

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
JUNE 25, 2019, 6:00 PM
Park Rapids City Hall Council Chambers
Park Rapids, Minnesota**

1. CALL TO ORDER: The June 25th, 2019, Regular Meeting of the Park Rapids City Council was called to order at 6:00 p.m. by Mayor Ryan Leckner, and the Pledge of Allegiance was recited.

2. ROLL CALL: Present: Mayor Ryan Leckner, Councilmembers Tom Conway, Liz Stone, and Robert Wills. Absent: Councilmember Erika Randall. Staff Present: Administrator John McKinney, Treasurer Angela Brumbaugh, Liquor Store Manager Scott Olson, Public Facilities Superintendent Chris Fieldsend, Planner Andrew Mack, Police Sergeant Rob Gilmore, Fire Chief Terry Long, and Clerk Margie Vik. Others Present: Florence Hedeem, Carter Hedeem, Sue Tomte, Dick Bradow, Nancy Newman, Nancy Carroll, Cynthia Jones, Tim Flathers, Char Christenson, Carolyn Spangler, Jessica Green, Tony Cordon, and Robin Fish from the Enterprise.

3. APPROVAL OF AGENDA: A motion was made by Conway, seconded by Stone, and unanimously carried to approve the agenda with the following additions:

Consent Agenda: #6.22. Approve Transient Merchant License for Gatis Melbardis d.b.a. Southwestern Advantage for June 26th to June 29th, 2019, to Sell within the City of Park Rapids.

General Business: #9.2. Resolution Awarding Bid for the Park Rapids Municipal Access Control Project for the City of Park Rapids.

4. APPROVAL OF MINUTES:

4.1. City Council Regular Meeting Minutes-June 11, 2019: A motion was made by Stone, seconded by Wills, and unanimously carried to approve the June 11th, 2019, City Council Regular Meeting minutes as presented.

5. FINANCE:

5.1. Payables & Prepays: A motion was made by Stone, seconded by Conway, and unanimously carried to approve the payables in the amount of \$38,418.06, and the prepaids in the amount of \$156,434.45, for a total of \$194,852.51.

6. CONSENT AGENDA: A motion was made by Conway, seconded by Wills, and unanimously carried to approve the following consent agenda items:

- 6.1. Approve Backhoe Operator's Licenses to Work in the City of Park Rapids in 2018 for M&T Excavating Inc.**
- 6.2. Approve Golf Cart/Class 2 ATV Licenses to Operate on City Streets in 2019, for Butch DeLaHunt-ATV, Park Rapids Fire Department-ATV (fee waived).**
- 6.3. Resolution #2019-124 Approving Ordinance No. 592 Amending the City of Park Rapids Code of Ordinances, Chapter 152 Rentals – Minimum Standards, Section 152.019 International Property Maintenance Code.**
- 6.4. Ordinance No. 592 Amending the City of Park Rapids Code of Ordinances, Chapter 152 Rentals – Minimum Standards, Section 152.019 International Property Maintenance Code.**
- 6.5. Approve Purchase in the Amount of \$3,050.00 from Falls Plows for Various Plow Truck Parts for the Public Works Department.**
- 6.6. Approve Pay Request in the Amount of \$1,368.33 for Darchuk's Fabrication for Wing Bracket Repair for the 2005 Sterling Tandem Plow Truck for the Public Works Department.**
- 6.7. Approve Transient Merchant License for Dawne Erickson d.b.a. Erickson's Kitchen to Sell within the City of Park Rapids, on Thursday, July 4, 2019.**
- 6.8. Approve Purchase in the Amount of \$2,960.00, plus Shipping Charges, from Heiman Fire for Twenty (20) Links of 1 3/4" Fire Line for the Park Rapids Fire Department.**
- 6.9. Resolution #2019-125 Accepting and Approving the Final 2018 Audit Report for the City of Park Rapids.**
- 6.10. Resolution #2019-126 Permitting the Destruction of Aged Documents as Determined by Adopted Minnesota General Records Retention Schedule.**
- 6.11. Resolution #2019-127 Approve Temporary On-Sale Liquor License for the Shell Prairie Agricultural Association in the City of Park Rapids.**

