



AGENDA

Blackduck City Council - Work Session Meeting

6:00 PM - Monday, April 20, 2020
Zoom Meeting & YouTube Live Stream

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1.	CALL TO ORDER	
a.	Roll Call	
b.	Pledge of Allegiance	
2.	APPROVAL OF AGENDA	
a.		
3.	OLD BUSINESS	
a.	City Building Designs & Redesigns - Stephen Rose, Widseth Liquor Store Combined Reports and Cost Estimate 4-16-20 Liquor Store PROPOSED FLOOR PLAN Combined Maint and Police Facility Program and Estimate 4-16-20 Blackduck City Hall Program and Estimate 4-16-20	3 - 38
b.	Golf Course Cart Shed - status update	
c.	Rural Development Grant Application - Christina Regas Language Access Plan (LAP) for City of Blackduck SAMPLE LEP - 4 Factor Analysis Language Access Plan (002)	39 - 53
d.	Donation Request - Blackduck After Prom 2020 After PRom	54 - 55
e.	Seitz Chainlink Fence - Mayor Patch Land Use Permit 2019-06 Seitz	56 - 60
4.	NEW BUSINESS	
a.	Public Works Department topics for Discussion - Mike Schwanke Croswell Avenue Equipment Streets Pine Tree Park Water and Wastewater	
b.	Council Vacancy - Status	
c.	Blackduck Budget Comparison (Covid-19) Spring 2019 vs. predicted 2020 - Christina Regas covid summary	61
d.	Requests for Proposals for Legal Services - Christina Regas RFP Attorney Blackduck 2020 RFP notice signed	62 - 67
e.	Conflict of Interest / Code of Ethics Policy Deep Dive - Blackduck City Council	68 - 74

April Month Discussion: 1. Act in the Public Interest
Elected Official Conflict of Interest Disclosures

[Conflict of Interest - Code of Ethics signed](#)

5. ADJOURNMENT

a.

The Pond

City of Blackduck Liquor Store and Lounge

Building Assessment



April 16, 2020

Widseth Smith Nolting & Assoc. Inc.

315 5th Street NW

Bemidji, MN 56601

Existing Facility:

The Original Liquor Store/Bar, "The Pond" was built in approximately 1978. The Liquor Store portion consists of 1,680 sf, and the Bar Area is 2,800 sf. for a total area of 4,480 sf. They share a common entry vestibule and covered drive through at the west side (front) of the building. Deliveries are accessed from an eastern (rear) door on the Liquor Store side of the building. There is a second exit from the Bar Area to the south, and an exit to an exterior Patio Area, also on the south side of the building. The Restrooms are accessed from the Bar side of the building. The center portion of the building houses the Mechanical Room, some Storage, an Office and a remodeled area for a small Kitchen. This center Kitchen Area backs up the Bar and is the only walkway to get from one side of the building to the other. The Office entrance is also at this same point. This becomes a very congested area.

Photos:



Architectural Evaluation:

Exterior Walls: Overall this building is in good condition. The exterior walls were all originally 7" x 5" fabricated, stacked logs, but the non-load bearing end walls (north and south) have had the logs removed and have been framed in conventional 2x6 stud wall framing with log siding added to them. Other logs show signs of deterioration, rot, and water damage. The portions of damaged logs, mostly at the ends, could be replaced in sections where needed. Finish generally is in good condition and would not need to be refinished in the near future.

Photos:



Recommendation: Replace the portions of deteriorated logs as needed. Refinish those area to match.

Photos:



Roof: The roof was semi-snow covered but looks to be in good condition. The covered Drive-through roof has damage to both sides, having been hit by taller vehicles. Management has indicated that the covered drive through is not needed for vehicles to drive under.

Recommendations: No need to replace the shingles throughout the roof. Remove most of the Drive-through roof and structure. Repair as required. Allow the portion remaining to provide a covered entry area over the central doorway. Redesign to provide a focal point to the front of the building at the entryway.

Photos:



Building Envelope:

Walls: The Original Building was made from manufactured wood logs, approximately 7” thick, and 5” tall. They are usually assembled in a stacked fashion, with a tough/groove, and caulking between each log. These walls have no cavity or area for additional insulation. Typically, over time the logs, shrink, crack and check. This allows air movement through them and between them. This assemble is highly dependent on the caulking between the logs for a good air seal. The end walls (north and south) area non-bearing walls, have had the logs removed and conventional 2x6 framing was put in place with ½ log siding applied. These walls were then insulated with 6” fiberglass batt insulation in the stud cavities. This assemble has an approximate R-19 insulation value.

Attic: Upon review of the attic, we found approximately 10 to 12 inches of cellulose insulation across the ceiling. At an R value of 3.5 per 1”, it equals approximately R=35 for the attic. This is adequate for a typical attic insulation. It appeared to have proper ventilation throughout. There are 6” batts covering the Attic access.

Recommendations: No changes required to the building envelope.

Exterior Paving, sidewalks and patio: The parking lot had been repaved recently and was in good condition. Area to the north and east sides of the building were not paved because of the pending possible addition to the Liquor Store at the north side of the building. The concrete Patio Area to the South east side of the building was added recently. It has a fence surrounding it and all are in good condition. The sidewalks are newer, some cracking is showing but all are generally in good condition.

Recommendation: No replacement required. Repair and patch paving only where required at the areas where the Drive-through roof columns are removed. Sidewalks and Patio require no action.

Photos:



Entry Doors: The Main entry door is a flush, insulated metal door in metal frame. It has many dents, and scratches. A very industrial looking door, but this may be required for the abuse it may take from customers and the wind and the weather. It looks to be operating well.

Photo:



South Entry Door: Similar to the Main entry door, flush metal door, but with a small light for viewing. This door is in similar condition to the Main entry door. Also, very industrial looking, but this may be required for the abuse it may take from customers and the wind and the weather.

Photo:



Rear Delivery Door: Also, a Flush Insulated Metal door and frame. Used for deliveries only. Aesthetics do not come into play here. The needed durability is most important.

Photo:



Recommendations: Replace doors only if looking for a more aesthetically pleasing door. Most other styles of doors will not be as durable as this type. A less durable door would be more maintenance and may tend to be problematic over time. We would recommend cleanup, repair and refinish these doors. Adjust closers to shut properly and replace worn weather stripping.

Patio Door: This door is a Commercial Aluminum framed full light store entrance door. This door does not take the amount of abuse and use as the other doors. This door is much newer and a good condition.

Photo:



Recommendation: No replacement required here.

Interior Evaluation: At the interior, only the Liquor Store was reviewed. There were no requests to review the Bar area. There is 600 SF of Retail Floor area. There is 312 SF of Cooler Area. There is approximately 768 SF of “Back Storage” area.

Generally, the interior areas are in good condition. The first thing I noticed is the lack of space. Every square foot of the Retail side of the building is in use. With overstock in both storage areas, in the cooler, and in the hallway between. Aisleways and circulation areas are tight and cluttered. More space is needed for the Quantity of products in the Retail Area.

The Spatial Arrangement is the second issue that stands out. There is more back Storage space than there is Retail space. This does not allow to get the right quantities of product on the shelves in the Retail area. Constant restocking is required to fill the retail shelves. If the Retail area was larger, there would be enough space on the shelves for products so they would not require restocking so frequently. If more product were on the retail shelves, less back storage space would be required. This is also true of the Cooler space. The cooler mostly houses beer in both six-packs and larger cases. Because of the lack of cooler space, larger case quantities are stacked in the back-Storage areas and Hallway. Again, this requires moving product multiple times before it is sold. Because of the Cooler’s central location in the building, it cuts off the ability to expand the Retail space into the existing storage areas. Generally, the existing Retail Area, and Cooler Area are only about half of the size that they need to be. The Back-Storage Space is about double the size that is should be.

Photos:



Spatial Recommendation: Expand the Building area to the north with a New Building Addition. The size shall be determined. This addition could house additional Retail Space, Cooler Space or both. The Key is the present location of the Cooler. Presently the cooler blocks off the expansion of retail space within the existing Building and disrupts any continuity of the Retail space with a new addition.

Relocate the Cooler within the existing building or Remove it and add a new one in the addition is recommended. Relocating the Cooler would allow the Retail space to expand within the existing building area or within the new Addition. Evaluation During Design could determine with best layout and use of these spaces. With the relocation of the Cooler, the Storage spaces could be re-evaluated, and those areas could be used for other necessary spaces.

Interior Finishes: Interior finishes may provide the décor that they are looking for, but may also need to be updated, for aesthetics and ease of maintenance. The flooring needs replacement at the Retail Area. A more durable and easy-to-clean surface may be better. Back area floors are concrete, or vinyl tile and are adequate for those areas. Ceiling heights in the Retail Area are adequate but may require more lighting.

Photos:



Recommendations: Provide new flooring in the Retail space to allow for ease of maintenance and durability. Provide lighter, cleanable wall surfaces in the Retail space to brighten-up those areas. I would suggest a simple color palate, or white, to allow the product to take “center stage”. Keep simple concrete flooring in storage areas that are easy to clean and very durable.

Cooler: A customer access, rear loading cooler is very necessary for six-packs, singles and some wine. It tends to not work best for larger cases though. It is very unlikely that a customer can remove a case without banging the door. A Cooler made for Customer access may be a better option for the larger case goods.

Recommendation: Relocate the customer access cooler to allow for best use of Retail space. Still provide the rear loaded, front access doors for six-packs and smaller quantities. Provide an alternate access to the Cooler for customers to select larger case goods.

Photo:



Retail shelving: Presently the retail shelving allows for a single front of each brand of item, with additional same items behind. Unfortunately, this means that 4 bottles are on the shelf and 8 or more bottles are in a back-Storage area. To provide less restocking, and require less back storage space, it would be better if the shelf could hold one full case of each item, 12 bottles, then little back room space would only be needed when the next case were restocked.

Photos:



Storage Rooms: Storage areas are for overstock. When the retail shelves cannot hold products, the remainder goes to the Storage area. If the Shelf could hold more product, less would be required to be stored in a Storage Room. Presently the Storage Rooms are holding overstock bottles, and cases of beer. Cases of beer are stored here until space is available in the cooler, then it is transferred to the cooler. Each case is handled at least two times, maybe more if adjustments need to be made when one product sells faster than another.

Kitchen: Presently the Kitchen consist of a Grill, Oven/Fryer, Microwave, and some prep area. There is a hood over the Grill and a Fire suppression System. A small three basin wash sink is in the direct traffic flow just outside of the office door. A food prep area is at the other side of the Office door also in the direct traffic flow. There is no immediate storage in the Kitchen area. Product is stored in remote refrigerators located in the storage rooms, in the Beer Cooler or other locations. Kitchen workers often need to leave the kitchen to access products in either the back-storage rooms or the Cooler. The only access to the Office, is through the Kitchen Prep area or Cleaning area.

Photos:



Recommendations: There are many activities going on in a very little space. Some of those activities should be removed. We recommend that the Office be moved to another location. That would remedy three items:

1. The Kitchen could expand into the former Office space to become larger.
2. Kitchen Staff would not need to leave the Kitchen area to get products.
3. Office personnel would be removed, and traffic would be reduced through the Kitchen.

If the present Office area became part of the Kitchen, dry storage shelving and the refrigerators could be moved there.

Office: If an Addition were added, and the Retail/Storage spatial proportions were changed, there would be space available in the existing Storage Room area. Presently the Office is very small. It also houses the Security system. A new Office could easily fit within the available space with space available for other needs.

Photo:



Recommendation:

Relocate the Office to an area presently used for Retail Storage. The office could be sized appropriately, and traffic to it would not be at the Kitchen work area.

Employee Area: Presently there is no space for Employee coats, personal Items, break room, etc. Coat are stuffed behind counters, or wherever. The Employees should enter the building and have an area to drop off belongings and prepare for work.

Photo:



Recommendation:

Provide an Employee Break Room, at the area presently used for Retail Storage. This would be adjacent to the rear entry, giving them direct access to this new Employee Break Room, and Office.

Code Review:

This code review of the building is based on the 2015 Minnesota Building Code. Many areas have been reviewed, but I will only discuss the code deficiencies in this report, not the areas where code requirements have been met.

- This building has multiple Occupancy types. Meaning there are two differing functions happening within one building. The Bar portion of the Building is considered an A-2, Assembly Occupancy. The Retail portion of the building is considered an M, Mercantile Occupancy. Each of these occupancies have limitations for the size they can be based on the type of construction they are made of. In this case the Building is a Type V-B construction. Meaning its walls, and roof structure are made of wood, and it does not have a fire sprinkler system in it. For this type of construction, the Bar area can be up to 6,000 s. f. and 1 story. The Retail area can be up to 9,000 S.F. and 1 story. Presently both areas are within those limitations. Even when the addition is added to the Retail side of the building, it is suspected to not reach the area limits.

