



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY, JULY 22, 2019 @ 6:00PM

WORK SESSION MEETING MINUTES

CALL TO ORDER: The City Council of the City of Blackduck met in a scheduled work session in council chambers at City Hall at 6:00PM on July 22, 2019.

Roll Call

Councilors present: Mayor Patch, Councilors Moore, Kolb, Sellon, and Gulette

Councilors Absent: none

Staff Present: City Administrator, Christina Regas, Public Works Supervisor, Mike Schwanke, Liquor Store Manager, Shawnda Lahr

Others Present: none

The meeting was called to order at 6:00pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

OLD BUSINESS –

1. City of Blackduck Tour –

- a. Blight List – Regas reported Councilor Kolb supplied the City a list of blighted properties from the City Tour with suggested areas of improvement. Regas noted some letters were sent out to property owners and there have been verbal conversations as well. Kolb asked if the blight will be toured more than once a year. Kolb understood the workload Regas has and suggested having other staff work on the lists or hire another staff member to do the tours. Regas commented she would love to have additional help with the tours but suggested to save payroll it would be more beneficial if all staff reports on blight and residents.
- b. Liberty Drive & Croswell Ave. – Regas reported to Council that Curt Meyer would be present at the City Council meeting in August to plans for Liberty Dr. & Croswell Ave. Councilor Gulette asked when Northern Ave. is scheduled for repair on the CIP. Regas reported 2018-2023. Regas continued stating some streets will need repair prior to avoid more deteriorate. Mayor Patch asked if additional gravel can be added to Northern Ave. Schwanke stated it would only be temporary. Regas stated when Meyer meets with Regas and Schwanke they will request plans for Northern in addition to the other roads.
- c. 449 Main Street N. – Regas provided a bid for review of council for the grading issue after the road improvement to Main street located at 449 Main St. N. (Clifford Hanson). Regas encouraged council to consider funding the grading issue at the next council meeting to be completed this summer. Patch asked if the bid includes seeding. Regas confirmed that bid should include all costs associated with the grading issue. Councilor Gulette suggested council consider funding the repairs to the property.
- d. Waste Management Curbside pick-up – Mayor Patch asked if waste management was contacted regarding residential waste pick on the curb instead of alleys. Regas stated they were contacted, WM stated it should not affect the residents' bills but could not report when it would begin.
- e. Recycling Bins – Regas reported having conversations with Commissioner Gaasvig and reported the City does not wish to see the bins be removed but would still like to see the bins controlled more. Regas reported that Gasvig stated when Beltrami County has control of the pick ups it would run



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better. Regas further stated Gasvig asked if the City would want the bins fenced in. Regas stated it would be difficult to fence them with the additional traffic and use of the location at this time. Councilor Kolb asked if the bins could be locked at night. Regas stated the City does not own the bins and does not have the control of them. Lahr stated a fence and locking them would not stop people from leaving the trash. Councilor Sellon asked if a game camera could be placed at the bins. Regas stated yes but the amount of traffic in the area would take more time to review the footage. Regas stated the users of the bins just need to obey the rules to avoid the trash. Nothing further.

NEW BUSINESS –

1. Liquor Store – Regas and Lahr provided details to funding updates to the Municipal Liquor store.
 - a. Kitchen renovations & Auto Fry – Lahr provided a quick summary of costs associated with updating the current kitchen area to add an auto fry to provide French fries to the current menu. Costs include:
 - i. Building a wall - \$1125
 - ii. Purchase of the Auto Fry – used - \$1150 or new \$7534
 - iii. Wiring - \$600-\$800
 - iv. New table for auto fry and grill - \$98-\$328
 - v. New under cabinet freezer - \$1049-\$1399
 - vi. Other supplies - \$1049-\$1399

Total startup would be \$5302 - \$11,918. Lahr would like council to authorize a budget to expand on the existing kitchen to increase the food sales. Lahr further provided a cost/profit listing of types of food that could be sold if the improvements are made. Lahr stated if the City authorizes the purchase of the used auto fry and it is a success then the introduction is a lower commitment in costs to the liquor store. Lahr further stated that at that time the City could authorize the purchase of a double auto fry and the additional funding for the double wouldn't be as high. Kolb asked if Lahr would plan to wire and have space for a double auto fry in the future. Lahr confirmed. Councilor Moore stated she is on board and so is Councilor Kolb. Moore stated the Kelliher Liquor store is doing really well with their food. Lahr stated she has spoken to the manager of Kelliher and he stated that there are some months their food sales is the only thing that cash flows. Lahr stated she does not want to get carried away too quickly to control quality. Regas summarized the presentation by stating Lahr will be asking Council in August to provide a budget to work with to expand on the liquor store kitchen facilities. Councilor Sellon was in favor of purchasing the used fryer. Lahr believed from her research that the used fryer could last long with proper care and cleaning.