- 6.12. **Resolution #2019-128 Authorization to Execute the United States of America Department of Transportation Federal Aviation Administration Memorandum of Agreement with the City of Park Rapids.**
- 6.13. **Approve the Creation of Fund 871 for the Fishhook Lake Association Aquatic Invasive Species (AIS) Fund.**
- 6.14. **Resolution #2019-129 Appointing Mark Juberian as Part Time Rapids Spirits Liquor Store Clerk for the City of Park Rapids.**
- 6.15. **Resolution #2019-130 Appointing Kyle Williams as Part Time Rapids Spirits Liquor Store Clerk for the City of Park Rapids.**
- 6.16. **Approve Low Quote in the Amount of \$26,646.80 from Hough Inc. to Repair the Concrete Cover/Manway, Hatches and Vent for Lift Station #2 for the Public Works Department.**
- 6.17. **Approve Pay Request in the Amount of \$3,400.00 to Hildi Inc for Updating the Actuarial Valuations as per Government Accounting Standards Board (GASB) 75.**
- 6.18. **Approve Pay Request in the Amount of \$39,983.89 for Lee Davis Electric for Work Performed Regarding the 2018 Municipal Airport Lighting Project.**
- 6.19. **Approve Pay Request in the Amount of \$13,332.66 for Apex Engineering Group for Professional Services for Various City Projects.**
- 6.20. **Approve Purchase in the Amount of \$1,585.75 from CHS-Prairie Lakes for Various Bulk Oils for Equipment Maintenance.**
- 6.21. **UTILITY BILLING: Approve Request for a Credit in the Amount of \$5,840.25, for the 2019 First Quarter Billing, for St. Joseph's Hospital, at 705 Pleasant Avenue, Account #01-00000705-04-7, PID #32.87.00100.**
- 6.22. **Approve Transient Merchant License for Gatis Melbardis d.b.a. Southwestern Advantage for June 26th to June 29th, 2019, to Sell within the City of Park Rapids.**

END OF CONSENT AGENDA

7. COMMENTS FROM CITIZENS: There were no comments.

8. PLANNING:

8.1. Park Rapids League of Women Voters 2020 Census Complete

County Committee: Florence Hedeem stated thank you for allowing time on the agenda for this discussion about the 2020 Census and what it means for our area. I've been a Park Rapids city resident since 1995. I've been very pleased to work with Andrew Mack, Tim Flathers, and Mary Thompson, to encourage the City of Park Rapids to reach for a complete count for the 2020 Census. Since the 2010 Census each person counted will bring in \$15,320.00 in federal and state funds. Our population is growing and a complete count will also grow the funds received. It is our hope that the Council will take action to support participation in a Complete Count Committee as it becomes a reality.

Tim Flathers, the Executive Director of the HRDC, stated the HRDC has been around for about fifty years. Hubbard County is one of the counties that we serve as part of our five-county region, which includes 85,000 people. The census is really important. I've been with the HRDC since 1983. The census results at that time were on paper. We ran the census data center back then. We'd get about one-hundred calls a year from people looking for data about the community. Over the years the availability of data has now become electronic. Our role has become significantly less over the years since data is so universally available. The challenge now is there is too much data, therefore the credibility of data can be questioned. You can look for data and if you don't like it you can find something else completely different. Credible data is hard to find. The census is really the most credible data source that is available and its really important for that reason for a whole lot of purposes.

Flathers stated the census started in 1790. From 1970 to 2000 the census was produced in two different parts, the long and short forms. The long form was sample data. One out of every six people got the long form. That's where all of the interesting data came from. It was information on things like family income, poverty level data, etc. But there has always been the short form as well, which contains the mandated information, numbers of people, households, age, race, sex, etc. The data is used for planning at the federal level. It's a requirement that the census is provided to the president every year after the census is completed. So, in 2021 the president needs to have that data for congressional reapportionment. That is one of the major purposes behind the census.

Flathers stated the census data is important for a variety of reasons. It has some economic importance because funding is distributed on information provided in the census. It's what state and federal government lean on to provide resources. The \$1,500.00 per capita that is distributed is an estimate. The census data is used for a lot of public planning type of activities. Businesses look for information that would help them understand the demographics of a market area around a community so they could make sound business decisions based on the population that they were trying to serve.

