



MINUTES

Council - Work Session Meeting

6:00 PM - Monday, July 27, 2020

City Hall, 8 Summit Drive, Blackduck MN

The Council - Work Session of the City of Blackduck was called to order on Monday, July 27, 2020, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

COUNCILORS PRESENT: Councilor Jason Kolb, Councilor Maxwell Gullette, and Mayor Paige Moore

COUNCILORS EXCUSED: Councilor Sheldon Ostlund

STAFF PRESENT: City Administrator Christina Regas, Police Chief Jace Grangruth, Public Works Supervisor Mike Schwanke, and Lead Bartender Melissa Gullette

OTHERS PRESENT:

1 CALL TO ORDER

- a) Roll Call
Mayor Moore called the meeting to order at 6:04pm and roll call was taken.
- b) Pledge of Allegiance
Mayor Moore dispensed with the Pledge of Allegiance.

2 APPROVAL OF AGENDA

- a)

Jason Kolb moved to approve the agenda with the addition of Pine Tree Park Renovations to New Business by Mike Schwanke, Maxwell Gullette seconded the motion.

Carried 3 to 0

Jason Kolb	For
Maxwell Gullette	For
Paige Moore	For

3 OLD BUSINESS

- a) City Building Remodeling & Rebuilding - updates on funding of bonding
Regas presented to the board a 5 year projection of the City's bond payments including the potential new bonding for the city buildings project(s) based on the request of council to review how the additional debt would impact the levy and the water and wastewater departments. Regas provided the board with a snapshot of what the volume rates should be for water and wastewater with the additional debt projected from 2021 -2025 for discussion. Regas reported the water rates would need an increase in volume but wastewater would be within the current budget. In

summary Regas reported to the City Council that from the financial study completed the general fund, water and wastewater could afford the additional debt. Schwanke stated with the study provided only current operating budgets from 2020 are reflected which could require a rate increase if the budget(s) need to increase in the 5 years. Councilor Gullette agreed the budgets could handle the debt without raising the levy. In closing Regas stated Todd Haugen will provide a closer bond schedule and a resolution for the council to approve and order a public hearing within 30 days. Regas further stated that the process could take the City into October for approving the bonding and moving forward with the building process. Nothing further.

b) Golf Course Cart Shed - budget revision and update on finishing work

Regas provided the City Council with an updated budget review of the construction for the cart shed stating the golf board met recently and it was expressed the importance to stay under budget. Regas further stated seasonal storage has been sold to 1 other golfer and the course has been very busy. Gullette complimented the golf course on how well the course looked.

c) Donation Request - Blackduck After Prom

At this time the City Council has requested the donation request to be left on the agenda through the August Council meeting. Nothing further.

d) Public Works Trucks - updates -
Open bids for old vehicles

Schwanke provided to the board an update on the public works trucks stating hoping the City is on track for October receiving. Chief Grangruth requested the City approve places both of the current trucks on public bidding instead of a trade-in option. Schwanke stated he is fine with doing a public bid as long there is a stipulation that the new owner could not take ownership until the new trucks are received. Mayor Moore was in favor of the public bid option. Regas stated she will work with the department to start the process as soon as possible. Nothing further.

e) Public Works / Streets Equipment Quotes for Tractor & Dump Truck - Updates
Tractor -

Schwanke provided updated information on the used tractor discussed at the June council meeting. Schwanke stated the unit is company owned; has 878 hours is a 2015 model; all the maintenance records are available; warranty options on the used unit includes either a 2 year 1000 hour power-train and full hydraulic for \$1500 and a 3 year power-train and full hydraulic for \$1870. Schwanke further stated leasing to own the unit is available and after the trade-in of the existing tractor the monthly payment for 5-years @ 3.35% would be \$1174. Regas asked if the lease on the used unit would be \$14,000 annually what would the finance rate be on the new unit. *Schwanke requested the rate from the representative during the meeting and found it to be the same rate of 3.35% resulting in an additional \$5,000 in interest.* Councilor Gullette requested Schwanke provide to the board the final paperwork to approve the purchase of the used unit at the next council meeting in August. Councilor Kolb agreed to work to secure the unit before winter.

Plow Truck -

Schwanke reported at the request of the City Council he received notice the motor on the plow truck is beyond repair and would need replacing which could run up to \$12,000 for the part without labor. Schwanke stated the repairs could run up to \$25,000 after all the repairs are completed which does not make good financial sense. Schwanke stated he has no quotes on used or new machines at this point to present to council. Schwanke stated a used unit can cost up to \$80-\$90,000 however he may be able to use a smaller unit as long as the box is large enough to haul snow and sand. The City Council agreed Schwanke should look for another used unit compared to the tractor from a dealer that can be leased to own and provide the information at the next meeting.

f) Council Vacancy

Nothing to update at this time.

