

## Clerk's Report February 22<sup>nd</sup>, 2021

The auditors were here for seven straight days pouring through all of the City's records, including an audit of the city's spending CARES Act--CRF funds. They still send me questions that I need to respond to with information, but they are done with all the on-site review.

I would anticipate that they will be presenting their report and financial statements in late March – probably the meeting on March 22<sup>nd</sup>. Reports and financials are due to the state auditor by March 31<sup>st</sup> unless there was some sort of extension due to the covid pandemic. I will also have a series of reports that will need to be done after we receive their report.

It would be typical for the auditors to schedule their report during a work session, but for it to be an earlier than normal session. I believe they will want at least an hour. I will keep you posted and confer with the Mayor as to when the report will be given.



Mary left for Canada Thursday, February 11<sup>th</sup> and is anticipated to return to work on March 1<sup>st</sup>. She has spent some time working remotely to perform payroll tasks.

I've had Jean Cyronek come in a few hours on various days to answers phones, go through the mail, etc. so that I can get my work done without too many interruptions.



As you know the school board election was held on Tuesday, February 9<sup>th</sup>. We had 206 in-person voters. It went smoothly thanks to our head judge (that the county used for this election) Jean Cyronek.

We had to provide the facility and equipment, but the county will be paying all the judges. 😊



The pre-bid meeting for the "Masonry and Roof Repairs" construction went well. Looks like there are at least five who will be bidding and at least two of them are local entities. The next two pertinent dates for this grant:

- February 25<sup>th</sup>, public bid opening (virtually-City Hall & CDG)
- February 26<sup>th</sup>, bid review meeting.

Unlike some other bids, the City is not obligated to take the lowest bidder but instead will be using a 'best value' criterion with the contractor providing three references in relation to working on historical buildings. CDG will establish the criterion and make contacts with the references.



Along with our contracted IT support, I have been working with SCI to get the City appropriate speed and internet services so that all our new technology works correctly. There are some interesting things that have discovered. One is that fiber optic had already been installed in the City Hall basement years ago but never got hooked up. 😞 I do not know why not, but on Saturday we should be all hooked up to fiber optic AND have all the appropriate firewalls installed (which we also did not have). Later on this spring I will be working on getting fiber to the Library and the Emergency Services Building.



In working with Scott Savage of SCI, he has a request of the City. He would like to have a 10 x 10 building on this side of Hwy 169. He is asking if the city would consider up to a 20-year lease on a piece of city owned property that they could put a 10 x 10 building on. This building would replace the one currently on the hill across the highway by the satellites. (He is not looking to move those.) I have attached and will explain the maps I have provided showing the current location, and ideal location and why, and perhaps an alternative location. I don't want to put any more time into this if the City is not interested in doing it. I'm not even sure who should be working on it, but I would imagine it will involve our City Attorney and perhaps our City Engineer? Or perhaps the City agrees to where and a parcel and SCI comes up with the proposal.

The biggest challenge is that I don't know how service might tie into the franchise agreement. I know that anyone can now come in but we have received internet service free of charge. I don't know if it is part of that original agreement when SCI purchased the franchise from the City or if there are dollar/speed/other limitations. I will be checking first with John Dimich on this as I believe he may have been involved. It's a place to start anyway.



I am still waiting for something 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 its phones and SCI will have to be called to come in and fix. It is more of an issue that just rebooting the phones. This may also impact internet services.



As requested, I have checked into Interim Police Chief Hussman's and your request for a review of the hours worked and overtime in the union contracts. Pete and I have talked about this and at this point, the issue will be dropped.



I've started a review of the Public Utilities fund and analysis. I have presented information and questions to the Public Utilities Commission at the Public Works Supervisor's request. A 5-year comparison of revenues and expenditures has been included in the Council packets. Please keep in mind that this is just a start; you will see some of my questions and things that I need to drill down and look into on the spreadsheet.

I already see some things that are not getting cost allocated from payroll. I will continue to work on this so I can provide helpful information and advise for budgeting and future projects.



Though some things are opening up a little and capacity limits have been increased, 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.



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!*



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

Respectfully submitted,

Briana