Flathers stated the geographical census data collected are nationwide numbers. But you can get state, county, city, or township numbers. You can access information based on zip codes, school districts, census tracts, census designated places, block groups and blocks. Looking at that information over time reveals the changes over the years and you can see where the growth is taking place.

Flathers stated the census is becoming increasingly challenging to do in an accurate manner is that we are changing significantly as a society. We are a much more mobile population. There's an increasing distrust in government. This week the supreme court is going to rule on a citizenship question that is not necessarily going to be part of the census, but it might be. If you are a non-citizen family in the country right now and having someone come to you wanting to know how many kids are living in your house, that might be hard to get those people to provide that type of information. They don't trust what might happen with that data. We do have places and significant reasons why some of that information might be harder to come by.

Flathers stated this is a constitutional requirement. We've been doing this since 1790. One of the primary reasons is for congressional apportionment. At the state level the congressional districts cover a huge geographical area. Collin Peterson who represents district 7 flies his plane around. He pretty much has to in order to serve his constituents. If we lose a congressional seat, which could happen, its going to make the geography of our districts significantly larger than they are right now. We're already massive and we're at risk of having those areas be even larger. Minnesota is one of several states that are at high risk of losing a congressional seat. It's not that we're not growing, we're not growing as fast as other areas are growing. The proportion is what's at risk. We were at risk of losing a seat in the 2010 census, but it didn't happen. We're a little more at risk in this census. That's one of the reasons why it's really important. It's not necessarily how accurate we are, it's how accurate we are relative to other places. We want to make sure that we do a really good job so we reduce the risk of losing a seat. This is true not only in the federal legislative districts, but it's also true in the state level districts as well. The state level redistricting is done after the results of the census is released. We're going to likely have larger geographies up in this part of the state relative to the metro area because it's growing faster than we are.

Flathers stated I'm not sure when people talk about the economics of this. Some examples used, like Small Cities Development Grants, I can't say you will be more competitive with those funds if you have a better count in Park Rapids. Collectively, if Greater Minnesota does a better job it's going to impact the amount of funds available to compete for. That is an important reason to try to make sure we have as good of a count as possible. Some areas are harder to count than others. Some of the characteristics that the Census Bureau says that make counts harder to get are areas with more vacant units, areas with multi-family housing, renter occupied units, units with more than 1 ½ people per room. People speaking a second language other than English. I would suggest that we fit that profile pretty well. We are in an area that is a little harder to count than in other areas. P.O. boxes are also a challenge. People who get access through a P.O. box rather than a direct mailing address are going to be a little harder to track down.

Flathers stated we have 435 congressional districts. In Minnesota we rank 437. We don't need to get light years ahead of where we are right now. We want to be in that top 435 to maintain the congressional seat. It could be a difference of 2,000 people statewide that would put us in that position compared to if none of us pay attention to this in Greater Minnesota we're going to lose. But, if we have a concerted effort to do what we can collectively, to make sure we get as accurate of a count as possible we can make a difference and we can preserve that seat.

Flathers stated the census is being done on a very limited budget. One of the things they are trying to do is to get support from stakeholders throughout the state that share their commitment to get an accurate count. One of the ways they are doing that is supporting the formation of complete count committees throughout the state. The commitments are helping to find ways to get media coverage that it's important. Trying to send that message that confidentiality of this data is incredibly important. There are huge fees and penalties if people violate confidentiality as a part of this. It's safe to answer the census questionnaire and it's in the public interest to participate. People need to hear that message repeatedly. There are a lot of people that don't trust something coming from the government, especially the federal government.

Flathers stated the Complete Count Committee in Bemidji is sponsored by the City of Bemidji as well as Beltrami County. It's not a lot of heavy lifting taking place at this committee level. We have in kind support because the meetings are convened by a combination of the city clerk and the executive assistant of the county administrator. They send out emails. The Red Lake Reservation is involved because they have suffered significant undercounts so they are paying attention to this. We try to develop strategies on how we go about this. There are two things going on right now. One is getting the complete count, and two is there are a lot of temporary jobs open for people supporting the census. Right now, they are in the process of recruiting people. If there are people who want some extra income there will be positions available. That can generate a little extra economic activity local too. The strategy part of it is what can we do to try to help the census bureau connect to those hard to count populations. I'm impressed with what the City of Nevis is doing. They are sending out in their billing's census information. They are going to be highly successful.

