

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
AUGUST 12, 2020, 6:00 PM
Park Rapids City Hall Council Chambers
Park Rapids, Minnesota**

1. CALL TO ORDER: The August 12th, 2020, 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, Erika Randall, Liz Stone, and Robert Wills. Absent: None. Staff Present: Administrator Ryan Mathisrud, Planner Andrew Mack, Treasurer Jeremy Jude, and Clerk Margie Vik. Others Present: Sue Tomte, Todd Streeter, Hannah Walker, Matt Olson, and Robin Fish from the Enterprise.

3. APPROVAL OF AGENDA: A motion was made by Conway, seconded by Wills, and unanimously carried to approve the agenda with the following changes:
Delete from the Consent Agenda: Item #6.4. Resolution to Approve Temporary On-Sale Liquor Licenses for the Shell Prairie Agricultural Association in the City of Park Rapids.
Add to the Consent Agenda: Item #6.8. Approve Laptop Computer Order 2020.
Add to General Business: Item #7.1. Resolution Authorizing Proper City Officials to Execute the Minnesota Muskie Location Agreement by and between Paulie's Film LLC and the City of Park Rapids.

4. APPROVAL OF MINUTES:

4.1. City Council Regular Meeting Minutes-July 28, 2020: A motion was made by Stone, seconded by Wills, and unanimously carried to approve the July 28th, 2020, City Council Regular Meeting minutes as presented.

5. FINANCE:

5.1. Payables & Prepaids: A motion was made by Randall, seconded by Stone, and unanimously carried to approve the payables in the amount of \$24,009.16, and the prepaids in the amount of \$180,192.47, for a total of \$204,201.63.

6. CONSENT AGENDA: Randall removed Item #6.8 from the consent agenda. A motion was made by Stone, seconded by Randall, and unanimously carried to approve the following consent agenda items:

- 6.1. **Approve Golf Cart/Class 2 ATV Licenses to Drive on Park Rapids City Streets in 2020 for Jerry Perpich-ATV and Larry Cwiak-ATV.**
- 6.2. **Approve Backhoe Operator's License to Work in the City of Park Rapids in 2020 for Septic Solutions.**
- 6.3. **Approve Public Facilities Use Permit for Calvary Lutheran Church c/o Steve Norby for Deane Park on Saturday, August 1st, 2020, and Saturday August 15th, 2020, from 4:45 p.m. to 7:00 p.m. for Worship Services.**
- 6.4. *Deleted from the agenda.*
- 6.5. **Resolution #2020-125 Approval of New Brewer's Taproom Licenses for Revel Brewing LLC d.b.a. Revel Brewing in the City of Park Rapids.**
- 6.6. **Approve Repairs in the Amount of \$2,490.00 (estimated) by Swanson's Equipment to Replace/Repair Valves, Swivels, and Delivery Pipes Due to Leaks on a Park Rapids Fire Department Truck.**
- 6.7. **Resolution #2020-126 Authorizing Proper City Officials to Execute the Participation Agreement for the Hubbard County COVID-19 Business Assistance Program for the City of Park Rapids.**
- 6.8. *Removed from Consent Agenda.*

END OF CONSENT AGENDA

6.8. Approve Laptop Computer Order 2020: Mathisrud stated from the last meeting there were questions about the purchase of laptop computers and if we should consider adding docking stations for them so that when employees are working remotely they can take their laptop home with them, and be able to dock it in their docking station, so that it would be their primary computer, instead of just a supplemental computer for employees that can work remotely easier. The quote being presented here achieves that. It's for nine computers and eight docking stations. I believe this will meet the needs for the employees that can work remotely.

Randall stated I want to clarify a couple of things. The issue since everybody has been having to work remotely has been not only the outdated laptops, but also our server. Brand new laptops aren't necessarily going to solve our server issues. I want to make sure that is also being addressed. It's not going to do any good to have superfast laptops if we're still not achieving the security and the access that we need to reach the city's database. I'm all for replacing our computers properly so we're not having to replace desktops later. It seems like we're replacing half of what's really needed to work from home.