- g) Equity Awareness Training - updates
Regas could not provide updates on a date at this time. Nothing further.
- h) Collaborative Services - feedback from City Council
Regas requested feedback from the board on topics they would like to have Pamela Whitmore cover. Councilor Gullette stated he would like more insight on data practices and council member roles. Councilor Kolb stated he would like insight on how to entice public comment. Nothing further.
- i) Speed Limit Signs on CSAH 30 & MnDot 71 & 72 - updates
Regas stated since the regular council meeting the CSAH 30 orange warning sign was installed and she found a contact for MnDot to request the speed limit signs to move out further out of the city limits. Nothing further.
- j) Blackduck Beach Project
Grangruth stated the beach is going well, a few safety items need to be installed and some dividers installed, but the beach should be usable very soon.

4 NEW BUSINESS

- a) Public Review & Feedback invited for Beltrami County's Multi-Hazard Mitigation Plan
Regas provided the press release notice to the board to review and provide feedback on Beltrami County Multi-Hazard Mitigation Plan and encouraged feedback to Emergency Manager Chris Muller be sent on the City of Blackduck's portion. Nothing further.
- b) Backwoods Bash - Unbashed Parade - August 15, 2020 from noon - 1pm
Regas reported on a few virtual events happening on what is typically Backwoods Bash on August 15th due to COVID-19. Nothing further.
- c) 2021 Budget Planning Process - Request for Finance Committee meeting July 30, 2020
Regas requested a finance meeting for the 2021 budget. Councilor Gullette and Schwanke agreed to meet July 30, 2020 @ 2pm at City Hall.
- d) Public Nuisance Administrative Fees/Fines - increase fine or add 2nd offense
Regas requested the board consider increasing the fine amount for public nuisance offenses or support a 2nd offense fine due to the difficulty gaining compliance of residents with city ordinances. Regas stressed how gaining compliance is the City's first and foremost path as abatement can take up to 2 years. Shwanke recommended the City increase the 1st offense fine and double the 2nd offense. Councilor Gullette suggested the 1st offense be set to \$50 and the 2nd \$100. Councilor Kolb asked what the timeline will be for compliance. Regas stated it depends on the violation. Regas stated when the letter is sent out first she requests a 30 days to take action after which the fines are sent out and each fine provides 15 days to pay plus for the recipient to be in compliance. Mayor Moore recommended validating with the City Attorney the recommended increases to the fines are reasonable and present a revised fines and fees schedule of Resolution 2019-22 for the 2020 year for action at the August 10, 2020 meeting. Nothing further.
- e) MN State Primary Election - August 11, 2020 -
Regas stated the polls open at 7am and close at 8am. Regas stated additional PPE will be provided due to COVID19 and the election judges will be complying with the mask order. Regas further stated that due to the additional requirements during the November General election Blackduck City Hall will only be open for the election that day. Regas further stated the election judges will be volunteering to assist the County with absentee ballot counting beginning August 4, 2020.
- f) Open Meeting Procedures - Notes from Attorney Joe Langel
Regas provided feedback from the City Attorney from the July 6, 2020 meeting.

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Regas stated that if the City Council wishes to table a item from the approved agenda for later to address another item then the Council should formally move and second on the change. Regas further stated that with the new online streaming of the meetings it is important for the full council to always be in the video at all times. Regas stated that ensures the open meeting law is still in compliance to the public. Regas strongly encouraged the city council to avoid side conversations as well.

- g) Downtown revitalization - potential new building options & bringing visitors to downtown

Regas informed the Council that an organization is looking to purchase some of the older downtown buildings in the City in hopes to remove them to provide new space for future development. Council Kolb asked if any of the downtown buildings are historic and need preserving. Regas stated no.

- h) Pine Tree Park Renovations - Added item from Mike Schwanke

Schwanke reported that he has received estimates on the renovations needed to the restroom and shower house at Pine Tree Park. Schwanke stated the estimates were higher than anticipated but stated the improvements have been needed for sometime. Schwanke stated the estimates exceed the 2020 budget for Pine Tree Park renovations. Schwanke stated if everything is completed it will cost \$43,678. Schwanke reviewed the plans that include replacing the roof, removing skylights that leak, new ADA compliant restrooms, stainless sinks and toilets, updating the showers, updating the flooring, adding ADA compliant cement paths outside, new doors, new lighting and timer switches, updating the plumbing, etc. Regas recommended reviewing the budget prior to the August 10 meeting to provide the Council with a plan to move forward with the renovations this summer. Nothing further.

5 ADJOURNMENT

- a)

Jason Kolb moved to adjourn the work session at 8:06pm Paige Moore seconded the motion.

Carried 3 to 0

Jason Kolb	For
Maxwell Gullette	For
Paige Moore	For

Christina Regas, City Administrator

Paige Moore, Mayor