- b. Street & Building Signage – Lahr provided to council quotes from two vendors to discuss needed improvements to the Pond exterior signage. Lahr stated the reason the quotes were obtained was due to the needed improvements to the existing sign stating it is only half lit, and has old fluorescent tubes. Lahr had asked Ross Lewis Sign Co. to fix it, improve it with LED bulbs, add a monochrome message center and/or add an open close sign. Lahr stated after attending MMBA conference in the Spring a representative from Scenic Sign Comp. provided a package quote to improve the current sign to LED and add a message center that could allow for full color rotating liquor offers, events, operating hours of operation or anything else. Councilor Gullette asked if anything could be put on the message center. Regas stated yes. Gullette stated then we could charge others to advertise on the message center. Kolb confirmed that was a good idea. Regas further stated Scenic Sign company provided an additional quote to only erect a message board that includes our cabinet sign in LED digital format. Regas stated the capability of the message center is big and could be adapted for many logos, and other types of advertising and it rotates the messages like a powerpoint presentation. Regas provided the costs for the message centers and reported the company breaks the costs down much like a lease



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package over a 5-year timeframe. Lahr stated that regardless of the higher costs associated with the message center and the quotes from Ross Lewis not matching Scenic the exterior sign does need to get fixed at a minimum of \$2100. Lahr suggested having Ross Lewis provide quote that includes a message center. Kolb asked if there are any other vendors that could quote the sign options. Schwanke stated Indigo Signworks in Fargo would be another vendor to reach out to. Lahr summarized that some funds need to go into the sign to improve. Lahr supplied for council review a sample of building signage that Scenic could provide on the end of the canopy that would also be lighted to call out The Pond Liquor. Kolb asked if the plan to cut back the canopy closer to the entrance if the signage would still work. Regas confirmed. Kolb asked if there would be additional signage deterring the tractor truck parking in front of the building. Lahr stated if the canopy is cut back then stripping could be added to the parking lot to signify a 'no parking' area but stressed the liquor store does want the business of the campers and the trailers. Kolb stressed the issues with the semi-trucks. Kolb stressed how important it is to have the no parking enforced to extend the life of the parking lot. Patch requested Scenic's 2nd quote with just one sign to be broken down more to see how much the larger sign will be. Lahr suggested Scenic Sign present to the council, and noted she was disappointed the amount for the larger sign went up significantly. Lahr stated she would look into an additional quote from Indigo and to see if Ross Lewis can offer a quote that is closer to Scenic. Nothing further.

