

Clerk's Report January 24th, 2021

First, I would like to formally welcome our new Mayor and Councilmembers! This first year will be a huge learning curve—not only about process and the myriad of government regulations, but of history of happenings. The Clerk's office is ready to assist you in providing information, where to go for guidance, and providing you with that history and the rules/policy in place.

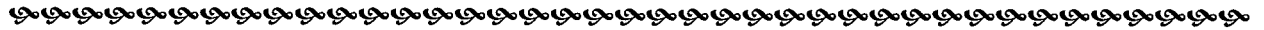


Regarding technology:

- 1) The new BenQ DuoBoards in Council Chambers and in the Nyberg Center have been installed and are operational. The cameras work and have been used already for a couple of teams meetings. This is new technology for everyone!
 - The Coleraine police departments board was installed previously and is up and operational – the kinks experienced have been resolved with a software update that has been installed.
 - For the interactive screens, the only one that remains to be installed and deployed is the one for the Public Library. This should be scheduled and completed within the next month. This is done with the City's contracted technology partner.
- 2) A VPN is going to be installed. This is necessary for the transferring of data and communications when someone is working remotely and/or communicating with the main computer in the office. Some of the technical details I really don't understand, but the remote access we are currently using is not sufficient. This change will happen over a weekend day relatively soon. A nonbusiness day is necessary to make the transition; the internet and access to the main computer cannot be interrupted for an entire business day.
- 3) The City will be transferring some staff from a B3 to a G3 license with Microsoft. Basically, what you need to know about this is that because some staff work with private data the City is out of compliance in how government data is stored and transferred. The good news is that though there are many hoops to jump through to make this transition, there will be no change in cost of the licensing.
- 4) Finally, I am working with SCI on getting the appropriate internet speeds necessary and installing fiber optic City wide. The City is experiencing some challenges in this area and it is extremely complicated due to a franchise agreement that is in place. I will keep you informed.



The special school board election will be held here in the Nyberg Community Center on Tuesday, February 9th. I did not have to find election judges and the city will not be paying for those services. However, the City is required to provide the facility, the majority of the equipment that will be used, and have the room all set up and ready to go. I am coordinating this with the County and our public works staff.



Cavour Johnson and I have had a meeting with Collaborative Design Group regarding the City Hall Masonry & Roof repairs grant that was received from the MN Historical Society. A nice article, written by Cavour, will be in the Scenic Range News and Grand Rapids Herald Review soon. That article has been included in council packets.

RFPs will be going out next week. The following dates have been set:

- February 16th, (2 to 3pm) pre-bid meeting
- February 25th, public bid opening (virtually-City Hall & CDG)
- February 26th, bid review meeting.

These dates will be published in the RFP: if any of you would like to attend these meetings please let me know.



Something needs to be done with the electrical for the phones. Due to an issue this past fall, the phones are connected with an extension cord to an outlet that is controlled by a switch; if the switch inadvertently gets shut off, the City will lose it's phones and SCl will have to be called to come in and fix. It's more of an issue that just rebooting the phones.



For the safety of staff, City Hall will remain locked unless there is a public meeting. Administrative staff is following CDC, MN Governor, and LMC guided rules/suggestions.

The office is still waiting for a plexiglass screen with a hole cut in in.

On that note, please remember that current guidelines are that anyone entering into public spaces wear a mask. Once you are seated for a council meeting, you may remove your mask provided you are meeting the 6 foot social distancing requirement. *For the safety of everyone, please put your mask on when entering and exiting for any reason or when coming into the administrative office. Thank you for your cooperation!*



For your information, the City has received a \$25,000 grant from IRRRB for cart paths for Eagle Ridge Golf Course (ERGC). The \$25,000 matching funds are to come from the ERGC Management Group. I have received the necessary signage that has to be placed as visibly as possible at the golf course and at City Hall. An article should also be placed in the local newspaper. I will reach out to Mike Andrews, who worked on the grant, for some assistance.



The auditors will be on-site beginning on Monday, February 1st. I anticipate that they will be here through Wednesday, February 10th. This is a little longer than normal due to all the records that will need to be reviewed on the spending of the CARES Act-CRF funding received. All records and documentation gets reviewed with a fine tooth comb.

A date will be set for the Auditor's report and financial statements to be presented to the Council sometime in March. What I have done in the past is scheduled an earlier and longer work session on a normal Council meeting date for this presentation. Acceptance and approval of that report is then done later during the regular Council meeting. If an earlier work session would present challenges for you, please let me know in advance. The City could set up a special meeting just for that purpose if that would work better. The report is typically due to the State Auditor by March 31st.



End of year activities, statements and reports that need to be generated and sent, setting up for the new year, and preparation for the audit takes a great deal of time; one of the busiest times of year for administrative staff. I don't anticipate taking any time off in the near future.

Having three fifths of Council being new presents additional time challenges. Unfortunately, there are no simple answers to most questions. Some history needs to be provided as well as the answers.

That said, please be sure to reach out with your questions and concerns. We are here to provide all the information we can for you to make informed decisions.

The League of MN Cities is also an excellent source of information as it relates to policies, governance, and guidance. You will find a wealth of information on their website. You will find contact information for various departments and people as well as a general email/phone voice mail. Please allow some time for a response as most of (if not all) their staff are working remotely at the present time.



I also need to get you a copy of the capital improvement plan that the City has been working on. There are three 11 x 17 sheets. Each sheet is a priority level

and within each sheet the priorities are listed. This should be reviewed periodically along with the comprehensive plan. There are many, many projects on this list. Last time I checked, some of the revisions made were not ready. I will send it to you soon. You will want to keep this and refer to it often. What I would like to do is have our City Engineer come in and go over it with you so you are hearing from the experts and who will be able to help with finding funding sources and grant writing. I will talk with Bob and see when he is available and get this on an upcoming agenda.



I do not anticipate taking any time off in the near future. Mary will be taking some time, probably sometime in February to go to Canada, but will be working some of the time remotely. Should she enter Canada, their government requires a 14-day quarantine so she will be there for at least two weeks. Depending on the time she is gone I may need to bring in someone part-time to cover the office. Typically, I use Jean Cyronek (part-time library staff) and coordinate this with Liv, our Library Director. I will keep you informed.



As always, should you have any questions on anything, please let me know.

Respectfully submitted,

Briana