Along with the area limitations, the code controls how differing occupancies can abut one another. In this case, an A-2 type occupancy is required to have a 2-hr fire wall separating it from an M type occupancy. Presently there is not a fire separation wall between these areas. To meet code, a wall would have to be installed to separate the retail spaces, and their accessory storage spaces, from the Bar area, and kitchen spaces. Any doors within this wall would also need to be 90-minute rated fire doors. This is not a new code but may have been overlooked when the building was built because there was not a building inspector reviewing these items. Adding this wall is possible within the existing building. It would need to be added to the scope of the work.

Photo:**Recommendation:**

Provide the required 2-hour wall bisecting the building to divide the Retail area from the Bar area. This could be done along the hallway wall, full length of the building. the Kitchen would then be closed off from the Liquor store, and a door would be added. Other doors along the length of this wall may also need to be upgraded.

- The building code uses a calculation to determine the number of occupants within a building. The number of occupants is then used to determine the number and arrangement of exits, the number of required plumbing fixtures, etc. In this building the number of occupants is determined differently for each area. They are as follows:

Area Name	Area	Occupancy Factor	Number of occupants
Bar/Lounge	2,016 s. f.	15 s. f. per occupant =	134
Accessory/ Mech.	784 s. f.	300 s. f. per occupant =	3
Retail	600 s. f.	60 s. f. per occupant =	10
Storage, etc.	<u>1,080 s. f.</u>	300 s. f. per occupant =	<u>3</u>
Total	4,480 s. f.		150 occupants

The number of exists, and their arrangement meet the code requirements.

When the number of plumbing fixtures is determined, the Occupant load is considered to be half women and half men. In this case 75 Men, 75 Women.

According to the Table in the Code book, the following fixtures are required.

Fixtures	Code Requirement	Req'd number	Existing fixtures
Water closets:	1/40 occupants	2 men, 2 women	*1 men (2 urinals), 2 women
Lavatories:	1/75 occupants	1 men, 1 women	1 men, 1 women
Drinking Fountains:	1 required	1 required	**No drinking fountain
Service Sinks:	1 required	1 required	1 in mechanical room

- *In a men's room, urinals may be substituted for up to 67% of the water closets required.
- ** In Restaurants where water is served, drinking fountains are not required.

Presently this building is meeting the minimum required plumbing fixtures. When additional space is added, additional plumbing fixtures will also need to be added to the building. If they can not be added within the existing restrooms, additional restrooms will need to be added to the scope of the work.

Photo:

Women's Restroom:



Men's Restroom:



Recommendation:

When the building addition is added, provide an additional pair of restrooms (as required), within the new, or existing space. This would provide restrooms for the retail side of the facility and reduce traffic through the Kitchen/ Bar area.

Budget Breakdown of Recommendations:

Breakdown based on the Recommendations of the Report:

1. Log Repair and/or replacement:	\$8,000.00
2. Paving Repair and patch	\$6,000.00
3. Clean, Paint and adjust doors.	\$3,000.00
4. Building addition 20' x 54', New Cooler	\$270,000.00
5. New finishes in existing retail	\$21,000.00
6. Relocation of existing cooler - Deleted	0.00
7. Relocate office, Remodel Kitchen area, Break Room	\$78,000.00
8. 2-Hr. Wall	\$18,000.00
9. New Restroom.	<u>\$16,000.00</u>
Total:	\$420,000.00

End of Architectural Review

Blackduck Liquor Store – Mechanical Evaluation

Existing Conditions and Recommendations

HVAC

Blackduck Liquor store's heating and air conditioning system is mostly original from 1977. The liquor store is served by one electric furnace (F-2) and a condensing unit (CU-8) which has been replaced in the last 10-15 years (unable to maintain actual model year). The lounge area is served by two electric furnaces (F-1 & F-3) and two condensing units (CU-9 & CU-10). All three furnaces have outdoor air ducted to them which is (or has the ability to be) code compliant. The furnace systems are in working order, but we were unable to test the condensing units due to outdoor temperatures. The HVAC equipment is beyond its useful life (43 years old). Even with its age, the owner said furnaces and condensing units are operational and provide the required heating and cooling to the building.

An inline exhaust fan (EF-1) is used for restroom exhaust on the liquor store side and another (EF-3) is used for general exhaust on the lounge side. An existing exhaust fan (EF-2) was used to send built up heat from the water-cooled condenser (serving the cooler) to the exterior (summer) or the store (winter). This is no longer in use as the water-cooled compressor was changed to an air-cooled condenser on the exterior of the building. A relief duct with motorized damper is located in the lounge, but we are unsure of its current operation.

The vestibules to the liquor store and lounge have electric cabinet unit heaters (ECUH). Age was not determined during the walk-through but seemed to be original to the building. The ECUH for the liquor store entrance (west) was operating, but the lounge entrance ECUH (south) was not operational as the integral thermostat was turned up.

The walk-in cooler system has been upgrading from original water-cooled condenser to an air-cooled condenser. It seems the evaporator inside the cooler was replaced at the same time. Based on the serial number, these units were installed around 1995. They are beyond their useful life and do not have as high or energy efficiency as newer models. The cooler's cooling system is fully operational but dated.

PLUMBING

The building's domestic water service from the street is provided by a 1-1/2" Ø line with a 5/8" Ø meter. The sanitary line serving the building is a 4" Ø that exits to the north of the building. There are two restrooms. The men's restroom has two urinals, one toilet, and one lavatory. The fixtures and faucets were operational and have been updated since original. The women's restroom has two toilets and a lavatory. The fixtures and faucets are functional but look to be original.

A 50-gallon, electric water heater serves the building. This has been updated from the original water heater, but an install year was not found on the tank. There is a water softener in the mechanical room and is operational. A year was not found, but this seemed original to the building. The mop sink in the mechanical is functioning and has an updated faucet with backflow prevention.

Recommendations

The HVAC and Plumbing equipment have reached their useful lives. Although mostly operational, it is recommended to replace the systems during an addition/remodel of the space. Spaces not being remodeled (Lounge Area) could reuse the existing ductwork. However, it is recommended to have the ductwork professionally cleaned.

A humidification system could be added to the furnaces if desired. This would require a water and drain line. Humidification is a luxury item and may not be needed.

The water heater is adequately sized but is approaching its useful life and may need to be replaced for preventative maintenance.

Item 1) HVAC Modification for addition/remodel:

Recommendation: Remove and discard ductwork from Furnace serving Liquor Store (F-2). Remove and discard F-2. Remove and discard CU-8 and AC coil. Replace with new electric furnace or dual fuel furnace (Electric and Propane/natural gas). Natural Gas is not currently available, but the furnace would be capable if Natural Gas plans to come to town. A compatible AC coil and condensing unit will need to replace CU-8 and be sized for the addition and remodel as well as any modified HVAC loads.

Priority: High

Item 1) Photos:



Item 2) Update Lounge Area Furnaces, Condensing Units, and Coils – Clean Ductwork

Recommendation: Remove and discard F-1 and F-3. Replace with new electric furnaces or dual fuel furnaces (Electric and Propane/natural gas). Natural Gas is not currently available, but the furnace would be capable if

Natural Gas plans to come to town. A compatible AC coil and condensing unit will need to replace CU-9 and CU-10 and be sized for any modified HVAC loads throughout the years.

Priority: Medium

Item 2) Photos:



Item 3) Vestibule Heating: Electric Cabinet Unit Heaters in vestibules

Recommendation: Remove and Discard electric cabinet unit in vestibule. Replaced with new.

Priority: High

Item 3) Photos:



Item 4) Fixtures and Faucets: Women’s restroom fixtures and faucets.

Recommendation: The fixtures and faucets look to be operational but are recommended to be replaced as they could be upgraded now as a whole versus individually when needed.

Priority: Low

Item 4) Photos:



Item 5) Walk-in Cooler Equipment: Evaporator and Condensing Unit

Recommendation: Replace the units with new models if cooler needs change. If cooler dimensions remain the same, this equipment can be used until their life runs out.

Priority: Low

Item 5) Photos:



Mechanical Budget Breakdown of Recommendations:

Breakdown based on the Recommendations of the Report (Mechanical – Demo and New Construction):

- | | |
|---|--------------------|
| 1. New HVAC system, Ductwork, Insulation for Liquor Store Addition/Remodel: | \$25,000.00 |
| 2. New HVAC system, modifications, and duct cleaning for Lounge Area: | \$31,000.00 |
| 3. New Electric Cabinet Unit Heaters in Vestibules: | \$2,500.00 |
| 4. Update Women’s restroom fixtures: | \$5,000.00 |
| 5. Replace walk-in cooler mechanical equipment: | <u>\$14,000.00</u> |

Total: \$75,500.00

Electrical Evaluation

City of Blackduck – Municipal Liquor Store

Existing Conditions and Recommendations:

Overall the building electrical is in good condition. Most of the electrical equipment is dated, some of it is out of code. The electrical system appears to be functioning properly.

WSN recommends the following:

Item 1) Power Distribution:

The electrical utility provider is Beltrami Electric Cooperative.

The existing electrical service entrance consists of a 400A main service, and a 200A off-peak service; both are 120/208V, 3-phase. The electrical panels and distribution equipment appear to be original to the building, installed in 1978. At 42 years old, the equipment is dated but is generally in good condition and is still serviceable.

The switchboard is in good condition and has one available space to add a 3-pole circuit breaker. The off-peak service panel L2 is in good condition and has 11 available spaces to add circuit breakers. The only exception to this is Panel L1, located in the storage room adjacent the kitchen, which has had a load center added onto it and has had modifications made to it through the years. Panel L1 is in poor condition and has no available spaces. The added load center is in fair condition and has 4 spaces available to add circuit breakers. While the electrical distribution equipment is nearing the latter years of their expected life, the main concern is not the age of the distribution equipment but rather the electrical capacity of the equipment. There is not much physical space or electrical capacity available for an addition/expansion of the building.

Recommendations:

- The off-peak service remains as-is without any changes. Have electrical contractor verify all existing loads and provide a new and up-to-date panel schedule and identification labeling.
- Remove existing 400A switchboard, replace with new 60 space, 600 amp service entrance panel. This will provide more electrical capacity for building additions/renovations, as well as reducing the physical footprint of the electrical equipment. Have electrical contractor verify all existing loads and provide a new and up-to-date panel schedule and identification labeling.
- Coordinate with Beltrami Electric Cooperative to replace the existing main service utility meter to account for the increased amperage of the new service entrance panel.
- Replace Panel L1 and load center with new 72 space, 250 amp panel. Have electrical contractor verify all existing loads and provide a new and up-to-date panel schedule and identification labeling.
- Provide new 72 space, 250 amp Panel L3 in new addition for new addition/expansion loads.

Priority: High

Item 1 Photos:

Off-Peak Service, Panel L2:



Existing 400A Switchboard:



Panel L1 and Load Center:



Item 2) Receptacles:

The receptacles appear to be in good working condition overall, however some are not up to the current building code. The receptacles in the kitchen do not all appear to be GFCI protected. There are several places in the main liquor store area where there are not enough receptacles in a given location and splitter devices have been utilized.

Recommendations:

- Where they are accessible, kitchen receptacles shall be replaced with new GFCI receptacles. Where they are not accessible, kitchen receptacles shall be provided with new GFCI circuit breakers.
- Reconfigure existing receptacle layout in storefront area to provide an adequate number of receptacles for the storefront needs.
- Replace exterior receptacles as needed. Provide weatherproof in-use type covers on all exterior receptacles.

Priority: High

Item 2 Example Photos:

Non-GFCI Receptacles in Kitchen:



Splitter Device In-Use:



Needs Weatherproof In-Use Type Cover



Item 3) Lighting:

The lighting through the liquor storefront and storage areas are fluorescent fixtures, primarily T8 bulbs, and appear to be in fair condition.

The building has illuminated exit signs and emergency lighting that is in good condition.