- c. Parking Lot – Regas reported to council that recent liquor committee meetings have agreed to bring in crushed granite to fill in the remaining are of the parking lot. Regas stated that at this time Schwanke is hesitant to move forward, believing that the granite may not be the best suited path. Nothing further at this time.
- d. Underground drain lines – Regas reported the drain lines at The Pond have had issues and Juelson Plumbing will be camera and rotor the drain lines all the way out to the street to clear the lines and fine the problem with the ongoing issues. Schwanke stated he has concerns regarding the service line as he believes the line is made of clay tile and believes the line may have failed with the recent construction and parking lot renovations. Regas stated the drain line issues must be solved prior to improving on other areas of the liquor store. Lahr stated some of the drain issues are from the type of fluids going into the drain from the taps. Lahr stated calcium can build up in the drain lines and get plugged. Nothing further at this time.
2. MnDot Pedestrian Field Walk for 2023 Recap- Regas summarized the pedestrian and bicycle street walk to review the City crosswalks for the 2023 MnDot MN State Hwy 71 project. Regas stated the inventory the group takes will be added to the project manager's plans to determine what type of pedestrian use can be added or not. Regas stated the group from MnDot reviewed the crosswalk on 71 & CSAH 30 and the City walking trail and how state highway 71 affects the community. Regas further stated Police Chief Grangruth and PWS Schwanke were included in the inventory. Patch asked if the speed limits were discussed. Regas confirmed noting the need to have the limits lower sooner. Nothing further.
3. Donation Request – 2019 Blackduck Chamber Liability Insurance - Regas stated a donation request from the Blackduck Chamber may come in front of the Council in the August meeting. Kolb asked if this request is one that comes up each year. Regas confirmed. Kolb asked if Regas had the budget off 'the top of her head' that hasn't changed over the years of all the donation requests. Regas did not think she had the amount for all donations. Kolb stated if Regas did not have the total amount then to please make steps to correctly state the amounts when asked for. Regas stated that she did have her budget book present for the finance meeting and looked up the amount budgeted from the liquor rent fund for 2019 was \$4000 and year-to-date \$2875 was used. Kolb asked if \$4000 is what is budgeted every year. Regas stated the budget has been higher in prior years. Kolb stated he wants to have enough budgeted each year for the repeat donation requests. Patch asked if the Chamber request would be the last amount for 2019. Regas stated the Blackduck Art & History Center



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had not submitted their 2019 request and it typically comes in October. Sellon stated he recalled the history center already receiving their donation this year noting how they presented to council and council believed if the center was doing well then the donation wasn't needed. Regas stated the presentation was from 2018. Nothing further.

4. Library Air Conditioning Unit- Schwanke stated the library air conditioner is no longer working well. It has been determined that either the compressor or the computer are fried and it is impossible to tell which is which as one controls the other. Schwanke stated he received a quote from Juelson's to replace the parts for \$1250 for the compressor and \$1200 for the computer without shipping or labor. Kolb asked if that is for the air conditioner. Schwanke confirmed. Schwanke stated a brand new unit would cost \$4,000 for a 3-ton unit, mini split with a single head installed by Juelson. Schwanke stated the original was put in 2006 or 2008. Moore asked if the City has determined what the responsibility separation is. Regas stated the building and all of the contents are owned by the City. Kitchigami only supplies the staffing payroll and the tech support and internet and software in the computers. (Gullette requested Regas attend the next Library board meeting in August) Patch asked where the funding for an air conditioner can come from. Regas stated in the 2019 there was a fund line for \$2000 to remodel the ceiling and lighting in City Hall and right now the fund line has \$1850 left in it. Regas stated the remaining costs could come from the general fund from 2019, but emergencies must be taken care of when they happen. Patch requested another quote to review, and recommended the City purchase a new air conditioner. Schwanke stated Juelson's noted the price could go higher if the City waits too long. Regas reminded council the funds to cover the air conditioner need formal approval and the next meeting isn't until August 5. Kolb asked if an emergency meeting could be called. Mayor Patch called an emergency meeting Thursday, July 25, 2019 @ 9am noting a quorum would be established to award a bid for a new air conditioner for the Library. Gullette suggested a service plan be added. Patch asked if the liquor rent fund could assist with paying for the air conditioner. Regas was uncertain and requested time to consult the policy first. Nothing further.
5. Golf Course Greens Mower Reel Motor - Regas reported the reel motor for the greens mower is working and that Andersen is requesting permission to order the second motor. Kolb requested the authorization to approve the purchase of the motor to the emergency meeting.
6. Electric Use for Street Lights - Regas supplied for council a 3-year review of the electricity used for street lighting since the led fixtures have been upgraded. Regas further stated the Chamber is working on purchasing more updated led holiday/winter decorations from a grant received from BEC. Kolb asked if any further confirmation regarding if the City pays to have the holiday lights put up or not. Regas stated BEC puts the decorations up when the staff has time and to take them down, and that is one reason the holiday lights came down as late as they did in early 2019.
7. Water Fountains at City Parks - Kolb asked if water fountains can be installed at our City parks. Schwanke stated if the City would like to pay for the installation of a fountain then it is possible. Schwanke further stated there are other sources of water at Wayside Park. Schwanke stated he would look into the costs. Nothing further.

ADJOURN – Council adjourned their work session at 7:45pm.

Christina Regas, City Administrator

Rudy Patch, Mayor