Flathers stated when you get your form, fill it out. Help people who might need help filling it out. Put something on your website that says the census is important and we want you to participate. Encourage people to go to work for the census bureau. They pay about \$14.00 an hour. It's very flexible work. If you are willing to support a complete count committee, in Bemidji, we do not have Council or county people sitting around the table as a group. We did get the message from both of those elected bodies that yes, we support efforts to get a complete count. They have agreed to allow their staff to spend a little time on it as an in-kind contribution. It's a fairly low expenditure for something that can be a really big payoff at the local level. The timing of this effort is great because the city has expressed some interest in doing a comprehensive plan in the near future. The better information that you have to feed that type of planning effort the better off you are going to be. The reapportionment and redistricting are very important.

Flathers stated the types of people that you want around the table if you form a complete count committee would be a diverse group of people that might have an in with those types of people that might otherwise be at risk of being undercounted. The information needs to be accessibility for all people.

Sue Tomte questioned how does a temporary workforce fit into a census? If you're on assignment here in Park Rapids are you counted here? Flathers stated where somebody is actually living, where they lay their head down, is where they will be counted. Hedeem stated it is where you declare your residence. That is very different than where your head lays down. Their ability to discern whether or not this person is trying to claim

two places. They take the information from that person's statement of fact. We won't gain from a temporary census workforce.

Ryan Leckner stated I think the city would support this with some staff effort. It's very important to the city. We can acknowledge that we are all behind you. County Commissioner Char Christenson stated this was brought before our board and the board is very supportive. Tom Krueger is going to be working with Hedeem. I encourage you also to support it. Andrew Mack stated he could provide staff support. Conway stated I think there is an advantage from an economic development standpoint to be involved in the census. I would be willing to serve as the Council representative, understanding at this time I don't know what the commitment is, so I can't swear I can make every single meeting. Hedeem stated I intend to be as involved as I'm permitted to be. I can get the ball rolling and then see where we go as a committee. I accept the challenge. It's really important and its well beyond the monetary gain that we can make.

A motion was made by Stone, seconded by Conway, and unanimously carried to support the activities of the Park Rapids 2020 Complete Count Census Committee.

9. GENERAL BUSINESS:

9.1. Presentation of Finance Plan and Consideration of Resolution

Approving the Issuance of General Obligation Improvement Bonds, Series 2019A:

Jessica Green, from Northland Securities, stated we have two items for you tonight related to the issuance of \$1,150,000.00 general obligation bonds for the City of Park Rapids. The first item is the presentation of the finance plan. The second piece is to review the resolution.

A. Finance Plan, Park Rapids, Minnesota, \$1,150,000 General Obligation Improvement Bonds, Series 2019A: Green stated the executive summary, of the finance plan, weights out the preliminary terms of the bond related to the city's issuance of \$1,150,000.00 in general obligation improvement bonds series 2019A against the City of Park Rapids. The proceeds of the bonds are proposed to be issued to finance the city's portion of the Highway 71 South Improvement Project. The security of the bonds will be the general obligation of the city with a pledge of special assessment revenues as well as a debt service levy for the repayment of the bonds. The bonds existing structure are set to mature annually on December 15th, 2020 through 2039. Interest on the bonds will be paid semi-annually on June 15th and December 15th throughout the term of the bond. The average coupon based on current market rates is 2.85% with a true interest cost of 2.99%. That true interest cost takes into account all of the costs of issuance that go along with the issuance of the bonds. There is a prepayment option on the bonds beginning December 15th, 2027. We will be looking to receive a rating from Standard and Poores (S&P), which is scheduled for Friday, June 28th. Previously S&P had rated the city at AA- with a stable outlook. The bonds will be considered tax exempt and will be bank qualified as the city plans to issue less than \$10 million this year. There are certain risks associated with all debt and the risk factors are found in the finance plan. This will be a negotiated sale directly with Northland Securities. There are a few different types of sales

that you can choose. The city has done negotiated sales with Northland so that is what we have included in the plan. The estimated pricing date is set for July 23rd, 2019. I would come to Council that evening with the results of the sale for your consideration on the issuance of bonds. If you remain with that pricing date of July 23rd, we would have the proceeds available to you on August 15th, 2019. There is additional information contained in the finance plan, which you can review. Are there any questions related to the issuance of bonds? There were no comments.