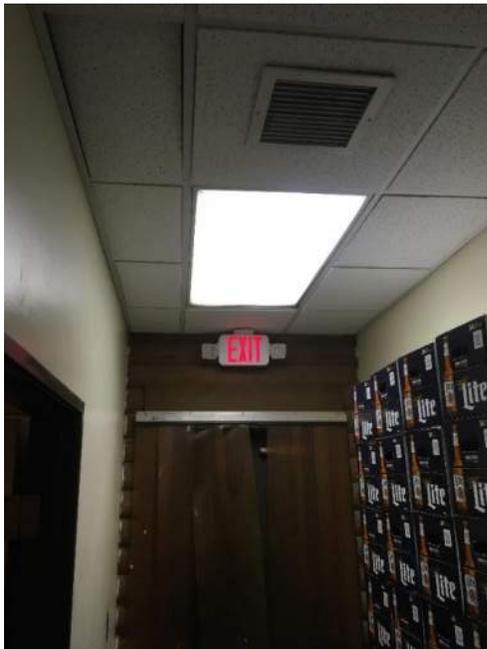
The exterior building lights seem to be inadequate for the parking area. In some cases, the building architecture impedes the effectiveness of the lights. Inadequate lighting around the building and parking area can be a potential security risk during low-light hours, as well as increase the potential risk of injury.

Recommendations:

- Replace all existing light fixtures in the liquor store area with new LED light fixtures. Provide new LED light fixtures in the addition/expansion. This will reduce the overall maintenance, both in employee time and cost of replacing bulbs. It will reduce the overall electrical consumption due to lighting and will allow the existing liquor store area and the addition/expansion area of the liquor store to have a uniform appearance.
- Maintain existing exit signs and emergency lighting. Provide new exit signs and emergency lights as needed for building addition and reconfigured layout of existing building.
- Provide new exterior building lights, and possibly pole mounted parking lights, to provide better illumination during low-light hours.

Priority: Medium

Item 3 Example Photos:





Item 4) Lighting Control: Exterior lighting is controlled by photocell and timeclock. Interior lighting is controlled by standard switching.

Recommendation:

- Maintain existing photocell and timeclock for exterior lighting.
- Remove all existing interior lighting control devices (switches, plates, boxes, etc.) and replace with new controls throughout. Add dimming in new office area.
- Add occupancy / vacancy sensors throughout and add daylighting where necessary in building addition to achieve energy savings and to meet MN building energy code.

Priority: Medium

Item 4 Example Photos:



Item 5) Fire Alarm System: The kitchen hood has an existing fire suppression system. There are several fire extinguishers located throughout. No other fire alarm system or fire alarm components were observed in the building. An evaluation needs to be made to determine the fire code requirements for this building, and any building additions.

Recommendation:

- Maintain kitchen hood fire suppression system.
- Add fire alarm system components as necessary, according to the fire code evaluation.

Priority: High

Item 5 Example Photos:



Item 6) Security and Safety: The exterior doors have keyed locks only, there is a door monitoring/alarm system panel in the mechanical room. The building has security cameras throughout, both inside and outside.

Recommendation:

- Provide security lighting at back entrance as described in item 3.
- Add/replace alarm system to all entrances.
- Add card reader and/or keypad at back entrance of liquor store.
- Add onto the existing security camera system to provide coverage for the new building addition.

Priority: High

Item 6 Example Photos:



Budget Breakdown of Recommendations:

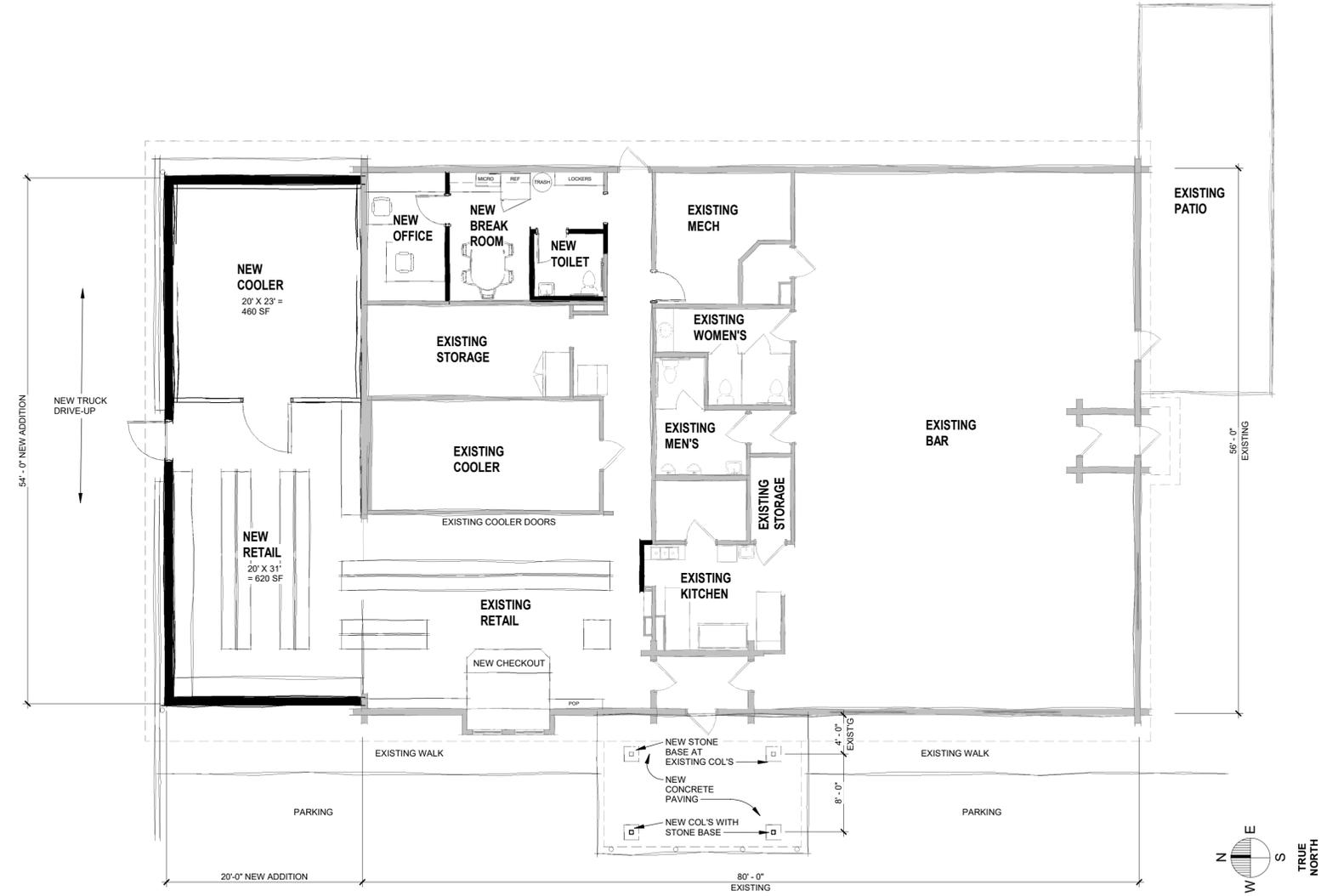
Item number from Electrical Evaluation Report:

Item 1: Power Distribution		\$49,388
Item 2: Receptacles		\$13,828
Item 3: Lighting		\$32,804
Item 4: Lighting Control		\$6,814
Item 5: Fire Alarm System	TBD - Fire Code Evaluation Required	
<u>Item 6: Security & Safety</u>		<u>\$6,094</u>
Total		\$108,928

End of Electrical Review

Blackduck Liquor Store Addition & Remodeling Cost Estimate:

<u>Description</u>	<u>Estimated S.F. Cost</u>	<u>Estimated Area</u>	<u>Cost</u>
Building Addition 20' x 54': Wood Framed, ½ log siding & roof to match, Interior finishes to match.	\$154/SF to \$186/SF	1,080 SF	\$166,320 – \$200,880
Walk-in Cooler 20' x 24'	\$127/SF to \$144/SF	480 SF	\$60,960 - \$69,120
Remodeling of existing Store: New finishes and fixture throughout the retail area, Remodeling and Finish at back areas.	\$51/SF to \$82/SF	1,680 SF	\$85,680 - \$137,760
Mechanical Estimated Costs:			\$75,500
Electrical Estimated Costs:			\$108,928
Site work: (Lump Sum place holder)			\$50,000
Total:			\$547,388 - \$642,188
Design Fees:			
Architectural, Structural, Mechanical, Electrical, Civil, Survey: (Estimated at 10% based on the mean price \$594,788)			\$59,500.00



1 PROPOSED FLOOR PLAN
1/8" = 1'-0"

DATE	REV#	REVISIONS DESCRIPTION	BY

DATE: 04/14/20
SCALE: AS NOTED
DRAWN BY: T.J.S.
CHECKED BY: S.J.R.
JOB NUMBER: 2020-10250

PRELIMINARY - N.F.C.
BLACKDUCK LIQUOR STORE FACILITY STUDY
CITY OF BLACKDUCK
BLACKDUCK, MINNESOTA
PROPOSED FLOOR PLAN

SHEET NO.
A1.0

Combined Maintenance and Police Facility Program:

Maintenance Facility:

- Metal Building, insulated, few windows, interior metal liner panel, side walls should be approximately 16' tall.
- 6" Concrete Slab, sloped to a continuous 6" floor drain full length of all bays.
- Five, double length truck bays. Each bay should be 18'-0" wide, and long enough for one full length Plow truck, and a standard pick-up truck end to end.
- Five Overhead Doors 14' wide x 14' tall.
- Provide 20' deep x full length of the building concrete apron at overhead door side of the building.
- One of the truck bays is a wash bay. Separate this bay from others with a partial wall
- Allow for maintenance in front of each bay, approximately 8'-0" continuous at the back wall
- Provide Office space, approximately 18' wide x full length of the building. This area will consist of Office, Break Room, Restroom, and waiting area.
- Provide an open mezzanine above the Office area for storage. Access from Main Garage bays.
- Maintenance facility area: 5 bays at 18'-0" wide + Office at 18'-0" wide = 108'-0". Two trucks length plus 8'-0" = 60'-0", 108' x 60' = 6,480 SF. Mezzanine 18'-0" x 6'-0" = 1,080 SF.

Police Facility:

- Garage stall, single width, two patrol cars depth. Provide some storage within the Garage space. This Police Garage needs to be lockable and separate from the Maintenance Garage.
- Provide a single 14' wide x 10' tall overhead door at each end of the double length garage. Provide an access drive from the rear OH door to the roadway.
- Office area equal to one stall width x full length of the building. Provide area for Public entry and waiting, Restroom, Chief's Office, Interview Room, Investigation Room, File Storage,
- Provide Mezzanine area above Office area for File Storage, Evidence Storage, etc.
- Exterior Space requirements:
 - Provide fenced in, gated area for vehicle impound. Size and access to be determined.
 - Provide additional fenced in area for animal impound. Size and access to be determined
- Police Facility Area: 2 bays at 18'-0" each = 36', x 60'-0" depth = 2160 SF. Mezzanine 18'-0" x 6'-0" = 1,080 SF.

Other requirements:

- In slab heating throughout. Ventilation required at the garage areas. Separate Ventilation and Air conditioning at the Office areas.
- Mechanical Room for boiler, water heater, ventilation equipment, electrical panels, etc.
- Enough driveway and turnaround area for larger, plow truck type, vehicles

Building Total Area: 144' x 60' = 8,640 SF Main Level plus upper level Mezzanine space: (2) 18' x 60' = 2,160 SF = Grand Total of 10,800 SF

Combined Maintenance and Police Facility Site information:

The proposed Site for this facility is at the west side of town on City owner property. The site is at the north end of Industrial Lane. It appears to be of adequate size to accomplish all program requirements. A geotechnical evaluation should be made to determine existing soils conditions for this site.

Blackduck Maintenance/Police Facility

Cost estimate:

<u>Description</u>	<u>Estimated S.F. Cost</u>	<u>Estimated Area</u>	<u>Cost</u>
Pre-Engineered Steel Frame building: 6" concrete slab, steel frame, metal panels, insulated, metal liner panels, metal roof. Finishes at Office area, Mezzanine above. No site improvements included.	\$146/SF to \$167/SF	10,800 SF	\$1,576,800 – \$1,803,600
Pre-Engineered Wood Frame Building: 6" concrete slab, Wood frame, metal panels, insulated, metal liner panels, metal roof. Finishes at Office Area, Mezzanine above. No site improvements included.	\$96/SF to \$137/SF	10,800 SF	\$1,036,800-\$1,479,600
Design Fees: Architectural, Structural, Mechanical, Electrical, Civil, Survey (Estimated at 10% based on the mean price \$1,690,200)			\$169,000

**Blackduck City Hall:
City Hall Program:**

The City of Blackduck is looking to replace its City Hall facility. A study has been performed on the existing facility for remodeling and/or expansion. The existing facility is limited on all sides for any expansion. Additional space is the main factor in the need for replacing this facility. This leaves three options for a new facility.

