

Clerk's Report

November 23rd, 2020

Briana's thoughts:

What a month this has been! With the spending out of the CRF funds, the general election, deployment of new technology, and all of the normal (if there is such a thing) operations, tasks, fires, and trying to operate through rapidly rising covid pandemic numbers and new executive orders . . . it's been very overwhelming to say the least. That said, I'm still here plugging away but trying to make sure that all of my time and energy is not spent here at the City.

I don't see the next month getting much better. 🌀 but I will keep plugging away. I'm trying to be better at delegating. Some of the formulation and/or revision of policies just hasn't happened as it does take a great deal of time; with the exception of any covid related mandates and computer issue/use policy changes most everything else has been put on hold.

Work on budgeting and reports for the Public Utilities fund has been put on hold. On the general fund, I continue to make adjustments as I work through appropriately allocating/restructuring revenues and expenditures to be easier for you to read and interpret. Most of the major changes have been made but there are a few that remain. All of this is work is for providing accurately stated and easier to read numbers so that you can make an informed decision. These efforts are also designed to be more transparent with the public in whom we all serve.

The most pressing policy that I need to work on and revise is the one regarding issuance of City owned equipment to Council and staff. This is necessary with the new hardware that has been purchased with covid monies. Everything is in and we are working on transferring data and

deploying the equipment. The computer use policy in the Employee manual is also being reviewed. I should have something out for you to review by early next week,

As we move into the holiday season, I'm reminded of how fortunate I am to work for a Council that is appreciative of my diligence and dedication. I don't get an opportunity to say it very often: I greatly appreciate your diligence, dedication, and thoughtfulness. You have been a GREAT council to work for. Thank you for your support!!



Regarding the upcoming levy and budget:

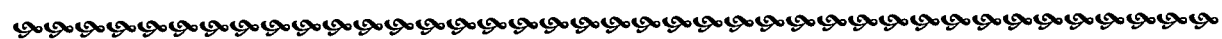
At this point, I believe the City can expect to receive the full second half of the 2020 Local Government Aid (LGA) that was certified. The payment is usually received in December.

The approved 2021 revenue/expenditure budget assumes that the LGA certified for 2021 will remain at \$445,438.00. Two things to keep in mind:

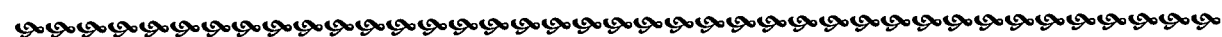
- 1) This number can be reduced by the State especially when they go into budget sessions and realize the full impact of the covid pandemic—the deficit could be quite large and money to balance the budget will need to come from somewhere.
- 2) The LGA the city receives is 28% of the operating budget. If this number gets cut, the City will have to review and make some major and likely painful decisions.



Changing of the guard will happen the first meeting in January. I would request that you reach out to the newly elected officials and have at least one or two conversations about YOUR experiences, passions, concerns, structure, and process. It would be very helpful to those who are incoming. ☺



CRF monies and the Trout Lake Fire Department – You'll see a sheet in your Council packet of notes. I will do the best I can to explain this to all of you. My recommendation would be to table any additional requests until you can re-review the budget with November actuals AND give some thought to the preliminary levy of 9% which was set in September.



The Nyberg Community Center is closed to the public until further notice. Mary has called and informed those who had reservations for use. Thank you all for responding to my e-mail so quickly.

The Log Church has been rented on November 25th for a filming. There will only be one person there, so this will be allowed. After that, the Log Church will not be available for rental either.



We are still waiting for the electrical to be resolved for the phones. Perhaps this can be tackled when electrical is done for the new auto operators for two doors in the Nyberg Center.



I am still waiting for Harry to cut a hole in one of the plexiglass screens for the office. I have been waiting since April or May.

For the safety of staff and the public, the office will remain closed and open only by appointment due to the last Executive Order by the Governor. I don't anticipate opening until sometime next year, probably not until vaccines are widely available . . . April or so.



Wondering what your thoughts are in allowing CBT to hold their regular monthly meetings in the Nyberg Center using the new technology so they can hold a TEAMS or ZOOM meeting? There is plenty space to social distance and masks would be required of course. These new DuoBoards have great microphones and cameras so whether they attend in person or via TEAMS/ZOOM it might work out better. Perhaps that way the Coleraine representatives could more easily attend. ***Please let me know your thoughts on this.***



Skating rink, attendants, and warming shack. Currently, I have not yet received any applications, though I know that there were at least two individuals from last year that were interested again. One thing that I do know is that the City of Grand Rapids has left all of their outdoor rinks open, but the warming shacks are closed. So perhaps the shack should only be available to the attendants? Or should that remain open too but masking and social distancing required to enter? I don't believe that this would be considered a social gathering so it may be allowed. I think this would be your call. ***Again, thoughts?***



I will be taking Wednesday, November 25th and Friday, November 27th off for the Thanksgiving Holiday. The office is covered on Wednesday by Mary and is normally closed to the public on Friday so I see no issue.

I'm not sure yet about December. I will check with Mary to see what she intends taking off, figure out my own and let you know. I make be asking Jean to come in and cover a couple days. Any issue with this?

~~~~~

Looks like I will be requesting to carry-over most of my vacation time. Currently I have not taken any vacation days and I have 80 hours. I anticipate using up the comp time that I have earned. I will ask Mary to prepare a report with where everyone is at for both comp time and vacation time and present that to you at the next meeting.

~~~~~

Please remember that the **next Council meeting is Monday, December 14th. This will also be the "Truth in Taxation" meeting** but that portion cannot be held until **6pm**. Unless we need an additional meeting on December 15th, the 14th is the date you will set the final budget and set the levy (9% increase or less).

There is also a Council meeting scheduled for Monday, December 28th. Do you want to keep this meeting or do you want to cancel that meeting? **If you want to cancel, this will require a motion and a vote.** 😊

~~~~~

Lots and lots of things going on, but we are managing. 😊

~~~~~

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

Respectfully submitted,

Briana