



**AGENDA ITEM #5.2.A-B.**

**REPORT TO CITY COUNCIL**

**Report Prepared by: Angie Duus**

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**Date:** September 1, 2020

**Subject:** CARES Act Funding Update

**Report:** Tyler Glynn will be present to inform the Council of the CARES Act/Coronavirus Relief Funds (CRF) Grant for Non-Profits and small businesses in Crow Wing County.

City Staff will present quotes obtained for use of funding obtained through the CARES Act. Attached are expenditure's already incurred by the City and quotes for potential expenditure's.

**Council Action Requested:**

1. Council motion to add a portion of the Cares Act Funding Pequot Lakes received to the pool for the CARES Act/Coronavirus Relief Funds (CRF) Grant.
2. Council motion to approve quotes for use of the CARES Act Funding.

**CITY OF PEQUOT LAKES  
COVID-19 CARES Act Funding Documentation Spreadsheet**

Three criteria for use of funds in the amount of \$176,748:

1. Necessary expenditures incurred due to the public health emergency for COVID-19.
  2. Expenditures not accounted for in the budget most recently approved as of 3-27-20.
  3. Expenditures were or will be incurred during the period from 3-1-20 to 12-1-20.
- Any funds unexpended on 11-15-20 must be sent to Crow Wing County.