Mathisrud stated that was my concern from the outset. We have a firm that specializes in servers. Right now, our servers do not allow us to work remotely by accessing data from home based on the configuration that we have. We had a company come in and they will prepare a quote for those required updates to do that. This would be the first piece to allow employees to work remotely and then come in and update the server. So it's basically a two-step process. This would allow us to more quickly start the process of being able to work remotely while that quote comes in. That will take two weeks and then the work will take two months. That's before we get scheduled. There is a time limit on these COVID related funds. They need to be expended by November 15th, otherwise they go back to the county. We're under a time crunch here.

Randall stated I want to make sure we're not just spending money to spend money and that we are actually identifying the need. I question that two of the laptops go to our chief of police and our detective, when they have in the squad laptops that they are able to take out and use in their home. I don't have any problem approving this, but if they end up not needing them right now, they have to be on a secured website through the CJDN. I want to make sure that they'll be able to access things that they need to this these laptops because the in-squad computers already allow them that access. Everything they do goes through a secured server. That's my other question about that. If the chief and the detective have brand new desktops at home, if we are able to repurpose those, that's my thought. I want to make sure we are talking to them about this because they do have the ability to access everything that they need already on their computers.

Mathisrud stated I did speak with Chief Appel and he did indicate that this was something that he could make good use of. I don't recall the details of his response, but I got the impression that this was a request that he found to be valuable. If you want additional information on that I can obtain that. Randall stated I don't need any additional information. I just want to make sure we are not spending money because it's there. I guarantee there will be some businesses in town that we could release some more funds to.

Conway questioned is our server problem primarily the security configuration to allow you to work at home or do we have a capacity and speed problem? Mathisrud stated I don't believe there is an issue with speed. I believe the issue lies with our firewall and the server itself. Right now we have two servers. One is from 2003 that some of our stuff is running on, and the other server is from 2010, and they're still in operation. We need to replace them. Right now our firewall is not ideal for our purposes and because of that we cannot access it remotely without creating additional security concerns. Ultimately, that's something that I have some experts working on to prepare something that would make

sense to operate. Otherwise, it's something that we are going to have to budget for in the future.

Conway questioned it's purely firewall and security issues, and not capacity issues? Mathisrud stated that is correct. I don't know that there is a capacity issue. I know that there are accessibility issues that make it more difficult.

Randall questioned so the people that are working from home are they able to access it, or access it at the risk of some sort of data breach? If they can't get to what they need, how are people working from home? Mathisrud stated right now the current process is anybody that is working from home has to go onto their desktop and download the documents that they are going to work on from home. Then they work on them at home, bring them back, re-upload them, and then change the documents that are on the server so that they can do the work that they need to do here. We do not have the ability to access our server remotely under the current configuration.

Stone questioned so this way you could access it remotely and you wouldn't run the risk of documents that have been worked on at home on being uploaded once they got here. Mathisrud stated correct. One example, we had a document that was prepared at home, was brought back here and then the wrong document was sent out for publication. That's one example of how laptops would help with that in step one. Upgrading the server, step two, would allow us to access information without having to use thumb drives. Laptops would solve that problems with the thumb drives. The second part is just being able to access information from home would also be helpful.

Randall stated I don't disagree with updating our computers. I'm all for upgrading technology so things work properly and run smoothly. I question allowing people to work from home when they can't even access what they need to. It makes no sense to me that people are supposed to anticipate what they are going to work on during the day and try and download that. That's my bigger concern and may be a different topic. If we want to accommodate people working from home the server seems like a priority. What you described to me is not an efficient use of people's time and the city's money to expect people to know what they are going to work on, and if they complete it, what are they supposed to do for the rest of the day? Come back into city hall and download more documents? I'm confused that that's even been happening.

Mathisrud stated the first step on the coronavirus shutdown, everybody was changing the way that they were doing business. That was part of the COVID plan to direct people to work remotely. It was not an efficient process. I don't disagree that it's not more efficient. We've started bringing more people back into the office. More people are working here, which we are encouraging. If people do get sick with coronavirus you have to spend fifteen days at home, and if they don't have laptops and accessibility to city infrastructure then they won't be able to do anything at all. Randall stated as it stands now if somebody got sick they'd stay home and they won't be able to come in and download anything, so they won't be able to access anything to be able to do anything at home. Mathisrud stated that is true.

