



BLACKDUCK CITY COUNCIL EMERGENCY MEETING
THURSDAY, JULY 25, 2019 @ 9:00AM
EMERGENCY COUNCIL MEETING MINUTES

CALL TO ORDER: The Blackduck City Council met in an Emergency Meeting on July 25 2019 @ 9:00am at City Hall. Meeting was called to order by Mayor Rudy Patch and the pledge of allegiance was recited.

ROLL CALL:

Councilor Present: Mayor Patch, Councilor Kolb, Sellon, and Gullette

Councilors Absent: Councilor Moore

Staff Present: City Administrator Christina Regas, and Public Works Supervisor Mike Schwanke, and Blackduck Public Librarian Kelly Hanks

Others Present: none

APPROVAL OF THE AGENDA - Moved by Councilor Gullette and seconded by Councilor Kolb to approve the agenda as presented. Motion carried unanimously.

LIBRARY – Kelly Hanks, Librarian

1. New Air Conditioner Bids – Regas provided to council 3 bids for a new 3-ton air conditioner for the Blackduck Public Library. Schwanke discussed the 3 bids reporting to Council the units bid are all different brands of air conditioners but basically all the same size. Mayor Patch stated that in Nendick’s bid the estimate states the installation of a ‘36K unit’ and asked Schwanke if that is still a 3-ton unit. Schwanke confirmed. Councilor Gullette asked if the Naylor bid extra items such as a concrete pad is necessary. Schwanke stated what is installed now the Library does not have the line-set parts now to hide the electrical and isn’t completely necessary unless the City wants it for esthetics and the metal stand may be needed for the 3-ton unit that is quoted to be off the ground higher. Gullette stated he wanted to know what the additional \$1,000 in Naylor’s bid is coming from. Schwanke stated he did not have the opportunity to speak with Naylor’s to clarify the breakdown of the bid. Mayor Patch asked if the timeline for installation would be any different between the bids. Schwanke could not comment on more than Juelson’s stating that they could have the unit installed by the end of the week. Schwanke did stress that all the vendors understood this is a ‘rush’ job. Councilor Sellon asked if Juelson’s was the vendor that quoted Schwanke over the phone. Schwanke stated yes, and confirmed that Juelson’s honored the verbal quote when the written estimate was provided to the City. Mayor Patch asked Regas where the funding for the air conditioner could come from. Regas provided Council a cash balance report to review and reminded Council there is still \$1850 in the Government Building Fund Line in the General Fund that could pay for a portion but



BLACKDUCK CITY COUNCIL EMERGENCY MEETING
THURSDAY, JULY 25, 2019 @ 9:00AM
EMERGENCY COUNCIL MEETING MINUTES

not all of the air conditioner. Regas further stated the Unrestricted Revolving Loan fund allows the City the ability to use those funds for general fund purposes by Statute. Regas further stated the Library fund of 2019 has little maintenance funds to pay for the air conditioner. Regas stated the unrestricted RLF fund after the approved loan to “Flowers in the Attic” would have a balance of \$107,619.96. Regas further stated that the Public Funds Policy was reviewed after requesting the Liquor Rent Fund pay for the air conditioner to clarify if those funds could be used for a purchase of this nature. Regas did not find anything stopping the City from using the funds but Regas did not recommend the funds be used for this nature. Mayor Patch asked what the process would be if the City took money from the RLF fund to pay for the air conditioner. Councilor Sellon asked if the City would be taking a loan from themselves and need to pay it back. Regas stated that since the fund is ‘unrestricted’ a repayment option is not needed. Councilor Gullette asked if then the building fund for 2019 would not need to be touched. Regas confirmed. Gullette asked if the City has any other potential borrowers in the process for RLF funds. Regas stated only “Flowers in the Attic” at this time and Council approved that on July 8, 2019. Gullette asked if there were any more potential borrowers. Regas stated no.

Moved by Mayor Patch and seconded by Councilor Sellon to award the bid to Juelson Plumbing & Heating in the amount of \$4,000 for a new 3-ton unit installed and pay for the installation from the 2018 Revolving Loan Fund (unrestricted). Gullette stated if the vendor can have the unit installed by the end of the week that would be really great. Patch stated moving forward the City should create a maintenance fund for the Library that is more substantial than previous years. Regas stated the building maintenance funds should be reviewed carefully if the City intends to keep and maintain the existing buildings in the future. Gullette asked Librarian Hanks for any feedback. Hanks stated the staff and visitors of the Library will be happy to have the air conditioning back on. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.

GOLF COURSE – Jim Andersen, Superintendent

1. Trim Mower Reel Motor – Regas provided for Council review the invoice from the first reel motor from Davis Equipment Corp. Turfwerks approved for purchase at the July 8, 2019 regular council meeting for discussion in the amount of \$752.44 (including tax). Mayor Patch reported to the Council that Andersen told him the Trim mower is working much better with the new reel motor and to purchase the last motor should bring that mower up and running 100%. Patch further asked if the \$752.44 was all the costs needed as the City installs the motor ourselves. Regas confirmed.



BLACKDUCK CITY COUNCIL EMERGENCY MEETING
THURSDAY, JULY 25, 2019 @ 9:00AM
EMERGENCY COUNCIL MEETING MINUTES

Moved by Councilor Sellon and seconded by Mayor Patch to purchase another motor in the amount of \$752.44. Councilor Gulette stated his concern that the machine is an older unit and that Andersen had stated himself, “it had appeared it had fell off a trailer and been welded”. Patch asked if that unit had been purchased used. Regas confirmed. Gulette stated it had been purchased ‘sight unseen’. Regas stated this mower was purchased with the 2012 bond that included the carts, some irrigation upgrades without much feedback from Andersen and confirmed the mower was purchased used. Gulette stated installing a new motor is just putting on a band-aid but understood the City could not afford to purchase another new mower. Patch stated that his understanding is the only issue with the trim mower is the unevenness with the cut due to the motors otherwise the mower works fine. Hearing no further discussion, Mayor Patch called for a vote on the motion. Motion carried unanimously.

ADJOURN - Moved by Councilor Gulette and seconded by Councilor Sellon to adjourn the meeting at 9:15am. Motion carried unanimously.

Christina Regas, City Administrator

Rudy Patch, Mayor