

Annual Communications:	Number Sent		Postage Cost	Number of Subscribers	Estimated Cost	Assumptions
	Each Year					
Public notices	40		0.51	49	\$999.60	(based on public notices posted to website in 2020, assuming many are sent in groups)
PC minutes	24		0.71	28	\$477.12	(assuming ~5 pages of minutes, ~5 pages for 1 public hearing)
CC minutes	30		0.71	29	\$617.70	(assuming ~11 pages of minutes)
Quarterly newsletter	5		0.51	62	\$233.10	(including cost to print)
Annual Newsletter	1		0.19 (bulk)	1,471	\$1,445.00	(printing, list import, mailing)
Council's Corner/Mayor's Message	30		0.51	36	\$550.80	(1 page, 26 CC and 4 MM)
Employment Opportunities	1		0.51	12	\$6.12	(1 page)
Volunteer Opportunities	2		0.51	24	\$24.48	(1 page)
Community Events	2		0.51	46	\$46.92	(1 page)
Opinion Surveys	1		0.51	36	\$18.36	(4 pages)
Committee/Board Opportunities	1		0.51	17	\$8.67	(1 page)
					\$4,427.87	

One-Time Communications:						
Communications Opt-in	1		0.19	1,471	\$919.45	(printing and mailing)

NOTE: These estimates do not include labor costs, staff time, or paper/ink (for majority of items).

September 2021

Mr. Mayor and Council

RE: Request to hire Public Works FTE

The City of Columbus Public Works Department currently comprises of a Director (1 FTE) and 2 Public Works workers (2 FTE) and 1 as needed employee (.25 FTE). I am requesting to hire another FTE to help with the day-to-day duties that we are tasked with.

- The city is 48 sq miles with 58 miles of roads 24 miles gravel 34 miles of blacktop.
- PW is responsible for all road maintenance grading, patching, signs etc.
- PW is responsible for 116 miles of road right of ways, tree clearing mowing, culverts, ditch cleaning etc.
- PW is responsible to take care of (X) storm sewers and (X) storm sewer ponds.
- We have city sewer and water operations and maintenance
- Building maintenance for 6 buildings
- Vehicle Maintenance for 6 trucks
- Large Equipment Maintenance for 10 pieces of large equipment and 6 generators
- Public Utilities plan reviews and inspections (new for Public Works)
- Event and Voting preparation and set-up

During the day-to-day operations of our city, I am tasked with 90% office duties which only allows for about 10% of my time out in the community working. This leaves most operations for our 48sq mile community, city public utilities and 58 miles of roadway maintenance up to the other 2 Public Works employees and 1 part time. The problem of being understaffed is we are out of OSHA compliance in most operations, and we are not being proactive in our maintenance responsibilities. The helpful part is when needed I call in our as needed employee to help with snow plowing, culvert installs and road grading. Our as needed employee works a total of 500 to 600 hours per year and will not be available after October of 2021. With that said I could easily keep him busy full time. Tim and Billy work 2080 hours each with approx. 120 extra hours each on emergency call outs. As we move forward with the additional residential and commercial development, new roads, and new connections to the water and sewer systems we continue to fall further and further behind.

Based on the information presented, I am requesting to hire another FTE to the Public Works Maintenance Department in 2022.

Thank you for considering my proposal.

Jim Windingstad
Public Works Director

2021 Public Works Job Duties List

Community Sewer System	Community Water System	Gravel Roads	Blacktop Roads	Road ROW	Storm Sewer
Rounds Daily	Rounds Daily	Road Grading	Yearly Crack Filling	Garbage Dumped Cleanup	Mowing (only roundabout ponds)
Reporting Daily Monthly/Yearly	Water Reporting (Daily/Monthly/Yearly)	New Gravel	Pothole Patching	Brush Mowing	Clear Storm Sewer Basins of Debris
Locates	Water Sampling (Daily/Monthly)	Calcium Chloride	30 Year Maintenance Plan Work	Grass Mowing	Pond Maintenance
Meeting Contractor Locates Engineer Trainings	Flushing Twice a Year	Plow Snow and Chip Rock	Plow Snow and Salt	Culvert Repair / Replacement	Tree Clearing
Chemical Ordering	Locates	Snow Removal as Needed	Snow Removal as Needed	Street and Road Signs	Ditch Cleaning
Pump Repairs	Water Meter Reader and Endpoint Installs Meeting Contractor Locates Engineer Trainings	Check Roads Weekly	Plow Parking lots Sidewalks Walkways Park Trails	Clean out Culverts as Needed	Manhole/ Basins/ Piping Inspections
Panel Maintenance	Chemical Ordering	Sweep Intersections	Check Roads Weekly	Tree Clearing (Emergency Only)	Need To Identify City Owned Ponds (2022)
Cleaning and Flushing the Lift Stations	Fire Flow Testing	Reclaiming Reshaping	Sweep Intersections		
Manhole Inspections	Gate Valve Exercising		Road Shouldering		
Manhole Mowing	Gate Valve box Repairs				
Manhole Sign Repair/ Replace	Fire Hydrant and Valve Mowing				
⚡ Jetting / Camera (Starting 2022) Contract	Well and Pump Repairs (2022?) Contract				
	Gate Valve sign Repair/ Replace				
					Legend
					Currently doing
					Currently doing some portion
					Currently not doing

Public Works Job Duties List

Building Maintenance	Vehicle Maintenance	Generators	Public Utilities (New to PW)	Equipment	Parks
City Hall / Council Chambers/ Community Center	2020 Chevrolet 3500	Public Works Building	Plan Reviews for Public Utilities	2020 Cat 926M Wheel Loader	Park Equipment Inspections
Public Works	2020 Ford F-550 Dump/Plow Truck	Fire Hall	Public Utilities Sewer Hookup Inspections	2018 John Deere 6130M Mowing Tractor	Tree Brush Clearing
Fire Hall	2019 Chevrolet 1500	Lift Station #3	Public Utilities Water Hookup Inspections	2015 Cat 259D Skid steer	Tennis Court Maintenance
Ziegler Pump House	2014 Ford F-450 Utility Truck	Ziegler Pump House		2015 Morbark Wood Chipper	
Well House 2/3	2009 Chevrolet 2500 pickup W/Plow	Well House 2/3		2011 Cat 140M Road Grader	
Well house 1	2005 Chevrolet 1500 Pickup (going to sell)	Portable Unit (Trailer Mounted)		2007 John Deere Tractor Backhoe	
				2002 Kaeser Portable Air Compressor	
				2006 Sterling Plow Truck	
				2016 Mack Plow truck	
		Special Events Setup		2020 Mack Plow Truck	
		Voting Setup & Tear Down			
		Fall Fest Setup & Tear Down			
		Special Meeting Setup & Tear Down			Legend
					Currently doing
					Currently doing some portion
					Currently not doing