Options include:

- Purchase an existing facility that would fit the needs of the City with little renovation/remodeling.
- Purchase an existing building for its property, demo the building and build a new facility on the property.
- Purchase a bare property to build a new facility on.

The following program will list the needs for the City Hall spaces without recommending any option.

Program:

City Hall Spatial needs:

- Council Chamber:
 - Council Desk: Mayor and 4 Councilors
 - City Administrator's Desk
 - Media Desk
 - Public seating for up 30 people.
 - A/V capability, presentations, viewing screen
 - Presenter's podium, presentation controls
 - Tele-conference capabilities
 - Easy Public access
 - Restroom accessibility
 - This space needs to be enclosed and not part of any other space.
- Community Service Desk:
 - Run by City Clerk: Service counter for the Public to meet the City Clerk
 - Make Campground Reservations
 - Make payments, Utilities, Permits, etc.
 - approximately 6'-0" wide stand-up counter
 - Information desk, Q & A for all departments
 - Open to waiting area
- City Clerks desk:
 - Immediately adjacent to the Community Service Counter
 - Mail deposited and delivered here
 - Accounts payable and receivable
 - Permit applications
 - Copier/Printer
 - Access to storage area/room

- City Administrator's Office:
 - Desk/ Computer/Credenza
 - Seating for up to 4 for small conferences
 - Two lockable File Cabinets
 - Bookcase
 - Separate, Closed off, and lockable
 - Close to Service Desk and City Clerk
 - Public entrance to this office controlled by Clerk
 - Privacy, vision & Sound
 - Exterior view, controlled
- Supply Room:
 - Daily supplies, Checks, Receipts etc.
 - Lockable Closet, 6' x 8'
 - Near and Controlled by Clerk
- Public Work's Office:
 - To be located at the City Maintenance building
 - Only Utility payments are received and processed at City Hall
- Waiting Area:
 - At Main Entry, Outside the Service Desk and Administrator's Office,
 - Seating for 2
- Restroom:
 - Single, Unisex, Accessible to the Public,
 - Access from Main Entry, and near Council Chambers.
 - No other restrooms are required. (Verify restroom requirements based on overall building size and occupancy)
- Community Room:
 - Dual use space as Council Chambers
 - Separate Public access directly from Exterior.
 - Sink available, Coffee Bar, some cabinets and counter space
- Archive Storage:
 - City Records,
 - Council Minutes,
 - Cemetery Records
 - Blackduck America, Newspaper, records back to 1001
 - Possibly 12' x 14'
- Mechanical, Electrical, etc. Room
- Audio/Visual Room,
 - Computer server for Clerk and City Admin.
 - A/V for Council Chambers
 - Presentation equipment
 - 6' x 8' room
- Employee Break Room:
 - Coat Hanging space
 - Table and chairs seating for 4
 - Counter, Sink, cabinets, Microwave, Coffee Maker
 - Refrigerator
 - Exterior view

- Utility Bill Drop Off
 - Near Main Entry
 - Exterior access, 24/7
- Other Needs:
 - Security Cameras, at Entrances and Utility Dropoff Area
 - Building Security at all doors

Optional Buildings available downtown:

- Deerwood Bank Building
- Moon Drug Building
-

Blackduck City Hall

Cost estimate:

Description	Estimated S.F. Cost	Estimated Area	Cost
Building Light remodeling: Finish repairs, Replace flooring, fixture replacement, repainting. Replace exterior door hardware	\$45.00/SF to \$68.00/SF	2,500 SF	\$112,500 – \$170,000
Building Heavy remodeling: Demolition, some new walls, replace doors, windows, finishes, painting, some site work	\$80.00/SF to \$121.00/SF	2,500 SF	\$200,000-\$302,500
New construction: Single Story, Wood frame, Cement bd. Siding, shingle roof, painted drywall, carpet interior, Does not include site work, or building demolition.	\$187.00 to \$231.00 SF	2,500 SF	\$467,500 - \$577,500
Design Fees: Architectural, Structural, Mechanical, Electrical, Civil, Survey (Estimated at 10% based on the mean price \$522,500)			\$52,250

RECIPIENT NAME: _____

LIMITED ENGLISH PROFICIENCY

**FOUR-FACTOR ANALYSIS AND LANGUAGE ACCESS PLAN
(LAP)**

FOR

✓ **Recipient Name:** _____

✓ **Recipient Address:** _____

✓ **Recipient City, State:** _____

✓ **Date:** _____

Policy:

Our organization is committed to providing meaningful access to its programs and services to persons who, as a result of their national origin, are limited in English proficiency. It is our policy to ensure no person is subjected to prohibited discrimination based on national origin in any program receiving Federal financial assistance from USDA Rural Development (RD).

Purpose:

This Language Access Plan (LAP) sets forth the policy and procedures for ensuring that persons with Limited English Proficiency (LEP) have meaningful access to our programs and activities that receive Federal financial assistance from the U.S. Department of Agriculture/Rural Development (USDA/RD). The purpose of this document is to determine the extent and needs of the Limited English Proficient (LEP) population in our service area and identify actions to ensure discrimination does not occur to persons who receive our services who do not speak English very well.

Authorities:

Section 601 of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, and its implementing regulations provide that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance.

Executive Order 13166, "Improving Access to Services to Persons with Limited English Proficiency," reprinted at 65 FR 50121 (August 16, 2000) states that recipients must take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. The Executive Order recommended uniform guidance to recipients on the preparation of a plan to improve access to its federally assisted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the U.S. Department of Justice's Policy Guidance Document entitled, "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" ("DOJ LEP Guidance"), represented at 67 R 41455 (June 18, 2002).

Consistent with the DOJ LEP Guidance, USDA published its Final "Guidance to Federal Financial Assistance Recipients Regarding the Title VI Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency" on November 28, 2014. 7 CFR Part 15 Subpart A effectuates the provisions of Title VI of the Civil Rights Act of 1964 (hereafter referred to as the "Act") to the end that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of an applicant or recipient receiving Federal financial assistance from the U.S. Department of Agriculture or any Agency thereof.

RECIPIENT NAME:

7 CFR Part 1901 Subpart E which contains policies and procedures for implementing the regulations of the U.S. Department of Agriculture issued pursuant to Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1968, Executive Order 11246, and the Equal Credit Opportunity Act of 1974, as they relate to Rural Development. Nothing herein shall be interpreted to prohibit preference to American Indians on Indian Reservations.

Definitions/Key Terms:

- (1) Federally Assisted Programs and Activities. Programs and activities of an entity that receives Federal financial assistance.
- (2) Interpretation. The process by which the spoken word is used when transferring meaning between languages.
- (3) Limited English Proficient (LEP) Persons. Persons who do not speak English as their primary language and have a limited ability to read, speak, write, or understand English are limited English proficient, or LEP.
- (4) Qualified Interpreter. An individual who is competent to provide interpretation services at a level of fluency, comprehension, impartiality and confidentiality appropriate to the specific nature, type, and purpose of the information at issue.
- (5) Recipient. Any State, political subdivision of any State, or instrumentality of any State or political subdivision, any public or private agency, institution, or organization, or other entity, or any individual, in any State, to whom Federal financial assistance is extended, directly or through another recipient, including any successor, assign, or transferee thereof, but such term does not include any ultimate beneficiary.
- (6) Translation. The process of transferring ideas expressed in writing from one language to another language.
- (7) Vital Document. Paper or electronic written material that contains information that is critical for accessing a program or activity, or is required by law, such as consent forms, applications, and notices of rights.

PLEASE PROVIDE INFORMATION WHEREVER YOU SEE ✓

RECIPIENT NAME: _____

PART I: LEP FOUR FACTOR ANALYSIS

FACTOR 1: *Number & Proportion of LEP persons served or encountered in the in Service Area of our programs.*

✓ *After surveying our employees to determine their past encounters with LEP populations, we have identified the following LEP populations:*

✓ *We have talked to community organizations who serve LEP populations and they have identified the following LEP populations:*

✓ *We have reviewed the census data report B16001 (attached) and have identified the following LEP populations (those listed under “Speak English Less Than Very Well”:*

INSTRUCTIONS ON HOW TO ACCESS B16001 LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH

1. Go to: <https://factfinder.census.gov>
2. Select Advanced Search.
3. Select Show Me All.
4. In topic or table box - start typing in B16001 until report “B16001 Language Spoken at Home . . .” shows up on drop down list & click on it so it appears in box.
5. In state, county or place box - start typing city, county you need until it shows up on drop down list & click on it so it shows up in box.
6. Hit Go.
7. Select top report (most recent data) by double clicking on it.
8. Identify languages where assistance may be needed by finding population numbers in the Speak English less than “very well” line for all language groups.
9. Insert these languages in the report and use the total to compare to total population when determining whether written translation needed. (If less than 5% and less than 1000, none needed).
10. Be sure to total all cities/counties if service area encompasses more than one county/city.

RECIPIENT NAME: _____

FACTOR 2. The Frequency with Which LEP Persons come into Contact with our programs, activities or services:

✓ After surveying our employees, they have identified the following number of contacts with LEP individuals:

LANGUAGE	FREQUENCY
<input type="checkbox"/> NO CONTACTS WITH LEP PERSONS	Rarely, Monthly, Bi-Weekly, Weekly or Daily
<input type="checkbox"/> Spanish	_____
<input type="checkbox"/> German	_____
<input type="checkbox"/> Chinese	_____
<input type="checkbox"/> African – (Describe) _____	_____
<input type="checkbox"/> Indic	_____
<input type="checkbox"/> Other – (Describe) _____	_____
<input type="checkbox"/> Other – (Describe) _____	_____
<input type="checkbox"/> Other – (Describe) _____	_____

✓ We have visited with community organizations that have contact with LEP persons and they have indicated the frequency of contacts with LEP individuals to be:

LANGUAGE	FREQUENCY
<input type="checkbox"/> NO CONTACTS WITH LEP PERSONS	Rarely, Monthly, Bi-Weekly, Weekly or Daily
<input type="checkbox"/> Spanish	_____
<input type="checkbox"/> German	_____
<input type="checkbox"/> Chinese	_____
<input type="checkbox"/> African – (Describe) _____	_____
<input type="checkbox"/> Indic	_____
<input type="checkbox"/> Other – (Describe) _____	_____
<input type="checkbox"/> Other – (Describe) _____	_____
<input type="checkbox"/> Other – (Describe) _____	_____

✓ We have determined that future contacts with LEP persons are most likely to happen when these individuals request the following services:

RECIPIENT NAME: _____

FACTOR 3: *The Importance of the Program, Activities or Services we provide to the LEP persons.*

✓ *The services provided to LEP persons financed through USDA-RD and importance of those services would be:*

✓ *Based on the information above, the number of interactions with LEP persons would occur:*

(Check appropriate box)

- Rarely, if ever**
- Infrequently**
- Regularly**
- Often**

RECIPIENT NAME: _____

FACTOR 4: The Resources Available to the Recipient and Costs.

✓ Please check the items below you have identified as a resource and provide estimated cost.

	RESOURCE	COST
<input type="checkbox"/>	Staff	\$
<input type="checkbox"/>	I Speak Cards	\$
<input type="checkbox"/>	Internet language Interpretation websites, i.e. translate.google.com / languageline.com	\$
<input type="checkbox"/>	Local Language Interpreters	\$
<input type="checkbox"/>	Court Interpreters	\$
<input type="checkbox"/>	Telephone Interpreter Services	\$
<input type="checkbox"/>	Universities/Colleges	\$
<input type="checkbox"/>	Other (please identify): _____ _____	\$

RECIPIENT NAME: _____

PART II: LANGUAGE ACCESS PLAN

Our Programs / Mission:

INSTRUCTIONS: *In this section please include a description of your programs and mission – should also include a description of the specific geographic area serviced by the RD funded Program or activity – i.e. county(ies), city, census tract).*

✓ Mission:

✓ Service Area:

RECIPIENT NAME:

PART 1: LEP Individuals Who Need Language Assistance

INSTRUCTIONS: Recipients should include the U.S. Census language demographic information and data used during their assessment as well as language demographics obtained from the Four Factor Analysis.

Please attach the B16001 report for your service area.

