans/Problems:

- Planning on how to best use the new space created in the old building and grounds area.
- Building the FY25 Fire Budget

Personnel Updates (promotions, absences, needs, etc.):

- FF Updyke started his second semester of Paramedic School
- FF Gilbert started EMT-Advanced School

Any other noted updates, concerns, items for City Council to be Aware of:

- Space at Central Station remains a challenge.
- Working toward staffing all three rescues.

Monthly Report for: Front Office/Finance
Department Head: Denise Brown
Month/Year: January 2024

Current Progress on Projects/Plans:

| January Activity | | | | | |
|------------------|--------------------------|---------|---------|------------------------------|-----|
| 443 | MV Transactions | 170,270 | Permits | | |
| 22 | Tax Payments | 136,074 | 3 | Building-Business/Commercial | 690 |
| 273 | Sewer Payments | 58,371 | 3 | Building-Residential | 367 |
| 96 | IF&W Transactions | 5,486 | 0 | Demolition | 0 |
| 37 | Vital Records | 252 | 0 | Home Occupancy | 0 |
| 10 | Ambulance Payments | 2,355 | 1 | Excavation | 25 |
| 154 | Dog Transactions | 1,407 | 0 | Sign | 0 |
| 3 | Victualer/Liquor License | 70 | 0 | Street Opening | 0 |
| 8 | Notarial | 40 | 0 | Driveway Entrance | 0 |
| 1 | Marriage | 40 | 2 | Plumbing | 140 |
| 7 | General Assistance | 4,830 | 0 | Septic | 0 |

March 5th is the date of the Presidential Primary Election. The No Labels Party created confusion when voters thought they were signing a petition but were actually enrolling in that party. There are deadlines regarding enrollment changes and so our office did some leg work to notify Gardiner voters who might be impacted and be ineligible to participate in the primary. Letters were mailed to each voter who enrolled in the No Labels Party and an article was run in the Kennebec Journal to get the word out. Because Gardiner has such good voter participation the office has been a little busier with foot traffic and electronic absentee requests.

To mitigate a \$25 late fee, over 1000 late dog registration notices were sent out in January.

The City Clerk has started compiling information for the 2023 Annual Report.

Personnel Updates (promotions, absences, needs, etc.):

Though Melissa Lindley, the City's Economic Development and Public Information Officer reports on her own activity, she is certainly an important part of the front office team. I would like to note that she hit her one-year anniversary in January and has done an excellent job of settling into the position and the front office group. Congratulations Melissa!

Financial:

With the formal signing of the Police and Fire Department contracts, the month of January was helpful towards budgeting for the FY25 wages and benefits. We are very close to an agreement with the Public Works union; leaving one union to go. This is a very large part of the budget process as wages and benefits account for 57% of the City's portion of the annual budget.

Any other noted updates, concerns, items for City Council to be Aware of:

Nothing to report at this time.

Monthly Report for Gardiner Police Department

Department Head: Chief Todd H. Pilsbury

Month: January 2024



Summary of Month in General Terms:

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|-------------------------|-----|
| Calls for Service: | 370 |
| Accidents: | 1 |
| Arrests/Criminal Cites: | 10 |
| Traffic & Parking Tix: | 58 |

Current Progress on Projects/Plans/Problems:

The Gardiner Police department continues the process to become MLEAP certified. (Maine Law Enforcement Accreditation Program) As stated in prior reports, the process takes approximately three years to complete but I hope to have the process completed in approximately two years if all goes well. As of the end of January the process continues to go well and I still hope to complete the process early.

The equipment install has been completed for the departments new Ford F-150 and it has been used for patrol since the middle of January.

The damaged speed trailer has been repaired and has been returned. It is now ready to be utilized as necessary throughout the City.

As noted in previous reports and will be noted in future reports, within the next few years we will need to go to a new or upgraded records management system as Central Square/IMC (current dispatching system) is slated to be discontinued. We currently are in a two year contract with our dispatching service (RCC) and they may not be offering service utilizing our current system (IMC) beyond the two year contract. We currently are in the beginning phases of exploring other options for this service to include a mandatory upgrade or replacement to our current IMC system and dispatch services.

Personnel Updates (Promotions, Absences, Needs, Etc.):

Officer Michael Moody, who was mentioned in the last months report, is no longer employed by the Gardiner Police Department. Due to statutory Maine Criminal Justice Academy requirements not being met his employment with the City ended on January 11, 2024.

Officer Michael Caputo is nearing the end of his Field Training Program. If all continues to go well I expect him to clear his FTO and begin a patrol shift either the last week of February or first week of March.

Staffing is still a concern, especially with the exit of Michael Moody, but it will help with Officer Michael Caputo soon to be finishing up his FTO Program and jumping into a patrol shift in the upcoming few weeks. In total we are down three (3) officers. We have sent out a couple applications in the last month but have received none back as of yet. I still believe that we will be able to fill these positions within the next few months the closer it gets to the new collective bargaining agreement due to go into effect on July 1, 2024. We continue to recruit through several social media outlets as well as word of mouth.

Overall, officers used a total of 113 hours of vacation/comp time during the month, and 0 hours of sick leave.

Any other Noted Updates, Concerns, Items for the City Council to be aware of:

Nothing up to this point warrants noting.

Monthly Report: Public Works Department

Director: John A Cameron Sr.

Month: January 2024

Summary of Month in General Terms

Highway Department:

The crew had a few snow storms this month as expected the equipment and crew all held up very well keeping the roads and the best conditions as we can. We had a lot of rain fall this month as well which caused flooding and trees uprooting contributing to a lot of time spent on clean up. In between the cleanup and snow events we've been working on cleaning and maintaining trucks and equipment keeping things in the best shape that we can without trying to get into too big of a project because you never know when Mother Nature is gonna throw a curveball at us.

Buildings & Grounds:

Buildings and grounds crew have been hired at it as usual keeping up with the snowstorms and all the clean up from all the rain and flooding trying to keep up with the trees and branches that have been falling in our parks and cemeteries in between all of these duties they've been working very good on keeping their trucks and equipment clean and maintained and always ready to go for the next events.

Current Progress on Projects/Planes/Problems:

The buildings and grounds and highway department have been working together on a project in the last two bays of the fire station where buildings and grounds used to be housed. They have been putting in new storage rooms for the city manager, Police Department and fire department and an area for cleaning supplies once these rooms are complete new storage area for files will be above these rooms and then we will remove the existing police and fire storage areas this will make it so the fire department will be able to put another vehicle in the Bay and we can store the buildings and grounds tractor and side by side in the last Bay.

Any other noted updates, concerns, items for City Council to be aware of: none at this time.

TO: Andy Carlton, City Manager
FROM: Chuck Applebee, Interim Wastewater Director
DATE: Feb. 13, 2024
RE: Wastewater Activity Report January 2024

January 2024

Long time director Doug Clark worked his last day on 1/26/24 and is off to live in the state of Virginia.

We are happy to report that there were no CSO's (Combined Sewer Overflows) in the month of January and all permit limits were met.

We are waiting for replacement parts for the automatic bar screen and transducer that indicates wet well level located at Main Avenue. Both the of these items were damaged as part of the Christmas Day Storm. In the meantime a alternate transducer is being used and the screens are operated manually by staff racking on a daily basis.

We are working with Hoyle Tanner to prepare for Phase II of the wastewater upgrade.

So far the transition in directors has gone smooth and the wastewater staff is pulling together.

I appreciate the opportunity to work with Andy and the Gardiner Staff to serve the community on an interim basis.