B. Resolution Approving the Issuance of General Obligation

Improvement Bonds, Series 2019A: Green stated this is a perimeters or trigger resolution. This resolution is not entirely necessary. We include it to allow the city to gain some flexibility in the timing of the bond. Currently, the sale is scheduled for July 23rd. The trigger resolution allows you to move the timing of the bond sale if for some reason there were a lot of different Minnesota bond issues occurring on the 23rd and we'd want to move you to the 17th or 18th. This allows us to do that and it allows the mayor and the administrator to execute the bond contract and we'd still plan to come out on the evening of the 23rd for full ratification from the Council. It allows you some flexibility. You do not need to pass this resolution, but we certainly want to give you the option. Within the resolution there are a couple of items for the Council to consider. The bond amount is currently set at \$1,150,000.00. In the trigger resolution there is a not to exceed amount of \$1.2 million just to give you a cushion. The other item is the true interest cost of less than 4.00%. In the finance plan you have a true interest cost estimated to be 2.99%. You have a cushion to allow for any sort of market movement or volatility that we might see. If we see the municipal calendar for bonds sales starting to stack up with a lot of different bond issues on the 23rd we would be in discussion with staff to see if we'd want to move forward to the week ahead. This wouldn't be something that Northland would do on their own without consulting with the city.

Conway questioned I'm assuming that the percentage on the bond is going to be determined by the S&P rating and the market on the date that we do it. It seems that 2.99% to 4% is a large difference. Green stated the numbers that are in here are not our recommendation. We put them in as placeholders. Certainly, the Council could choose something less, like 3.25% or 3.50%, to give you a little bit of room. The reason we want some cushion in there is if we set it at 3.25% and the true interest cost comes in at 3.26%, we're not able to execute the bond agreement because the perimeters resolution doesn't allow for it. Whatever the Council is comfortable doing is what we will include in the resolution. It certainly would be impacted by the results of the rating and any sort of movement in the marketplace.

McKinney questioned what about the nine-year call date? Green stated typically the standard call is around ten years. We like to push that down if we can without having any impact on the interest rates. The eight- and nine-year mark you can get away with to allow for some additional flexibility. McKinney questioned the trigger only allows advancing the pricing date? Green stated that is correct. If we don't see a lot of activity scheduled for July 23rd, we would just keep you on the 23rd and hold the sale that day and then everything would go according to the schedule as it sits now.

Brumbaugh stated we have already taken care of this out of the general fund because the State of Minnesota wanted payment up front. The proceeds of the bond sale

will replace the general funds. If the bond goes to 4%, we don't have a choice. We need this money. Green stated there is a reimbursement resolution already on file so you are able to use tax exempt proceeds to reimburse yourself for costs that you have already incurred for the project.

A motion was made by Conway, seconded by Stone, and unanimously carried to approve Resolution #2019-131 Approving the Issuance of General Obligation Improvement Bonds, Series 2019A.

9.2. Resolution Awarding Bid for the Park Rapids Municipal Access

Control Project for the City of Park Rapids: Brumbaugh stated the Council referred this project to the Finance Committee. They met on June 18th to discuss this further. The low bid on this was Kendall Doors at \$98,585.00. The Finance Committee discussed what is the advantage of doing it. They recognize you can add and subtract people as staff changes, which we don't have right now with keys. They discussed how long ago was the city rekeyed. We don't know how many keys are out there. Even if the key says do not duplicate that is not always the case. They recognized some of the positives of having this go into place, but if someone walks out of a building, we are not going to know who that is. The only time it's a benefit is if someone uses their access code to go into a building. There are things the system is not going to be able to do. If two people walk in together and only one person keys into the system, we are not going to know who the other person is.