Our organization has conducted an assessment of the number or proportion of LEP individuals eligible to be served or encountered and the frequency of encounters in the Four Factor Analysis. Assessment methods used are identified in Factor 1 of the Four Factor Analysis and frequency of contacts are identified in Factor 2 of the Four Factor Analysis.

✓ *Language groups in our service area based on assessment:*

RECIPIENT NAME: _____

PART 2: Language Assistance Measures

INSTRUCTIONS: *An effective LAP plan should include information about the ways in which language assistance will be provided. Recipients, should include information on the following:*

- ∨ *Types of language services available (list providers)*
- ∨ *How recipient staff can obtain services (determine who you will use and how to contact)*
- ∨ *How to respond to LEP callers*
- ∨ *How to respond to written communication from LEP persons*
- ∨ *How to respond to LEP individuals who have in-person contact with program staff*
- ∨ *How to ensure competency of interpreters and translation services (i.e. follow-up evaluations of services provided).*

Types of Language Services Available (Providers) for us to use are identified in Factor 4 of the Four Factor Analysis. Language assistance for LEP individuals will be provided as follows:

✓ After reviewing number of contacts and anticipated contacts, as well as resources and budget available to use for those resources, we have determined the following services will be used for LEP individuals who may use our services:

✓ Contact information for services selected, if applicable:

✓ Face-to-face Interaction: Describe how to respond to LEP individuals who have face-to-face contact with staff.

RECIPIENT NAME:

✓ **Telephone Interaction: Describe how to respond to an LEP caller.**

✓ **Written Communication: Describe how to respond to written communication from LEP persons:**

✓ **Describe how we will evaluate the competency of interpreters and translation services:**

RECIPIENT NAME: _____

PART 3: Staff Training

INSTRUCTIONS: Recipient staff members should know their obligations to provide meaningful access to information and services for LEP persons and all employees in public contact positions should be properly trained. An effective LAP plan must include a training component to ensure:

∨ Staff members are knowledgeable of LEP policies and procedures.

∨ Staff members in contact with the public are trained to work effectively with in-person and telephone interpreters.

Staff members responsible for contact with the general public will be knowledgeable about our Language Access Plan and how to provide services to persons that are limited English proficient in the languages identified through the assessment in Part 1. Refresher information will be provided to our staff when updates are made to the LAP to ensure consistency.

✓ **Plan for Training Employees:**

RECIPIENT NAME: _____

PART 4: Vital Document Translation

INSTRUCTIONS: RD recipients may use the “Safe Harbor” provision for translation of vital written materials found in the USDA LEP Guidance. The provision outlines the circumstances that can provide a “Safe Harbor” for compliance with LEP requirements (meaning no translation is required). If a recipient provides written language services under the conditions identified in the table below, such action will be considered strong evidence of compliance with written translation obligations under title VI:

SAFE HARBOR PROVISIONS	
Size of Language Group	Written Language Assistance Required
1,000 or more in the eligible population in the market area or among current beneficiaries	Translated vital documents
5% or more of the eligible population or beneficiaries and 50 or more in number	Translated vital documents
5% or more of the eligible population or beneficiaries and fewer than 50 in number	Translated written notice of right to receive free oral interpretation of documents
Less than 5% of the eligible population or beneficiaries and less than 1,000 in number	No written translation is required

Please check the appropriate box and provide information.

In accordance with the Safe Harbor Provisions and because the size of our language group is less than 5% of the eligible population and less than 1,000 in number, no written translation is required.

OR

The following documents have been identified as vital documents and will be translated into the languages groups identified in Part 1 and using the safe harbor provisions.

Vital Documents Translated:

RECIPIENT NAME: _____

Part 5: Notice to LEP Persons

INSTRUCTIONS: *Methods of providing notification may include:*

- ∨ Posting signs in intake areas and other entry points. This is important so that LEP persons can learn how to access language services at initial point of contact.*
- ∨ Posting information on the website that language services are available.*
- ∨ Stating in outreach documents that language services are available from the recipient. Announcements could be in, for instance, brochures, booklets, and in outreach and recruitment information. These statements should be translated into the most common languages and could be “tagged” onto the front of common documents.*
- ∨ Working with community-based organizations and other stakeholders to inform LEP individuals of the recipients’ services, including the availability of language assistance services.*
- ∨ Using an automated telephone voice mail attendant or menu system. The system could be in the most common languages encountered. It should provide information about available language assistance services and how to obtain them.*
- ∨ Including notices in local newspapers in languages other than English, as well as established community papers published in languages other than English.*
- ∨ Providing notices on non-/English language radio and television stations about the available language assistance services and how to obtain them.*
- ∨ Providing presentations and/or notices at schools and religious organization.*

This organization will provide notice to the public that language services are available and the services are free of charge. Notices will be provided in the following methods:

✓ **Method of Providing Notification:**

The I Speak Cards will be posted at all entry points for services.

Additional methods of notification selected from the list above and/or determined by our staff will include:

RECIPIENT NAME: _____

PART 6: Monitoring and Updating

This organization will review the LAP to ensure it remains current to the LEP populations in our service area as need, including at any time new census data reveals a significant increase in LEP persons in our service area OR if a significant increase in contacts or inquiries with LEP persons is evidenced. At a minimum, the LAP will be reviewed every three (3) years to ensure our LEP policies and procedures remain current and result in effective language services and meaningful access.

SIGN HERE	DATE
<hr/> Signature: Principal Director / Official/Manager / Executive Director / Mayor / Board President	<hr/>



CITY OF BLACKDUCK

PUBLIC FUNDS REQUEST FORM

PO BOX 380 BLACKDUCK, MN 56630

Organization or Group Requesting Public Funding:

Blackduck After Prom

What type of project will the Public Funds used for:

Prizes for After Prom students

Describe IN DETAIL the overall benefits this will provide to the City of Blackduck as a body and what public purpose will the project provide to the residents of the City of Blackduck:

After Prom is for students to play games and win prizes and to keep them safe, instead of going out and partying! After Prom is from 12:30 am-5:00 am

Outline specifically WHAT PORTION of the project these funds will be used for:

All of the donation is used for prizes for After Prom students

What other Organization has your group contacted for funding? Please list names of other organizations and the dollar amounts requested and or grants requested:

Bldk Fire Relief Assoc, Timberline, Bogart's, Bldk Coop, Tri Sigma, Northwoods Lumber, Juelson Plumbing, Kendrick plumbing, J & L Oil, Bldk Garden Club, Reath, Experts

Date Funds are being requested:

2-28-2020

Date the project starts and completes:

May 2 - May 3

See opposite side of form for Conditions for Requesting Public Funds

January 14, 2020

Dear Area Business Owners, Suppliers and Organizations:

Nineteen years of safety- the reason parents of juniors at Blackduck High School plan, host and organize the After-Prom party scheduled for May 2, 2020. Statistics indicate that alcohol-related peer pressure is strongest at prom time. A 2000 study by the National Highway Traffic Safety Administration shows the percent of traffic fatalities that were alcohol-related ranged between 58% and 70% (Source: Parent Wise, Spring 2003).

The community of Blackduck chooses not to be a part of these statistics. Thanks to generous donations from community members like you, this event has proven to be successful, fun, and safe for our teenagers. One hundred plus students typically attend the After-Prom party leaving in the morning with fabulous prizes and a lifetime of memories. The event has become a highlight for prom participants.

Our goal of \$6,000 provides entertainment, prizes, food and lots of giveaways for the students. Please consider being a generous After-Prom party contributor keeping Blackduck teens safe.

Please make checks payable to **Blackduck High School After-Prom**. Please send donations to:

Sandy Lien
Blackduck High School After-Prom
P.O.Box 550
Blackduck, MN 56630

If you choose to donate prizes please call for prize(s) pick up:
Sandy Lien: (218) 766-3733

We would appreciate a response by Thursday, April 1, 2020.
Thank you for your consideration.

Sincerely,

The After-Prom Committee
Blackduck High School

1053

PD CLK# 8245
4/19/19



APPLICATION FOR LAND USE PERMIT CITY OF BLACKDUCK, MN

PRINT all information on this application. **PERMIT NUMBER:** 2019-06

1. Name: Nicholas Seitz & Cassie Seitz 2. Phone Day: (218) 760-0046 Night: (218) 760-0046

3. Address: 273 Margaret Ave NW City: Blackduck State: MN Zip: 56630

E-mail address nseitz222@gmail.com

4. Location of Property: Site Address/House No. 273 81.00194.00 & 81.00195.00

Legal Description of Property: 3 lots
3 lots

5. Size of Lot or Parcel: 150' x 150' 6. Current Zoning: R1 Est. Cost of Project: \$ _____

7. Type of Construction: (✓ Check all that apply.)
New Home: _____ Addition: _____ Demolition: _____ Deck: _____ Garage: _____
Sign: _____ Fence: X Other: X
Single Family: _____ Multi-Family: _____ Commercial: _____ Industrial: _____

8. New Structure Size: _____ New Square Footage: _____

9. Anticipated Starting Date: 4/19/2019 Estimated Completion Date: 4/19/2020

10. A sketch drawn to scale must be attached showing; A. Lot lines; B. Dimensions of existing buildings and proposed new construction; C. Distances from lot lines to buildings. D. North Arrow

11. Property Line Setbacks: Front Setback: 30 ft. Rear Setback: 30 ft.
Looking at the Property from the street: Left Sideline: 8 ft. Right Sideline: 8 ft.

12. New Utilities Required: Water: _____ Sewer: _____ None: _____
Work in Right of Way? N/A (Attach completed Utility Application Form)

I hereby declare that I am the owner, or authorized agent of the owner, of the above described property and I agree to construct the building or use herein described in accordance with the regulations and ordinances that govern said improvement within the City of Blackduck and that the foregoing information contained on this application is a true and correct statement of my intentions. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I have also read and understand the instructions and information listed on the reverse side of this form.

14. Signed by Applicant: [Signature] Date: ___/___/___

***** (The following to be completed by the City) *****

Land Use Permit Approved By: [Signature] Date: 4/22/19 Land Use Permit Fee: \$ 50.00
Land Use Permit Denied for: _____ Date: ___/___/___ Variance Fee: _____
Request for Variance Filed: _____ Date: ___/___/___ Sewer Connect Fee: _____
Variance Hearing: _____ Date: ___/___/___ Water Connect Fee: _____
City Council Action: _____ Date: ___/___/___ TOTAL FEES: \$ _____

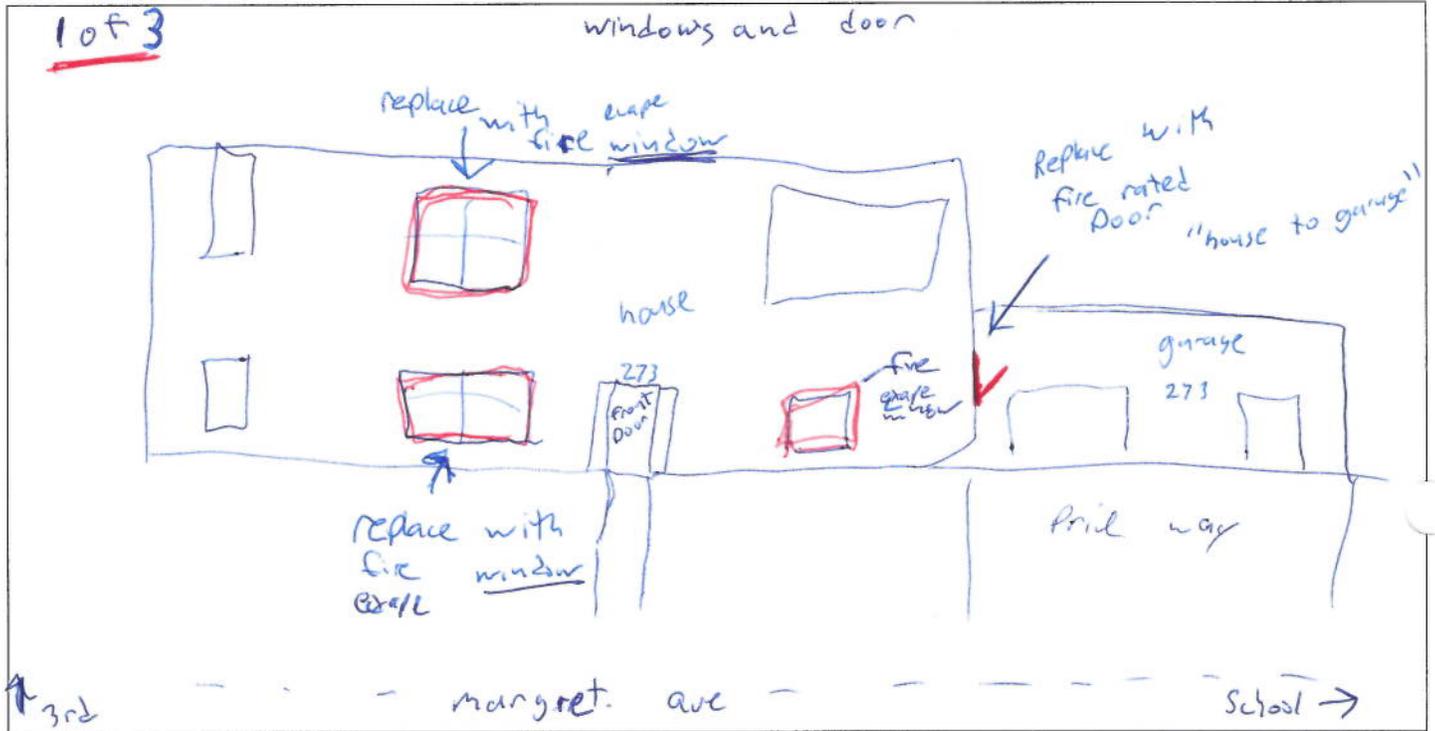
City Administrator: [Signature] Date: 4/22/19



APPLICATION FOR LAND USE PERMIT CITY OF BLACKDUCK, MN

Draw a **site map** of the property in the space below. Show the location of all existing and proposed structures, and include the setback distances for each. If applicable, show the distance between structures. Include a North arrow. NOTE: If you already have a site plan, it can be used in place of drawing a map.