Stone stated we use TeamViewer. So, whether I'm at my office in Two Inlets, or if I'm at the office in Park Rapids, I have access to the documents in real time. They are updated. Is there something similar to that? Mathisrud stated ultimately you could go to a cloud-based software where all of your documents are updated into the cloud. I assume

that's what TeamViewer is. We're not set up with that. We have servers at city hall where the documents are. That's something that we can look into. If you want to look into having a completely different setup for the city, that's something that could be done. I don't have the IT skills for that. I would need somebody to do that, which would come with an expense as well. Right now we don't have the capacity to do all of that, because of the extra stuff that we are doing, our response to COVID reporting, the budget has to get done, and everything else that is going on right now. At this point, these are my suggestions.

Randall stated I don't think this is such a unique thing to get somebody to give us a quote on a new server or a cloud based system is out of the ordinary. I would guess anybody could come in look at what we have going on would also be able to talk to us about a cloud-based system. I do know more and more organizations are going to cloud-based systems because you don't run into the server storage issue that you run into. And if you do run into it it's easier to get more storage than to replace a whole server. I hope that's part of the discussion to also look at a cloud-based system.

Leckner stated if we approve the laptops, then have Mathisrud look into this further to get something together. He's done his homework in what we need for the computers and he knows that there is a problem with the server. We can do this and have him come back to us at the next meeting.

Conway questioned are the laptops going to gain us any advantage? If we are having to download and re-download, unless when you put them back into the docking stations they sync, it's not going to gain us anything. Mathisrud stated I think it will gain us something. You're not have to manually drag documents, and do file manipulation. The other advantage is we do have five year old desktops that need to be replaced at some point. That's the other benefit to this too. Leckner stated these will be paid for out of the CARES fund. As the city, we might have to put \$20,000.00 into a server. If we do the server and then we have to buy laptops on top of it, at least we'll have the laptops. We're going to need them.

Randall stated I know we need them. I want to make sure the next step is to follow through with this in a timely manner so that we're actually allowing people to work at home that need to work from home and do it efficiently. That's my concern. I understand that we have aging desktops here. That is exactly why this matter got continued so that we could get docking stations so we are essentially replacing them and not having these laptops and turning around and replacing desktops in a year. I'm aware of that. I just think these things go hand in hand. Right now, I don't know that we are gaining a ton with the laptops alone.

Conway stated the other piece we don't want to do is buy all the new laptops and not get the server upgraded until the laptops are outdated. I don't think it takes very long before a laptop is outdated.

A motion was made by Randall, seconded by Wills, and unanimously carried to approve the purchase in the amount of \$13,588.00 for laptop computers utilizing CARES Act Funds.

7. COMMENTS FROM CITIZENS: There were no comments.

7.1. GENERAL BUSINESS: Resolution Authorizing Proper City Officials to Execute the Minnesota Muskie Location Agreement by and between Paulie's Film LLC and the City of Park Rapids:

Andrew Mack introduced Hannah Walker and Matt Olson, with Paulie's Film, a film company out of the Twin Cities. This item was brought to us by the Park Rapids Chamber of Commerce. They are interested in conducting some filming in the city. I had the opportunity to tour through the city's former liquor store. They've expressed an interest in filming in our facility. You have before you an agreement that has been reviewed by our insurance agent. We have the document ready to go. They have agreed to executing the document. There are provisions in here for allowable parking spaces so as not to interfere with the emergency services of our fire department. We'll get the water turned on for them inside the building and make sure all of that is functioning. Should the Council approve the agreement tonight, staff is recommending approval of a three week lease for the fee of \$900.00, or \$300.00 per week.

Hannah Walker stated I'm the line producer. Matt Olson is our production manager of the film, Minnesota Musky. We are representing a production company called, Paulie's Film LLC. We have identified the former liquor store as a potential filming location. The idea for filming there, we essentially would be there with our crew for just a single day, but given what our art department is envisioning for the space we need access to the building for those three weeks to turn the liquor store into a high tech robotics lab. That's the dream for it and what we are hoping to accomplish there. We have a crew of about forty. We understand the parking limitations. Our crew is very experienced, our art department in particular, in leaving places as we found them. As much as we will do to the space in our time there we will leave it exactly as we found it.

