



DATE: February 18, 2020

TO: Honorable Mayor and City Councilmembers
David Perrault, City Administrator

FROM: Todd Blomstrom, City Engineer/Public Works Director

SUBJECT: ICWC Contract Renewal and Draft 2020 ICWC Work Plan

Budgeted Amount:	Actual Amount:	Funding Sources:
\$10,000	TBD	Park Maintenance Surface Water Mgmt

Council Should Consider the Following Actions

City Council direction is requested regarding the proposed 2020 contract renewal with the Minnesota Department of Corrections ICWC program and the Draft 2020 ICWC Work Plan

Background/Discussion

In May 2019, the City entered into a one-year contract with the to participate in the Institution Community Work Crew (ICWC) program. The program provided a work crew consisting of a crew leader and up to ten crewmembers for up to ten hours per day to complete predetermined work plans. Work dates were available on Friday, Saturday and Sunday at a cost of \$75 per hour.

ICWC crews completed buckthorn removal in Floral, Cummings and Hazelnut parks, sediment removal and rain garden maintenance in Valentine Park, and performed landscape maintenance at City Hall, Highway 96 median areas and gateway sign on New Brighton Road in 2019.

The ICWC has provided a new contract for the 2020 season as provided in Attachment A. The terms of this proposed contract are similar to the 2019 contract, including an hourly rate of \$75 per hour for crew time.

The ICWC program supervisor and Public Works staff have discuss the City’s desire for more extensive use of ICWC work crews during the 2020 season. An initial list of potential 2020 projects was developed and reviewed with ICWC representatives in September 2019. The

results of these meetings are summarized on the Draft 2020 ICWC Work Plan provided in Attachment B.

Two projects are not included on the proposed 2020 ICWC Work Plan. ICWC reviewed the scope of work for the Karth Lake Retaining Wall and the picnic shelter roof replacements at Floral, Hazelnut and Cummings Park. ICWC determined that their crews could not complete these projects due to the scope and nature of the work.

Financial Impact

The estimated crew hours listed on the Draft 2020 ICWC Work Plan total 210 hours. Applying the 2020 rate of \$75 per hour results in an annual contract cost of \$15,750. In 2019, contract costs for park related work was coded to General Fund Park Maintenance and sediment removal work was coded to the Surface Water Utility Fund.

The 2020 Budget contains the following amounts for this work:

General Fund Street Maintenance	\$3,500
General Fund Park Maintenance	\$3,500
Surface Water Utility Fund	\$3,000

The funds budgeted in Street Maintenance could easily be transferred to Park Maintenance but if all 210 hours are utilized, a budget adjustment would be necessary to account for the additional costs.

Staff requests direction from the City Council regarding the following item.

1. Confirmation that the 2020 ICWC contract should be placed on an upcoming City Council agenda for approval.
2. Identification of any additional projects or changes to the draft 2020 ICWC Work Plan.

Attachments

Attachment A:	2020 ICWC Contract
Attachment B:	Draft 2020 ICWC Work Plan