SUGGESTED SCALE: 1/8" = 1 foot



INSTRUCTIONS FOR COMPLETING LAND USE APPLICATION

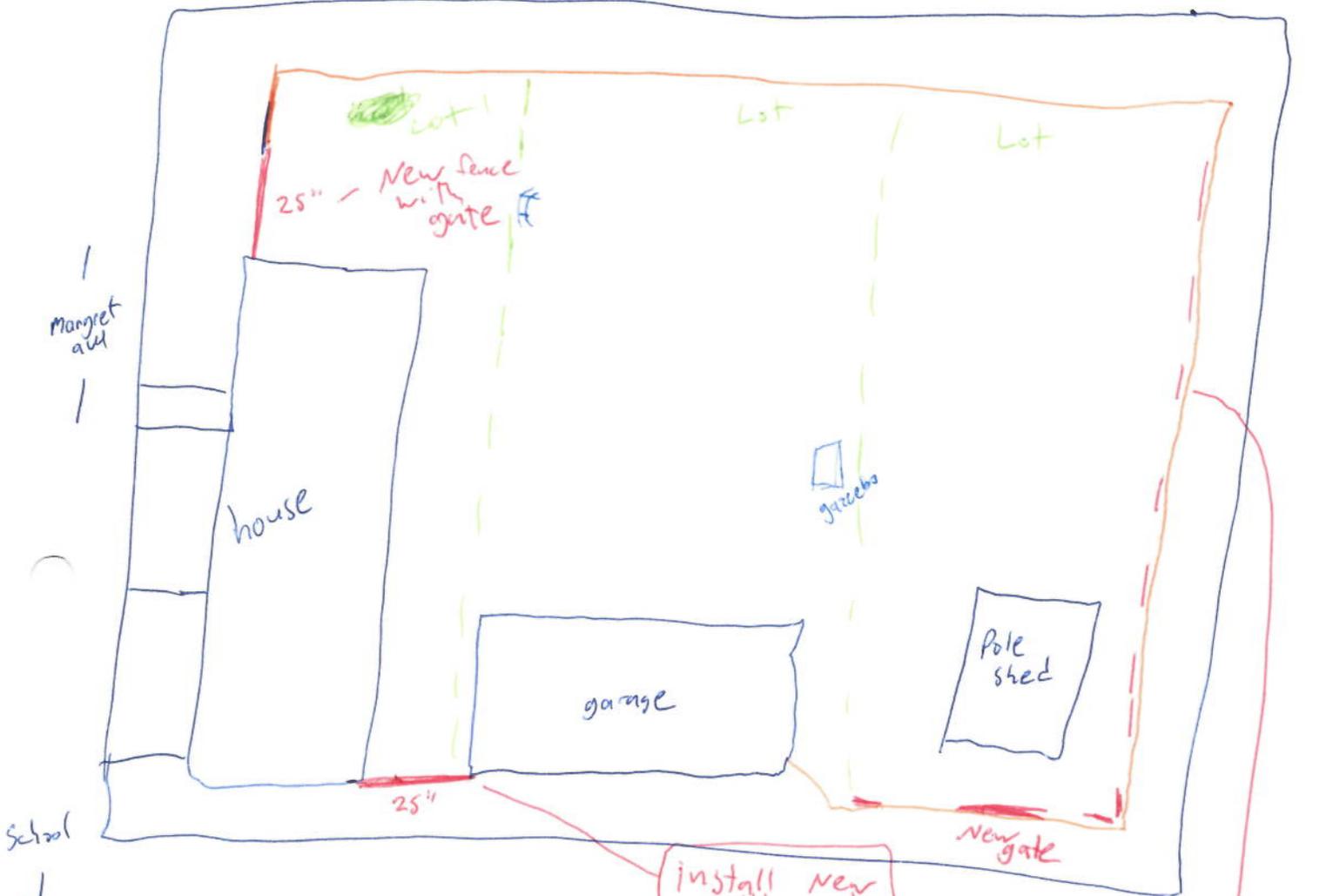
- Name of the person applying for the permit. 2. Phone Numbers of applicant.
- Current mailing address of the person applying for the permit. E-mail address is optional.
- Street address of the property where the construction will be occurring. If possible, include the legal description.
- Size of the lot, in square feet, of the property where the construction will be occurring.
- Indicate the current zoning of the property involved. This information can be found by looking at a current zoning map of the City of Blackduck. **State the estimated cost of your project.**
- Check all that apply
- Outside dimensions of the proposed construction and square footage.
- Planned starting date and estimated completion date.
- Site Map- show location of all existing and proposed structures and setback distances for each.
- Setbacks from the property lines of the proposed construction or additions.
- If this project will require new utility services, attach an application for each new service. **Any work conducted in the City's right-of-way must be coordinated with Public Works Department (218)835-4809.**
- Signature of the person applying for the permit along with the date.

BASIC ZONING REQUIREMENTS

Setback Requirements	R1	B1	B2	B3
Front Yard	30ft.	None	40ft.	30ft.
Side Yards	8ft.	None	None	8ft.
Rear Yard	30ft.	None	10ft.	10ft.

~~_____~~ ~~_____~~ ~~_____~~
New fence

3rd



- = existing fence
- = New fence
- = fix entry with post's

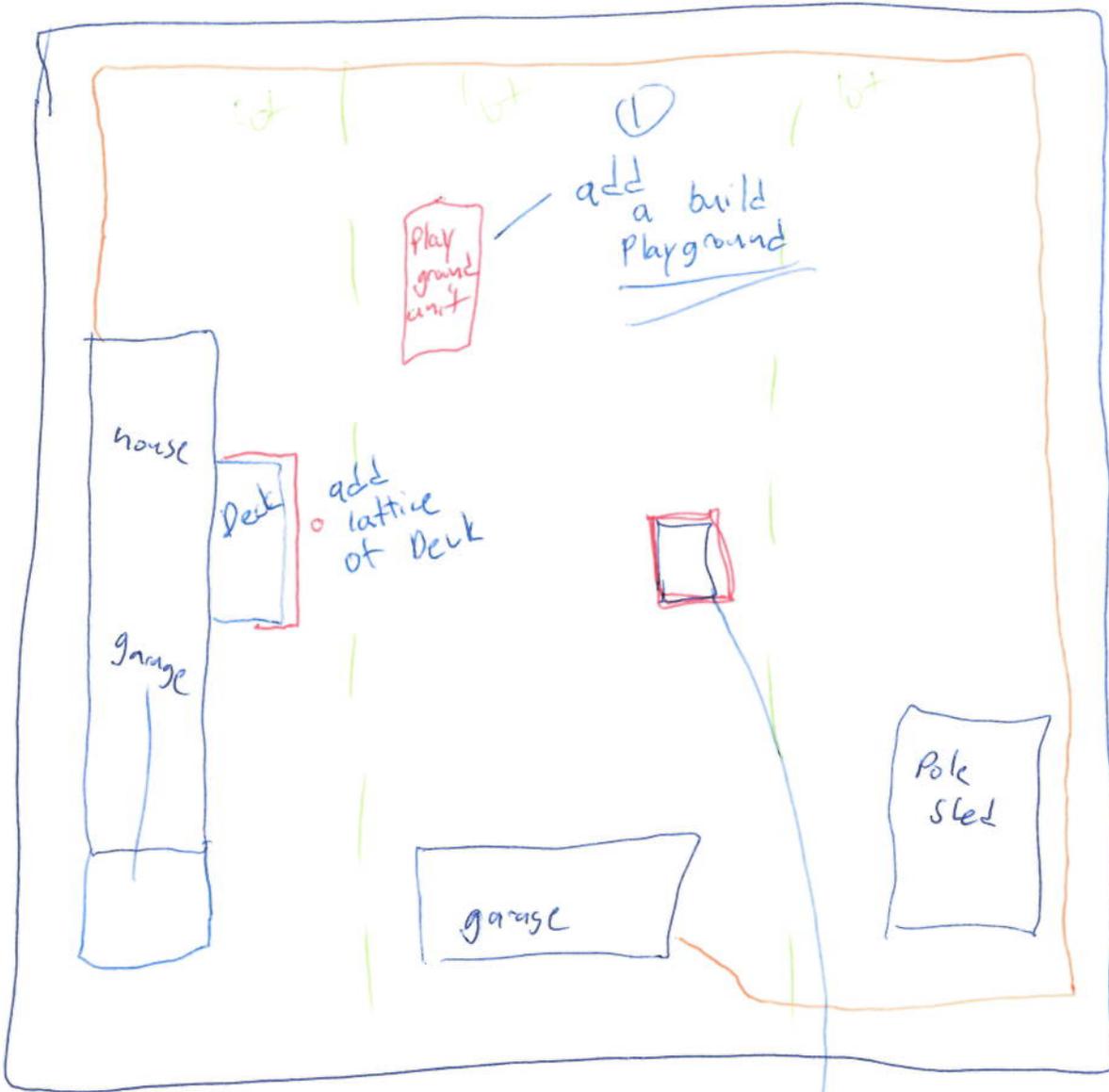
install new fence with gate

Fix old wood fence

Playground and Playhouse & lattice

- 3rd -

margaret
ave



add a build
Playground

add lattice
of Deck

existing gazebo

4x4 Post in ground
add siding and roof
for play house

School
↓



CITY OF BLACKDUCK
LAND USE PERMIT APPLICATION #2019-06

This is to certify that under the City of Blackduck Zoning Code, property described as follows may be used as indicated.

273 Margaret Ave NW

Street Address of Property

R-1

Zoning District

R 81.00194.00 Sect-07 Twp-149 Range-030 BLACKDUCK Lot-001 Block-016 .16 AC&
81.00195.00 Sect-07 Twp-149 Range-030 BLACKDUCK Lot-002 Block-016 .16

Legal Description

Nicholas & Cassandra Seitz

Owner

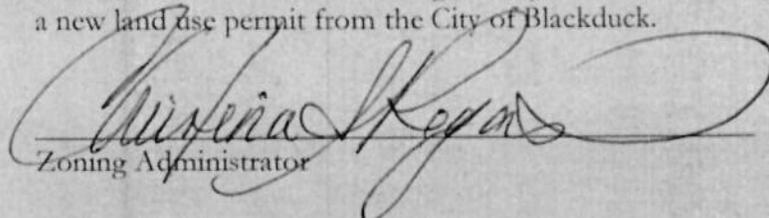
273 Margaret Ave NW Blackduck, MN 56630

Owners' Address

Permit is approved to replace existing fence gates with updated ones, shore up existing fence posts on Southern property line, add lattice to the existing decking, add siding and roof to playhouse; and replace existing windows and a fire rated door in home with fire escape windows for new in-home daycare.

Exact Description of Use

NOTE: This use shall not change to any other use that requires a permit without first obtaining a new land use permit from the City of Blackduck.