Brumbaugh stated in our CIP we set aside \$40,000.00 and this project is much more. When that amount was set, we didn't know how much this was going to be. We addressed that in Finance. We have \$20,000.00 that was levied over the past couple of years. That's sitting in an unreserved balance, which we will use. In the CIP we have that \$10,000.00 will come from the liquor store reserves and we're still considering that. There are 29 doors total. The majority of those doors are in the public safety building. The internal service fund is separate and we can pay their portion out of that at about \$60,000.00. It will use up the majority of that fund. That money is set aside for maintenance of that building, and then we will not be levying for that amount. The nine doors that are city hall and the fire department we will not be levying any further funds for it. We will use what we have in the reserved fund balance, the liquor fund, and then we'll watch to see how our year ends.

Brumbaugh stated after we finished the Finance Committee meeting, they are recommending that we go with the low bid from Kendall Doors at \$98,585.00, understanding that not included in that amount is the architectural fees.

Conway stated no matter where the money is coming from, we're spending \$100,000.00. When we look at it that way is this the way we want to spend that money? I'm not arguing for or against, but is this our priority? We originally thought this would be \$40,000.00, now it's \$100,000.00. Are there other priorities? Stone questioned weren't we originally thinking it was just the fire hall and city hall that would be done? Brumbaugh stated we did not realize that cost. There are a lot more doors in the public safety building. The fire hall and city hall are about \$40,000.00.

McKinney stated if you recall we brought to you a proposal for just city hall. That was within the budget. You thought with the economy of scale that you wanted to look at the city buildings as a whole. That's when we got into a lot more money. Conway stated I

understand that and I'm not arguing the point. I'm just asking the question if you had \$100,000.00 in the bank is this what you want to spend it on. Leckner stated if you look at it sooner or later that we're going to have to do this. Stone stated it continues to be a concern that comes up about security.

Brumbaugh questioned when have we rekeyed the whole city? Fieldsend stated it hasn't been rekeyed in twenty-five years. Leckner questioned what does it cost to rekey doors? Fieldsend stated about \$50.00 per door. McKinney stated the day after you do that, you're behind.

Conway stated I'm not saying it's a bad idea. I want to make sure that this is what we want. Stone stated I think it's a good idea as long as we're diligent about paying attention to the addition and removal of individual access. If we aren't diligent then there's really no point in doing this. One of the benefits to this is making sure that if someone leaves employment, they're fob is shut off. Right now, is there a diligence in collecting keys? Brumbaugh stated it's a little more difficult because it's left up to the supervisor. With this system, the IT department will make sure that the fob is done as of a certain date. So, you can't say so and so resigned and now I'm giving the fob to the new person. The old person's fob would be cut off completely and a new person would get a new ID number. Fieldsend stated even with keys a duplicate can be made. They give their key up to another and then they still have a key. Brumbaugh stated it would be totally different. We'd have new employees come to city hall instead of the supervisor handling it.

Hedeen questioned I heard you say more than one person could go through the door at the same time so you wouldn't necessarily know who else entered? How is that handled? Stone stated that's very common. It just happens. Conway stated in my place of employment I can wave my badge in front of the door and let five people through. We do it every morning. It's the responsibility of the person with the badge to know the people they are letting in. Hedeen stated the truth of it is people can still go in and out without be detected. Stone stated there could be a stipulation in place that you only fob yourself in. The door needs to shut and then the next person fobs in. Conway stated you can get really expensive and put in a turnstile and only one person can walk in at a time. Stone stated if you put stipulations in place then you are putting the responsibility on the person. Its human nature to fob in and then hold the door open for the person behind you. Conway stated the only thing we're gaining here is key control. We have to trust the people that we give the keys to that they are going to be used correctly. And we have to trust that if they lose one, they let us know.

Leckner stated Tony from Davis Electric is here and he has something to say about the bids. Tony Cordon stated when these bids came out, they hired a company to do the design, they sent that design back to the architect, the architect sent it out for bids. It was a situation that only one person could supply the hardware, as a contractor I couldn't even bid it, because I can't buy the equipment. The only company in Minnesota that can sell it is Kendall Doors. The other two contractors were from Minneapolis. Kendall told me when I called them that they would give me a price and they told me that they were going to bid it too, so what's the point. They are the only ones that can sell the product. I've been involved in pricing this from day one, working with Fieldsend to make it work, when the cost really jumped is for public works/safety building it was intended to just secure the shell of the building. Somewhere along the line they went in now every door in the police department side is access controlled. There are ten to twelve doors inside the police

department. In my opinion I'd like to see the bids rejected because it was so specified. I tried to partner with Arvig so the two of us could work together to get something done for the package and it was just locked up. I started at the top with the company that makes the hardware and I filtered all the way down. They filtered me right to Kendall Doors.