| Ideas                                              | Person Responsible | Amount      | Notes                                        | Date      | Vendor                       | Documentation | Invoices  |                                                        |
|----------------------------------------------------|--------------------|-------------|----------------------------------------------|-----------|------------------------------|---------------|-----------|--------------------------------------------------------|
|                                                    |                    |             |                                              |           |                              |               | Number    | Description                                            |
| N95 masks                                          | Eric               |             |                                              |           |                              |               |           |                                                        |
| Gloves                                             | All depts          |             |                                              |           |                              |               |           |                                                        |
| Safety supplies                                    | Fire               | \$ 1,666.23 |                                              | 5/20/2020 | Emergency Response Solutions |               | 15317     | SCBA mask Adapter to cartridge filters                 |
| Cleaning supplies                                  | Nancy Adams        | \$ 123.94   |                                              | 8/13/2020 |                              |               |           | Reimb Lysol, Hand sanitizer                            |
| Safety supplies                                    | Library            | \$ 97.51    |                                              | 7/13/2020 | DEMCO Inc                    | Invoice       | 6816623   | Face Shields                                           |
| Safety supplies                                    | PD                 | \$ 335.41   |                                              | 7/30/2020 | Galls                        | Invoice       | 16168708  | Infrared thermometers                                  |
| Safety supplies                                    | PD                 | \$ 46.29    |                                              | 7/27/2020 | Amazon                       | CC Receipt    |           | Wall mirror and motion sensor alarm                    |
| Safety supplies                                    | PD                 | \$ 24.95    |                                              | 7/22/2020 | FBINAA Store                 | CC Receipt    |           | Face mask                                              |
| Safety supplies                                    | n/a                | \$ 343.68   |                                              | 5/20/2020 | Gull Lake Glass              | Invoice       | 9883821   | Plexiglass Shields for Administration office           |
| Safety supplies                                    | n/a                | \$ 118.37   |                                              | 5/18/2020 | Menards                      | CC Receipt    |           | Ordered 3-Ply Disposable masks for City Hall           |
| Safety supplies                                    | n/a                | \$ 118.37   |                                              | 5/18/2020 | Menards                      | CC Receipt    |           | Ordered 3-Ply Disposable masks for Library             |
| Cleaning supplies                                  | n/a                | \$ 59.80    |                                              | 3/27/2020 | Menards                      | CC Receipt    |           | Anti-bacterial cleaner & spray bottles (x4) FD         |
| Cleaning supplies                                  | n/a                | \$ 48.96    |                                              | 3/31/2020 | Fleet Farm                   | CC Receipt    |           | Towels & Microfiber cloths FD                          |
| Cleaning supplies                                  | n/a                | \$ 198.31   |                                              | 4/6/2020  | Dollar General               | CC Receipt    |           | Disinfecting supplies split between FD, PD & City Hall |
| Cleaning supplies                                  | n/a                | \$ 18.97    |                                              | 4/2/2020  | Menards                      |               | 30471     | Chemical sprayer & storage bin FD                      |
| Cleaning supplies                                  | n/a                | \$ 67.86    |                                              | 3/31/2020 | Menards                      |               | 30344     | Cleaner, supplies FD                                   |
| Safety supplies                                    | n/a                | \$ 8.97     |                                              | 4/1/2020  | Menards                      |               | 30407     | Safety Goggles FD                                      |
| Zoom subscriptions                                 | Angie, Dawn        | \$ 343.62   | \$32.18 per month for Admin and P&Z.         |           |                              |               |           | March-Dec                                              |
| VPN licenses                                       | n/a                | \$ 100.00   |                                              | 3/30/2020 | SHI International Corp       | Invoice       | B11555553 | AnyConnect 1 yr. licenses                              |
| Video for Council Chamber                          | Angie & Louis      | \$ 1,300.00 |                                              |           |                              |               |           |                                                        |
| Video for Meeting Room                             | Angie & Louis      | \$ 1,300.00 |                                              |           |                              |               |           |                                                        |
| External speaker for Zoom meetings                 | Council            | \$ 145.00   |                                              | 4/6/2020  | SHI International Corp       | Invoice       | B11583952 | JABRA USB speaker for Zoom meetings                    |
| External speaker for Zoom meetings                 | Fire               | \$ 145.00   |                                              |           |                              |               |           |                                                        |
| TV in police dept for zoom meetings & training     | PD                 | \$ 1,000.00 |                                              |           |                              |               |           |                                                        |
| Safety supplies                                    | PD                 | \$ 120.04   |                                              | 8/3/2020  | Galls                        | Invoice       | 16188048  | Safety Glasses                                         |
| Respirator Masks                                   | PD                 | \$ 7,500.00 |                                              |           |                              |               |           |                                                        |
| Tyvek suits                                        | Eric & Tom         | \$ 140.00   |                                              |           |                              |               |           |                                                        |
| Safety supplies                                    | FD                 | \$ 500.00   |                                              | 8/12/2020 | The Teehive                  | Invoice       | 132200    | Cloth Masks with FD Logo for ID                        |
| Water/sewer late fees waiver                       | Water/Sewer        | \$ 1,270.00 | per 5-5-20 City Council Mtg motion           |           |                              |               |           |                                                        |
| Liquor license fees reduction                      | n/a                | \$ 6,970.00 | per 5-5-20 & 6-2-20 City Council Mtg motions |           |                              |               |           |                                                        |
| Chamber rent reduction                             | n/a                | \$ 3,875.00 | per 5-5-20 City Council Mtg motion           |           |                              |               |           |                                                        |
| Cell Phone Stipend while Employees working at home | Admin              | \$ 165.00   |                                              |           |                              |               |           |                                                        |