Zoning Administrator

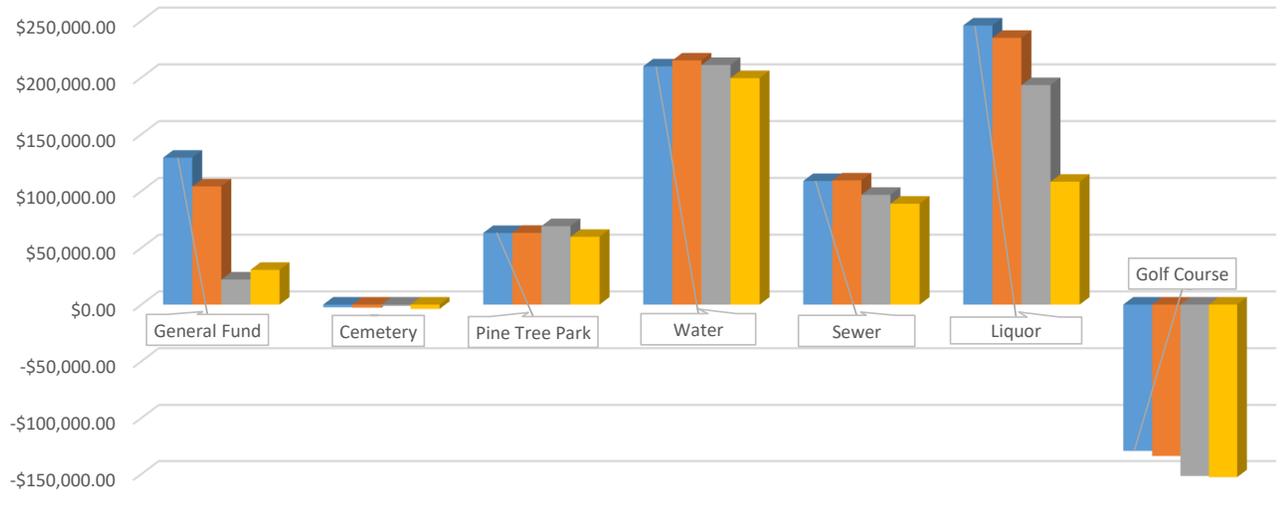
April 22, 2019

Date

Please display this permit in a prominent location during construction.



Estimated Account Balances through June 1, 2020



Assumes No Liquor Transfer for May

	1	2	3	4	5	6	7
■ April 1, 2020 Beginning Balance	\$129,409.74	-\$2,361.21	\$63,068.06	\$209,879.11	\$108,844.43	\$245,892.72	-\$129,340.97
■ May 1, 2020 Beginning Balances Includes Fire Contracts Outstanding	\$104,081.81	-\$2,654.44	\$63,225.21	\$215,080.50	\$109,370.76	\$234,950.11	-\$133,898.65
■ June 1, 2020 Beginning balance w/full premiums	\$22,132.90	-\$1,166.00	\$69,108.38	\$211,024.25	\$96,690.78	\$193,401.76	-\$151,643.01
■ June 1, 2020 beginning balances w/half liability & full work comp premiums	\$30,604.77	-\$3,841.52	\$59,687.44	\$199,527.10	\$88,901.07	\$108,249.25	-\$152,736.83



City of Blackduck
Request for Proposals for Legal Services

INTRODUCTION

The City of Blackduck is seeking interested law firms and individuals experienced in municipal law to provide City Attorney service to the City. As City Attorney, the selected law firm or individual will be expected to provide a wide range of legal services. The City Attorney will be selected by the City Council and will work closely with the City Administrator and other City staff.

The City Attorney is expected to establish, develop, and maintain a close and trusted relationship with the Council and City Administrator. The City Council believes this is critical to the success of the City. The regular City Council meeting is on the first Monday of each month after the 3rd at 6 p.m. in the City Council Chamber located at 8 Summit Ave East. Special meetings are scheduled as needed. Due to holidays and other such occurrences, the Council meetings are occasionally changed to different days.

BACKGROUND

The City of Blackduck is a Statutory City Plan A, Weak Mayor-Council form. The City Council consists of 5 members, Mayor and four Council Members. All are elected at large, Mayor for a two year term and Council for four-year terms. The most recent population estimate is 840. Blackduck is located in the center of Beltrami County. With 1 lake within the City and one Creek, the City Council is charged with enforcing the Shoreland Management Ordinance for properties within 1000 ft. of shoreland. The City's Zoning Ordinance was adopted in 2007 and the Shoreland Ordinance needs updating to align with Beltrami County. The City Zoning Ordinances are upheld by the Planning Commission. The City offers police and fire protection, parks, a reservable campground, municipal liquor store (on and off-sale), municipal golf course, public library, infrastructure maintenance and repair, with centralized water and sewer system. Blackduck provides the snow removal (*with support on CSAH47, 92, & 30 from Beltrami County Highway department*), street maintenance, as well as mowing. The departments' supervisors are appointed to oversee the divisions of the City of which the City Administrator provides leadership for. The Police Department works closely with the Beltrami County Sheriff's Department and are cross-deputized to support the north-end of the County. The Fire Department is 100% volunteer providing service to 7 surrounding townships and 2 Cities. The Relief Association provides gambling to local area in the form of pull-tabs to various businesses including the Blackduck Liquor Store. The City Contracts for engineering services through Wisdeth and Assessor services through Beltrami County.

BASIC SERVICES REQUESTED

Basic services, for the purpose of this proposal, shall include those legal services generally understood within the field of municipal law to fall within the category of "general counsel" work, and shall include, but is not necessarily limited to the following:

- Routine legal advice, telephone and personal consultations with the Council, City Administrator or other authorized representatives.

- Assistance in the preparation and review of ordinances, resolutions, agreements, contracts, forms, notices, certificates, deeds, Tax Increments, Tax Abatement and other documents required by the City.
- Legal advice and opinions concerning legal matters, statutes, ordinances, rules and regulations and other legal interpretations that affect the City.
- Legal work pertaining to property acquisitions, property disposals, public improvements, etc.
- Ability to work with other counsel (bond counsel) or League of Minnesota Cities Legal Department as needed.
- Investigate and evaluate all claims by the City against others and recommended appropriate course of action and attempt to collect all proper claims including litigation where necessary.
- Examine petitions for improvements, as needed, for validity, to assist the City Engineer in preparing preliminary reports as to legal costs, easement costs, assessment methodology and assessment area, and prepare or review such routine legal notices for posting, publishing or mailing as needed and required by the statutory assessment process.
- Represent the City pertaining to Developer Agreements, Planned Unit Developments, Plats, Subdivisions, Shoreland Use, variances, rezoning, special permits, etc. as required by the City's Zoning Ordinance.
- Attendance to regular City Council meetings, special meetings and committee meetings as requested to advise Mayor, Council and City Administrator on matters of legality of all proceedings and actions of the City Council.

REQUIRED PROPOSAL ELEMENTS

The proposal must provide specific and succinct answers to all questions and request for information. Direct, precise and complete responses will serve as an advantage to the applicant.

Describe the nature of your practice or your law firm's practice and your qualification for providing City Attorney services. Include a resume for the individual who will be designated to serve as City Attorney as well as others whom you anticipate being involved with legal services to the City.

Include the following:

- Professional affiliations
- Knowledge of and expertise with Minnesota Municipal Law or of other public sector experience.
- Litigation experience.
- Knowledge and practice of law relating to land use and planning, environmental law, risk management, general plans, real estate and other related law.
- Experience in municipal contracting law.
- Experience in the area of personnel, disability law rights and obligations, workers' compensation, employee relations and negotiations and employee discrimination claims.
- Experience in the preparation and review of ordinances and resolutions.
- Office locations and accessibility.

CITY/CITY ATTORNEY RELATIONSHIP

- Describe clientele represented and years representing such.
- Describe any municipal litigation handled in the last 5 years and type of cases tried.
- Describe how you would structure the working relationship between the City Attorney and the City Council, City Administrator and other Staff members.

- Define the time frames for response by the City Attorney to direction and/or inquiry from the City Council or City Administrator.
- Describe the system that would be established for reporting or status of projects, requests and litigation.
- Demonstrate knowledge of the following:
 - Zoning and Land Use Laws
 - Platting and Land Development Issues
 - Municipal Finance (Minnesota tax increment law; tax abatement law; general experience in municipal bonds) and collection laws.
 - Franchise Law (cable television, internet, cellular communications, basic utilities and laws/regulations and the laws related to these topics)
 - Specialized issues that may relate to municipal law outlined in this section.
- Describe your computer resources. The City will require compatibility with MS Word as well as the maintenance of internet services, such that email and files can be transmitted between City staff and City Attorney.
- Provide a reference list of three (3) recent (within 5 years) municipal clients. If municipal clients are not available, other major clients may be submitted. Particular attention will be given to municipal client references.

COMPENSATION

City Attorney-firms desiring to be considered for City Attorney services must indicate an hourly rate. Please indicate the hourly rate for City Attorney and other attorneys and support staff that may be working on City business. Alternatively, firms may propose monthly retainer rates for services and what would be outside the scope of the retainer.

- Please describe how the firm intends to provide legal services, either on a retainer or hourly basis. For retainer purposes, the following general legal matters are considered under the retainer:
 - attendance at City Council and committee meetings including special meetings as needed and generally only when requested;
 - general advice relating to personnel (in respect to municipal employment matters including but not limited to PERA, labor agreements, personnel policy, FLSA, Veteran's Preference, workers compensation and unemployment compensation);
 - phone calls and meetings with staff;
 - review and provide advice on ordinances, resolutions, and correspondence;
 - review Council agendas, Council packets and minutes as needed;
 - review and comment on municipal contracts such as contracts for public improvements, joint powers, construction, purchase of equipment, etc.;
 - provide legal opinions on open meeting law and data practice issues;
 - review and comment on permits and documents for easements, ROW vacation or acquisition, development agreements, subdivision or zoning, conditional use, variances and violations thereof;

All other legal services are proposed to be done on an hourly basis and hourly rates for these services should be provided.

- If the hourly rate billing is preferred over the retainer rate, then state the hourly rates for the designated City Attorney and associates for general work and for special services such as litigation.

- Define the type and unit rates for reimbursement for expense such as mileage, reproduction of documents, faxed documents, and clerical charges. Firms shall indicate the minimum increment of time billed for each service including phone calls, correspondence and personal conferences.
- The City requires a monthly billing statement which:
 - Itemize the date of service
 - Topic and description of the services performed
 - Personnel providing the service
 - List of time spent
 - Fees for those services
 - Organized billing on the basis of activity and City contact.
 - Project-to-date summary for activities that span multiple billing periods is requested.
 - Summarized monthly and annual costs by type of activity.

CONFLICT OF INTEREST STATEMENT

- Indicate whether your firm currently represents, or has represented any client where representation may conflict with your ability to serve as City Attorney for the City of Blackduck.
- Indicate if your firm currently represents any real estate developers doing business with, or anticipate doing business with, the City of Blackduck
- Indicate whether you currently represent any other local units of government having jurisdiction within or contiguous to the City of Blackduck.
- Indicate what procedures your firm would utilize to identify and resolve conflicts of interest.

EVALUATION AND SELECTION PROCESS

The City will use the following process for selecting the City Attorney:

The City Council will establish a committee consisting of one Council Member, the Police Chief, and the City Administrator to review proposals received. A recommendation to the City Council will come from this committee. The initial proposals will be reduced to a short list of two or three firms who may be interviewed by the City Council.

- Qualification will be verified and checked.
- The City Council will select the firm or individual it believes would best meet the City's needs by weighing the following:
 - the depth, experience and expertise in the practice of law specifically in those most encountered in municipal government operation;
 - the capability to perform legal services promptly and in a manner that permits the City Council and Staff to meet established deadlines and to operate in an effective and efficient manner;
 - the degree of availability for quick response to inquiries that arise out of day to day operating questions or problems;
 - the degree to which the firm or individual attorneys stay current through continued professional development and active communication with practitioners in municipal law firm.
 - communication skills;
 - cost of services;
 - other qualifications/criteria, as deemed appropriate by the City Council.

CONTRACT AWARD

The City intends to award a contract to the firm best qualified to perform the work for the City, cost and other factors considered. The City reserves the right to reject any and all proposals or to request additional information from all proposers. Once a contract is awarded, the term of contract duration shall be subject to on-going review and evaluation.

The contract will require the individual or law firm selected as City Attorney maintain general liability, automobile, workers compensation and errors and omissions insurance. The contract will also contain provisions the firm or individual to indemnify the City and provide that the City Attorney is an independent contractor serving at the will of the City Council. Other required provisions will include the City Council's right to terminate the contract, at its sole discretion, upon the provision of notice.