Conway questioned are we securing access to all of the interior doors in the police station? Fieldsend stated as of right now, I think so. There are probably four or five that are not. They have the standalone keypad, and there are four or five doors that don't have those right now. Leckner stated we can't control those coming in, like with the overhead doors. Fieldsend stated those are controlled. Leckner stated they're fob controlled, but would they need to be if we are just talking about turnover of keys because you can't get in those with a key. Fieldsend stated the problem you have with that door it's easier to get in there than any door because all you have to do is get a generic garage button.

Leckner stated like at the fire department once they open the door everybody can come and go while they are at their meeting. Stone stated once there is a fire, one could fob and everyone else is going to go in. They are not going to individually fob themselves in. Terry Long questioned how would we shut the doors. We don't have button controls, do we have to fob yourselves out before we go to the fire? Stone stated those are the kind of questions that we don't have answers to. Getting back to accessing plow trucks, is the fob pad located on a pedestal? Fieldsend stated there are two readers. Stone stated so they don't have to get out of the truck to fob. Brumbaugh stated aren't there people who are stationed at the fire hall? Long stated we may have, but not necessarily. I wouldn't be comfortable with just letting people drive away from an open building without closing the doors, especially in the winter.

Conway stated I'd like to make a motion to refer this back to staff again. There are a lot of questions that we don't have answers to. Fieldsend stated if we are changing the specs then we have to rebid this. The specs have to be redone and then we'll have to rebid it. McKinney stated part of the problem that Davis Electric has is whoever designs it that's what it is, but you can offer an alternative. But you have a timeline to do that. The information and the invitation have been out there, yet the reaction time has been slow because it's a unique product.

Cordon stated when I got it back on May 13th, I did send it off to my vendors to price it. The issue that arose was nobody knew the product. I sent it off for a hardware quote. The majority of this system is hardware. It wasn't until two days before the bid opening the hardware guy reached out to me and said I can't sell this equipment, and that you'll have to go back to the manufacturer. At that point in time I couldn't offer an alternative. The system that we would have offered as an alternative would never have compared to this one. This system is almost entirely wireless. They have a lock on that.

McKinney stated I'm not trying to endorse this system, but this is the one that you got bids on. Fieldsend stated if we are going to send this back, we need to at least release these two companies from their bond. There's a thirty-day timeline. We would not be able to do another Council meeting. Brumbaugh stated you're going to have to reject the bids if you don't like this, and you've paid them almost \$9,000.00 for the design work, which is really out the window.

Conway stated we're not necessarily arguing the bid. There are a lot of questions and I'm not hearing answers to all of them. I realize there's almost \$20,000.00 on the table

but if you go the other direction there is almost \$100,000.00 on the table. Brumbaugh stated I'm not disagreeing with you, but I want you to remember that.

Wills stated it seems that a cost benefit analysis is really what is needed. We're talking about keys being replaced and how expensive is that going to be compared to this and how much more protection are we going to get. McKinney stated the keys are not a one-shot deal. As soon as somebody loses a key you have to do another one. That's been our problem. Keys are not that expensive. Wills stated I like the idea of being able to terminate a fob. But there's no control over how many bodies can come and go. Leckner stated city employees enter through two doors here. I don't know what we are protecting to have a fob on every single door in our buildings. Conway stated you'd have to have the other doors as emergency exists only and locked from the outside.

McKinney stated you have recognized you need some updating for the buildings. How you are going to do that, this electronic system is pretty advanced, it's keyless. Our initial alternative was to just do this building ourselves and keep it simple. Is that still on the table? And then see how it goes, and then go onto the others.