**\$ 25,513.27**

**CITY OF PEQUOT LAKES  
COVID-19 CARES Act Funding Documentation Spreadsheet**

| Ideas                                                               | Person Responsible | Amount        | Notes                                                          | Invoices Vendor                     |
|---------------------------------------------------------------------|--------------------|---------------|----------------------------------------------------------------|-------------------------------------|
| Filters for various vehicles & mechanical systems                   | Jason, Eric, Tom   |               | Dependent on HVAC Replacement                                  |                                     |
| Laptops/tablets for Council members                                 | Angie & Louis      | \$ 3,215.00   | 5 at \$643 each                                                |                                     |
| Laptop, docking station, software - Angie for telework capabilities | Angie & Louis      | \$ 1,666.00   | Current computer slow and fan on continually                   |                                     |
| Backup Change to appliance and cloud storage                        | Angie & Louis      | \$ 8,000.00   |                                                                | Barracuda                           |
| Office 365                                                          | Angie & Louis      | \$ 9,600.00   | Cost is per year                                               |                                     |
| <b>HVAC</b>                                                         | Jason              |               |                                                                |                                     |
| Chamber Bldg                                                        |                    | \$ 5,760.00   |                                                                | Pike                                |
| Cole Bldg                                                           |                    | \$ 8,470.00   |                                                                | Pike                                |
| Library                                                             |                    | \$ 28,940.00  | Includes \$8,820 for recommended 6" fresh air duct into return | Pike                                |
| Water Treatment Plant                                               |                    | \$ 8,830.00   |                                                                | Pike                                |
| Fire Department                                                     |                    | \$ 18,350.00  |                                                                | Pike                                |
| City Hall                                                           |                    | \$ 13,980.00  |                                                                | Pike                                |
| <b>Total Pike</b>                                                   |                    | \$ 84,330.00  |                                                                |                                     |
| <b>Access Control System and Cameras</b>                            | Jason              |               |                                                                |                                     |
| <b>Birchdale</b>                                                    |                    |               |                                                                |                                     |
| Maintenance Facility                                                |                    |               |                                                                |                                     |
| Card Access                                                         |                    | \$ 1,550.00   |                                                                | Birchdale                           |
| Cameras                                                             |                    | \$ 1,850.00   |                                                                | Birchdale                           |
| City Hall                                                           |                    |               |                                                                | Birchdale                           |
| Card Access/Upgrade Security System                                 |                    | \$ 9,400.00   |                                                                | Birchdale                           |
| Cameras                                                             |                    | \$ 6,875.00   |                                                                | Birchdale                           |
| Cole Bldg                                                           |                    |               |                                                                | Birchdale                           |
| Cameras - Intersection and park                                     |                    | \$ 4,800.00   |                                                                | Birchdale                           |
| Chamber Bldg                                                        |                    |               |                                                                | Birchdale                           |
| Cameras                                                             |                    | \$ 1,400.00   |                                                                | Birchdale                           |
| Water Plant                                                         |                    |               |                                                                | Birchdale                           |
| Card Access                                                         |                    | \$ 2,350.00   |                                                                | Birchdale                           |
| Cameras                                                             |                    | \$ 1,400.00   |                                                                | Birchdale                           |
| <b>Total Birchdale</b>                                              |                    | \$ 29,625.00  |                                                                |                                     |
| <b>DSC Communications</b>                                           | Jason              |               |                                                                |                                     |
| All Buildings - Access Control                                      |                    | \$ 72,100.00  | No seperation of costs for each building                       | DSC Communications                  |
| Cameras                                                             |                    |               |                                                                | DSC Communications                  |
| Chamber Bldg                                                        |                    | \$ 8,450.00   |                                                                | DSC Communications                  |
| Maintenance Facility                                                |                    | \$ 10,075.00  |                                                                | DSC Communications                  |
| Water Plant                                                         |                    | \$ 9,630.00   |                                                                | DSC Communications                  |
| City Hall                                                           |                    | \$ 31,145.00  |                                                                | DSC Communications                  |
| <b>Total DSC</b>                                                    |                    | \$ 131,400.00 |                                                                |                                     |
| <b>IPS - Integrated Protection Systems</b>                          | Jason              |               |                                                                |                                     |
| City Hall                                                           |                    |               |                                                                |                                     |
| Access Control System                                               |                    | \$ 21,025.77  |                                                                | IPS - Integrated Protection Systems |
| Cameras                                                             |                    | \$ 35,495.95  |                                                                | IPS - Integrated Protection Systems |
| Maintenance Facility                                                |                    |               |                                                                | IPS - Integrated Protection Systems |