GENERAL INSTRUCTIONS

Law firms or individuals interested in submitting proposals for City Attorney shall submit seven (3) complete copies of the proposal along with a proposed contractual agreement, in a sealed envelope bearing the captions, "City Attorney Proposal" by 4:00 p.m. May 18, 2020. The envelope shall be delivered to:

In Person:

Christina Regas, City Administrator
City of Blackduck
8 Summit Ave. E
Blackduck, MN 56630

By Mail:

Christina Regas, City Administrator
City of Blackduck
PO Box 380
Blackduck, MN 56630

Commented [CR1]:



A GREAT PLACE FOR FAMILIES

8 Summit Ave. NE, PO Box 380, Blackduck, MN 56630-0380

City of Blackduck, Minnesota

Request for Proposals for Legal Services

The City of Blackduck Minnesota is seeking a qualified individual or firm to provide municipal legal services.

The basic services requested; required proposal elements; description of City/City Attorney relationship; and compensation are detailed in the Request for Proposals upon request to the City of Blackduck City Administrator Christina Regas PO Box 380 Blackduck, MN 56630; by phone 218-835-4803; or by email @ Christina.regas@blackduckmn.com .

Proposals will be evaluated by a committee consisting of one Council Member, the Chief of Police, and City Administrator. Proposals are due by May 18, 2020 and the successful proposer will be recommended for final approval to the Blackduck City Council on June 8, 2020.

Posted this 13th day of April, 2020



Christina Regas, City Administrator

www.blackduckmn.com

Phone: (218) 835-4803 Fax: (218) 835-4801 Email: city@paulbunyan.net

"The City Of Blackduck Is An Equal Opportunity Provider"



CITY OF BLACKDUCK
CONFLICT OF INTEREST / CODE OF ETHICS POLICY
FOR ELECTED OFFICIALS, MEMBERS OF CITY BOARDS,
COMMISSIONS, AND COMMITTEES
ADOPTED: APRIL 6, 2020

A. POLICY:

The residents and businesses of Blackduck are entitled to have fair, ethical, and accountable local government. Such a government requires that public officials of Blackduck:

- Comply with both the letter and the spirit of the laws and policies affecting operations of the city government.
- Be independent, impartial, and fair in their judgment and actions.
- Use their public office for the public good, not for personal or familial gain.
- Conduct public deliberations and processes openly, unless legally confidential, in an atmosphere of respect and civil service.

City Council-members shall review and sign this Conflict of Interest/Code of Ethics policy in January of each year.

B. CODE OF ETHICS:

To this end, the Blackduck City Council has adopted this Conflict of Interest / Code of Ethics policy to encourage public confidence in the integrity of local government and in its fair and effective operation.

1. Act in the Public Interest

Recognizing the stewardship of the public interest must be the councilmember's primary concern. Councilmember's shall work for the common good of the people of Blackduck and not for any private or personal interest, and they will endeavor to treat all persons, claims, and transactions in a fair and equitable manner.

2. Comply with both the spirit and the letter of the Law and City Policy

Councilmember's shall comply with the laws of the nation, the State of Minnesota, and the City of Blackduck in the performance of their public duties. These laws include, but are not limited to: the United States and Minnesota constitutions; City of Blackduck ordinances and policies; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities and open processes of government. Councilmember's shall inform themselves of the laws and policies to which they are held accountable.

3. Conduct of Members

The professional and personal conduct of a member must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of any other members of Council, boards, commissions, or the public. Treat each other, staff or member of the public in a manner that is respectful and does not foster a hostile and unprofessional environment, whether in the workplace or at a city approved social event.



CITY OF BLACKDUCK
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4. Respect for Process

A Member shall perform his or her duties in accordance with the processes and rules of order established by the City Council and board and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

5. Conduct of Public Meetings

A Member shall prepare themselves for public issues; listen courteously and attentively to all public discussion before the body; and focus on the business at hand. Each member shall refrain from interrupting a speaker; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

6. Decisions Based on Merit

Council decision shall be based upon the merits and substance of the matter at hand.

7. Communication

It is the responsibility of Councilmember's to publicly share substantive information that is relevant to a matter under consideration that they have received from sources outside of the public decision-making process with all other Councilmember's.

8. Disclosure of Corruption

All City officials shall take an oath upon assuming office, pledging to uphold the constitution and laws of the City, the State and the Federal government. As part of this oath, officials commit to disclosing to the appropriate authorities and/or to the City Council any behavior or activity that may qualify as corruption, abuse, fraud, bribery, or other violation of the law.

9. Confidential Information

Councilmember's shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the City. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial, or private interests.

10. Use of Public Resources

Public resources not available to the general public (e.g. City staff time, equipment, supplies, or facilities) shall not be used by Councilmember's for private gain or personal purposes.

11. Representation of Private Interests

In keeping with their role as stewards of the public trust, Councilmember's shall not appear on behalf of the private interests of a third-party before the City Council or any board or committee of the City.



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12. Advocacy

Each member shall represent the official policies or positions of the City Council, board or commission to the best of his or her ability when designated for this purpose. When presenting individual opinions or positions, a member shall explicitly state the opinion or positions do not represent the opinion or position his/her body, or the City of Blackduck, nor will he or she allow the inference that he or she does councilmembers or board and or commission member and each city employees has the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention or display endorsements during any Council meeting, board or commission meetings, or any official City meeting.

- 13. Policy Role of Members** - Each member shall respect and adhere to the council-manager structure of Blackduck City government as outlined by the Blackduck City Ordinance. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards, commissions, and City staff. Except as provided by the City Ordinance, no members shall interfere with the administrative functions of the City or the professional duties of City staff; nor shall any member impair the ability of staff to implement Council policy decisions.

14. Improper Influence

Councilmember's shall refrain from using their position to improperly influence the deliberations or decisions of City staff, Council, or committees.

15. Positive Work Environment

Each member shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Each member shall recognize his or her special role in dealings with City employees so as not to create the perception of inappropriate direction to staff.

16. Compliance and Enforcement

Councilmember's themselves have the primary responsibility to assure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of City government.

C. CONFLICT OF INTEREST:

1. In order to assure their independence and impartiality on behalf of the public good, Councilmember's shall not use their official positions to influence government decisions in which they have a financial interest or where they have an organizational responsibility or a personal relationship that would present a conflict of interest under applicable State law.
2. In accordance with the law, members shall file written disclosures of their economic interest and if they have a conflict of interest regarding a particular decision. They shall refrain from participating in that decision unless otherwise permitted by law.



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3. A councilmember may leave the meeting room during a discussion where a conflict of interest arises because of family relationships. The Councilmember will abstain from voting on an issue where a conflict of interest arises because of family relationships. These actions will be duly noted in the minutes of the meeting.
4. Councilmember's shall not take advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. They shall refrain from accepting gifts, favors or promises of future benefits that might compromise their independence of judgment or action or give the appearance of being compromised

D. SANCTIONS:

Model of Excellence

Any City Councilmember, Board and Commission Member or Council appointee who does not review the City Conflict of Interest / Code of Ethics Policy and sign the Model of Excellence (*Appendix A*) shall be ineligible for intergovernmental assignments or Council subcommittees.

Ethics and Conduct Training for Local Officials

Any City Councilmember, Board and Commission Member, Council appointee who is out of compliance with State- or City-mandated requirements for ethics training shall not represent the City regarding intergovernmental assignments or Council sub-committees, and may be subject to sanction.

Public Disruption

Members of the public who do not follow proper conduct after a warning in a public meeting may be barred from attending or speaking at that meeting and removed from the meeting.

Inappropriate Staff Behavior

Councilmembers should refer, to the City Administrator, or Mayor, or to the city attorney, any staff who does not follow proper conduct in their dealings with Councilmembers, other City staff, or the public. These employees may be disciplined in accordance with standard City procedures for such actions.

Councilmembers Behavior and Conduct

Compliance and Enforcement. The Blackduck Conflict of Interest / Code of Ethics Policy expresses standards of ethical conduct expected from each member of the Blackduck City Council, or any board, commissions, or city appointee. Each member has the primary responsibility to assure the standards are understood and met, and that the public can continue to have full confidence in the integrity and conduct of Blackduck's government.

The chair of each board and commission as well as the Mayor and Council have the additional responsibility to intervene when any actions of a member which appears to be in violation of the Conflict of Interest / Code of Ethics Policy is brought to his or her attention.



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Any City Councilmembers who intentionally and repeatedly do not follow the provisions of the Conflict of Interest / Code of Ethics Policy may be sanctioned and reprimanded or formally censured by the Council, lose seniority or committee assignments (*both within the City of Blackduck or with inter-government agencies*) or have official travel restricted. Serious infractions of the Conflict of Interest / Code of Ethics Policy could lead to other sanctions as deemed appropriate by the Council.

Councilmembers should point out to the offending Councilmember any infractions of the Conflict of Interest / Code of Ethics Policy. If the infraction(s) continue, then the matter should be referred to the Mayor for action. If the Mayor is the individual whose action(s) are being challenged, the matter shall be referred to the Vice Mayor. It is the responsibility of the Mayor to initiate action if a Councilmember's behavior may warrant sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought to the full Council in a public meeting.

Board & Commission Members Behavior and Conduct

Counseling, verbal reprimand and written warning may be administered by the Mayor to any board, commission member failing to comply with City policy. Such sanctions shall be private consistent with Minnesota law. If followed by Minnesota law copies of written reprimand administered by the Mayor shall be distributed in memo format to any chair of the appropriate board or commission, the city clerk, the city attorney, the City Administrator, and the City Council.

C(1) Any written reprimand administered by the Mayor shall not be distributed to any member of the public and shall not be publicized except as required pursuant to the Public Records Act.

C(2) The City Council may impose sanctions on a board or commission member, and city appointee whose conduct does not comply with the city policy, including but not limited to removal from office, position or job.

C(3) Any form of discipline imposed by Council shall be determined by a majority vote of at least a quorum of the Council at a noticed public meeting and such action shall be preceded by a Report to the Council with supporting documentation. The Report to Council shall be distributed in accordance with Minnesota Public Records Act normal procedures, including hard copies and posting online. Any Report to Council addressing alleged misconduct by a board or commission member shall be routed through the Office of the city attorney for review as to whether any information within the report is exempt from disclosure pursuant to the Minnesota Public Records Act.

C (4) If in the opinion the City Administrator or city attorney an investigation is warranted, the city administrator or city attorney shall confer with the Mayor or Council. If in the opinion of the Mayor or Council shall direct the City Administrator and/or the city attorney to investigate the allegation and report the findings.

C(5) The results of any such investigation shall be provided to the full Council in the form of a Report to Council, and shall be placed on the agenda of a noticed public meeting as "Information Only". Any such



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report shall be made public and distributed in accordance with the Minnesota Public Records Act. Including hard copies to numerous public locations and posted online. Any report to the Council addressing an investigation of any board or commission member shall be directed to the Office of the City Attorney for review whether any information is exempt from disclosure pursuant to the Minnesota Public Records Act.

C(6) It shall be the Mayor's and/or the Council's responsibility to determine the appropriate action. Any action taken by Council (with the exception of "take no further action") shall be conducted at a noticed public hearing. Actions which the council may undertake include, but are not limited to: discussing and counseling the individual with respect to the violation(s); placing the matter on a future public hearing agenda to consider sanctions; forming an ad hoc subcommittee of council members to review the allegation, the investigation and its findings, as well as to recommend options for Council consideration.

C(7) Under the City Ordinance, the City Council also may remove any member of boards and commissions from office. A violation of this Code of Ethics and Conduct shall not be considered a basis for challenging the validity of the Council, boards or commission's decision.

This policy adopted on April 6, 2020

Mayor Rudy Patch

Council Member Jason Kolb

Council Member Paige Moore

Council Member Maxwell Gullette

Open Seat

Attest: Christina Regas - City Administrator

4-6-2020
Date signed



CITY OF BLACKDUCK
CONFLICT OF INTEREST / CODE OF ETHICS POLICY
FOR ELECTED OFFICIALS, MEMBERS OF CITY BOARDS,
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APPENDIX A
MODEL OF EXCELLENCE
Blackduck City Council Elected Officials,
Members of Boards, Commissions, and Committees

I certify that the individual named below was provided a copy of the City of Blackduck Conflict of Interest / Code of Ethics and copy of this form on the date indicated below.

Name CHRISTINA REEDS
Signed this day of April 6 2020

Department Administration
Position City Administrator



City Administrator

4-6-2020

Date