Walker stated we're filming all over the area, in Park Rapids and Nevis. We couldn't have asked for a better community to walk into. Everybody has been tremendously gracious to us. We have a whole day scheduled on the main street in Nevis. We're doing a lot of filming on Spider Lake and Potato Lake. Our crew is being housed at a beautiful resort, which is great for us, and a little bit unusual for a film crew, but has been beneficial in terms of with everything going on right now, we're taking COVID safety very seriously. That's really allowed us to quarantine our crew together.

Matt Olson stated we are working with the local hospital here to test our crew and our cast. It's been a total blessing for us in that we could get our crew tested. I just had a COVID test this morning. Everybody's been very accommodating. We're treating this quite seriously with the coronavirus situation as it is. Hannah Walker stated we couldn't have asked for a better community to walk into. As I mentioned we're also working with a couple of private residences where we will be filming. Our hope is to showcase the beauty that is up here. A lot of it takes place outside and on the lakes. There's some Muskie fishing involved. We're really excited to be here.

A motion was made by Stone, seconded by Wills, and unanimously carried to approve Resolution #2020-127 Authorizing Proper City Officials to Execute the Minnesota Muskie Location Agreement by and between Paulie's Film LLC and the City of Park Rapids.

8. CITY ADMINISTRATOR COMMENTS: Mathisrud stated yesterday was the election. I'd like to say a big thank you to Vik for her work in putting that together. There were a lot of accommodations and changes due to COVID-19. There were some challenges in getting that put together. But it all went together very smoothly. Vik, Stewart, Lockhart, Scott Olson, and Andrew Mack also helped with that. Vik and Stewart had about fifteen hours into that day. There is also a need for additional poll workers. Yesterday we had a lower turn out than the average, but we'll need more for the November election. It's a paid position. So, if anyone out there is able to help out let us know.

Mathisrud stated Scott Burlingame and his crew have been working real hard this week to demolish the old house at 521 Fifth Street. That is getting pretty close to being wrapped up. I'd like to thank David Susterick for his service in the National Guard. He is a street worker in the public works department. He's recently been called up in support of COVID-19 operation in the North Dakota National Guard. We look forward to his safe return in November, hopefully before it starts snowing.

Mathisrud stated I'll be working with Jeremy Jude next week. We are going to start the budget process and get prepared for the preliminary budget. That is due September 8th, 2020. That is coming up extremely fast. It's going to take time to prepare. As a reminder, that's where we set the maximum levy for the budget. The final budget, when that is approved, can be lower, but not higher. We'll be bringing something to the Finance Committee soon.

Mathisrud stated we submitted our first CARES Act report. We went through all of our invoices to add up our CARES related expenses. We found \$30,000.00 in city expenses that were directly related to COVID. Every month we will submit a report until October.

9. DEPARTMENT HEAD UPDATES: Mack stated the building permit was approved today for the Simonson Redevelopment. That project will be under construction any day now. It's all been reviewed and approved by our building official for the plans, and our city engineer for the civil side of the deal. The project has been a long time in the works. We're pretty excited that is going to get under construction in the next few days.

Mack stated we had a Parks Board meeting on Monday. There are a lot of things being worked on by the board. Some of those things will be coming to you as soon as your next meeting involving the tennis court project. Basically, it's the engineering phase, for services and soil borings. There have been substantial funds donated from the tennis association membership, a grant from the community fund, and funding commitments from Hubbard County.

Mack introduced Todd Streeter, with a consulting firm, who met with some of us here to talk about our future efforts for updating the city's comprehensive plan. I appreciate him coming up here to meet with us.

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

11. COMMENTS FROM COUNCIL: There were no comments.

12. ADJOURNMENT: A motion was made by Conway, seconded by Wills, and unanimously carried to adjourn the meeting at 6:32 p.m.

[seal]

Mayor Ryan Leckner

ATTEST:

Margie M. Vik
City Clerk