Conway stated we have the money to do it, I'm just saying is this what you want to do with that money? Stone stated I'm trying to figure this out. Are you telling me that there was an architect here telling us what he recommended and he sells the product and nobody else does? Cordon stated he reached out to a third party. I don't have any proof, but when he put the package together, he doesn't do security access, so he reached out to Apex, and Apex reached out to Kendall Doors who did the design. Because Kendall Doors is the only one that can sell this component it makes sense that they are the one that wrote the specs. Stone questioned is there another company out there with a similar product? Cordon stated not wirelessly like they sell. Right now, with the way their system works that door that is secured with their hardware, there is a wireless devise that replaces that panic and there's a hub that goes in the ceiling. There's nothing from that hub to the door. It's outside of the radio signal. McKinney questioned so if you go with the other system you need a lot more wiring? Cordon stated yes. At some point in time I got some list prices, just for the panic bar is about \$3,000.00. Each hardware starts at about \$2,000.00. Stone questioned you mean to make this wireless? Cordon answered yes.

Stone questioned why did the police department decide they wanted all of their doors keyed if the system doesn't determine who's going through the door? Conway stated it will determine who's going in. Stone stated unless we're a stickler for making sure everyone fobs themselves when going through the door. You are still going to find inaccurate data. McKinney stated don't they have cameras on the interior. Rob Gilmore stated it depends on which room you are in. We have cameras in the evidence room. Fieldsend stated the evidence room doesn't have a key pad now. It needed to be fobbed. That building is different than the other buildings. We need to know who goes in which room and at what time. Conway stated I have a system like this and we do have some of the offices that I wave my badge to and the door opens. If I let someone in with me, if you look at the system it will say I entered that door at 9:02 a.m. If something happened, they are going to come to me and ask what's going on. They still have some control because somebody with a badge let someone in and you can tell who went in and out of the door. Stone stated I realize that. I just don't want people to be misconceived. The conception is that there is going to be a clear notion of exactly who walked through that door. We really only know that one person wanted through that door. Brumbaugh stated we as staff need

to remember that if we say come in with me and something happens, it's going to say Angela came in. I'm going to have to explain what I did. I'm taking responsibility for the people that I let in with me.

Leckner stated we need to decide what to do. Fieldsend stated if you're going to send this back to staff you might as well just reject them all. Conway questioned do we want to do that? Leckner stated I think there are a lot of unknowns.

A motion was made by Conway, seconded by Stone, and unanimously carried to reject the current bids on the Park Rapids Municipal Access Control Project for the City of Park Rapids, and refer it back to staff.

Discussion: Cordon stated you have plenty of local contractors that would be willing to design that for you to put out for bids at no cost to you. I work with enough access control systems that I would be willing to help put a design together with specs at no cost to the city. Fieldsend stated it probably needs to be a collaboration because otherwise we're getting back into the same thing that Kendall did. Cordon stated I believe in competition and not just being handed a contract. McKinney stated with Council's permission staff will be in touch with you. Cordon stated I would do that not as Davis Electric but as a consultant.

10. CITY ADMINISTRATOR COMMENTS: McKinney stated the Council certainly appreciates the work that Brumbaugh has done on the audit and it certainly reflects because of her work we received good marks. The Fourth of July weekend will happen before we meet again. We have everything covered. The parade will be at 11:00 a.m. The fireworks are all lined up. Second Street Stage will be on Friday the 5th. The rodeo will also be going on. We have a lot happening over the holiday.

11. DEPARTMENT HEAD UPDATES: There were no comments.

12. MINUTES/REPORTS/INFORMATION: There were no comments.

13. COMMENTS FROM COUNCIL: Conway stated regarding the search for a new city administrator, the interview process was completed as scheduled on June 21st and 22nd. Eight of the ten top candidates accepted our request for interviews. Of those eight there were some very good candidates. It's not an easy decision. The next step is for the Personnel Committee to determine the successful candidate, negotiate the appointment offer and to get acceptance on the contingency of the approval of the Council, and a background check. We will schedule the candidate to appear at the Council meeting where we will ask for approval. Provided we are successful in obtaining acceptance, it's the Committee's intension to have this all completed by the July 9th meeting.

Leckner thanked Brumbaugh and staff for the good audit report that we received and for the good numbers at the liquor store.

14. ADJOURNMENT: A motion was made by Conway, seconded by Wills, and unanimously carried to adjourn the meeting at 7:15 p.m.

[seal]

Mayor Ryan Leckner

ATTEST:

Margie M. Vik
City Clerk