|                                                                                                                            |                |                   |                                                                                                                                                                                                                                                                                                                                              |                                     |
|----------------------------------------------------------------------------------------------------------------------------|----------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Access Control System                                                                                                      |                | \$ 2,963.04       |                                                                                                                                                                                                                                                                                                                                              | IPS - Integrated Protection Systems |
| Cameras                                                                                                                    |                | \$ 6,876.21       |                                                                                                                                                                                                                                                                                                                                              | IPS - Integrated Protection Systems |
| Safe Drop Area                                                                                                             |                |                   |                                                                                                                                                                                                                                                                                                                                              | IPS - Integrated Protection Systems |
| Cameras                                                                                                                    |                | \$ 3,748.82       |                                                                                                                                                                                                                                                                                                                                              | IPS - Integrated Protection Systems |
| Council Chamber                                                                                                            |                |                   |                                                                                                                                                                                                                                                                                                                                              | IPS - Integrated Protection Systems |
| Camera                                                                                                                     |                | \$ 1,729.53       |                                                                                                                                                                                                                                                                                                                                              | IPS - Integrated Protection Systems |
| Water Treatment Building                                                                                                   |                |                   |                                                                                                                                                                                                                                                                                                                                              | IPS - Integrated Protection Systems |
| Cameras                                                                                                                    |                | \$ 4,852.76       |                                                                                                                                                                                                                                                                                                                                              | IPS - Integrated Protection Systems |
| Access Control System                                                                                                      |                | \$ 3,035.21       |                                                                                                                                                                                                                                                                                                                                              | IPS - Integrated Protection Systems |
| Chamber Bldg                                                                                                               |                |                   |                                                                                                                                                                                                                                                                                                                                              | IPS - Integrated Protection Systems |
| Camera                                                                                                                     |                | \$ 4,852.76       |                                                                                                                                                                                                                                                                                                                                              | IPS - Integrated Protection Systems |
| Intersection at Main and Patriot                                                                                           |                |                   |                                                                                                                                                                                                                                                                                                                                              | IPS - Integrated Protection Systems |
| Camera                                                                                                                     |                | \$ 4,948.38       |                                                                                                                                                                                                                                                                                                                                              | IPS - Integrated Protection Systems |
| Trail Side Park                                                                                                            |                |                   |                                                                                                                                                                                                                                                                                                                                              | IPS - Integrated Protection Systems |
| Camera                                                                                                                     |                | \$ 4,948.82       |                                                                                                                                                                                                                                                                                                                                              | IPS - Integrated Protection Systems |
| Waste Water Building                                                                                                       |                |                   |                                                                                                                                                                                                                                                                                                                                              | IPS - Integrated Protection Systems |
| Access Control System                                                                                                      |                | \$ 4,375.21       |                                                                                                                                                                                                                                                                                                                                              | IPS - Integrated Protection Systems |
| Cameras                                                                                                                    |                | \$ 2,952.71       |                                                                                                                                                                                                                                                                                                                                              | IPS - Integrated Protection Systems |
| Total IPS                                                                                                                  |                | \$ 101,805.17     |                                                                                                                                                                                                                                                                                                                                              |                                     |
| City Hall Front Entrance                                                                                                   | Jason/WSN      | \$ 32,708.40      | Minus ADA door cost as in 2020 budget already                                                                                                                                                                                                                                                                                                | WSN                                 |
| New Chamber Council - It is estimated by WSN that the cost could go go over the amount that we received for CARES funding. |                | \$141,680-unknown | Per WSN City Hall Building Facility Draft Report of remodel cost is \$115 per sq ft; 1232 s.f. for new council chamber 1232*115=\$141,680 Estimated (Does not include updated design to do just this part of the project or other building costs that will occur by separating Council chambers out from the entire design of the City Hall) | WSN                                 |
| Cole Building ADA Doors                                                                                                    | Jason          |                   |                                                                                                                                                                                                                                                                                                                                              |                                     |
| Gull Lake Glass                                                                                                            |                | \$ 5,950.00       | If added would need to take out of 2021 Budget before preliminary approved today                                                                                                                                                                                                                                                             |                                     |
| Brainerd Glass                                                                                                             |                | \$ 4,438.00       |                                                                                                                                                                                                                                                                                                                                              |                                     |
| CARES Act/Coronavirus Relief Funds Grant                                                                                   | BLAEDC/Council |                   | Amount to be decided by Council                                                                                                                                                                                                                                                                                                              |                                     |