



BLACKDUCK CITY COUNCIL MEETING

MONDAY NOVEMBER 7TH, 2016 6PM

REGULAR COUNCIL MEETING MINUTES

CALL TO ORDER: The City Council of the City of Blackduck met in Regular Session at Blackduck City Hall at 6:02p.m. on November 7th, 2016. Meeting called to order by Mayor Lundberg and the Pledge of Allegiance was stated.

ROLL CALL:

Councilors present: Councilors Stade, Patch, and Molnar.

Councilors Absent: none

Staff Present: City Administrator Christina Regas, Liquor Store Manager Shawnda Lahr, and Public Works Supervisor Bob Klug

Others Present: Audrey Zimmerman Blackduck American, and Brandon Carlson WSN, and Resident Tom Nendick

APPROVAL OF AGENDA – Moved by Councilor Stade and seconded by Councilor Patch to approve the agenda with changes to the Administrator’s Report (item b.iii.) ‘Request for Personnel Committee Meeting for Nov. Dec. 7th, 2016.’ Motion carried unanimously.

CONSENT AGENDA – Moved by Councilor Stade and seconded by Mayor Lundberg to approve the consent agenda items:

- a. October 4th, 2016 Council Meeting Minutes
- b. October 17th, 2016 Council Work Session Minutes
- c. November 1st, 2016 Special Council Meeting Minutes
- d. October 12th, 2016 Blackduck Development Corp Meeting Minutes
- e. October 4th, 2016 Personnel Committee Meeting Minutes
- f. October 25th, 2016 Blackduck Municipal Golf Board Meeting Minutes
- g. October 2016 Fund Balance Report & approved transfers
- h. October 2016 Bills
- i. YTD October 2016 Income Statements
- j. October 2016 Month End Remittance Report
- k. September 2016 LG216 Lawful Gambling Monthly Rent Report
- l. Contract for Services HRDC & City of Blackduck for Blackduck SCDPG Administration
- m. Letter of Agreement for Wellness Institute Services
- n. 2016 MV Agricultural Credit

Motion carried unanimously.

BLACKDUCK FORUM –

No one present to speak.

2016 ROAD IMPROVEMENT PROJECTS – Curt Meyer, WSN

1. Construction Update – Brandon Carlson was present to report on the construction on Summit Ave. West. Carlson stated that the pipe work is starting to wrap up and they are laying gravel and the geo grid today. Gladens is waiting for the bacteria test to pass. All the side streets to the



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North will be cleaned up to where it was cut off before the construction started. Oscar South will have good gravel put back onto it.

- a. Tom Nendick – Nendick was present on behalf of the Evangelical Free Church. Nendick stated that there have been some bad areas of Oscar dug into several times. He would like to know if the City can leave some gravel in the area so that when March 2017 comes and the road is impassable it can be laid. Councilor Patch asked Public Works Supervisor Klug if the City already had a stock pile of gravel on hand. Klug stated yes and the City was receiving 500 yards this week. Nendick stated that it could be an issue in the spring and he just wants the City to be prepared just in case.
 - b. Tom Nendick – Nendick asked what the black pipe lying along the road is for. Klug stated that it is a temporary service line for water. It will be dug up and capped before Gladens finishes up.
 - c. Ton Nendick – Nendick asked if Marks was going to start paving again. Carlson stated that Marks was paving last week and they planned to return Tuesday.
2. Amended Contracts for Engineering Services –
 - a. Summit Ave. & Main St. Utility Replacement – Moved by Councilor Patch and seconded by Councilor Molnar to approve the amended contract for engineering services for Summit & Man Utilities. Motion approved.
 - b. Frontage Road & Pine Ave & Pedestrian Trail Project – Moved by Councilor Molnar and seconded by Councilor Stade to approve the amended contract for engineering services for Frontage Road & Pine Ave. & Pedestrian Trail Project. Motion approved.
 3. Work Session Requested for November 21st, 2016 – Regas requested a work session to further discuss the funding of the Pedestrian trail.

2016 SCDP HOUSING REHAB PROJECT – Jackie Meixner, Housing Director HRDC

No report submitted.

PUBLIC WORKS REPORT – Bob Klug Jr., Public Works Supervisor

1. Wayside Rest Park & Pine Tree Park – Klug reported that the parks are all winterized and closed for the winter.
2. Golf course irrigation – Klug reported that the golf course irrigation system is all winterized.
3. Paving of 4th Street NE – Klug reported that he received a bid to pave 4th Street NE that was within budget from Northern Paving for \$29,500 and that the work could be completed this Wednesday. Klug reported that his team would blue top it Tuesday and get the manhole lifts done. Mayor Lundberg asked if there will be 3 inches on the road, and Klug confirmed.

LIQUOR STORE REPORT – Shawnda Lahr, Liquor Store Manager

1. Opening of Deer Season Sales – Lahr was present to report the sales over the 4 days of Deer Opener. Sales were down over the 4 days to 2015 about \$1,800 but over all a good Thursday and Friday. Lahr reported that although the bar is busy for deer season there are not as many people staying due to the warmer weather for the hunters.

LAW ENFORCEMENT REPORT –

No report submitted.



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FIRE DEPARTMENT REPORT – Brian Larson, Fire Chief

No report submitted.

GOLF COURSE REPORT – Jim Andersen, Golf Course Superintendent

1. Golf Board Meeting recap – Regas recapped the last board meeting and stated that the board is working on starting a new advertising program for the tee box signs, looking into expanding the golf course website page, and membership offers for 2017. Next meeting is not until January 2017.

LIBRARY REPORT – Alayna Nestberg, Head Librarian

No report submitted.

ADMINISTRATOR'S REPORT – Christina Regas, City Administrator

1. Canvass Board for the 2016 General Municipal Election – Regas requested the council meet to canvass the 2016 municipal general election on November 14th, 2016 at 6pm.
2. 2016 Annual Performance Appraisal Process – Regas reported that department heads are working on the 2016 annual performance appraisals. Regas reported that supervisor's self-reviews are due by Nov. 19th 2016 and all personnel reviews due to City Administrator by Dec. 5th, 2016.
 - a. Personnel Committee Meeting – Regas requested the Personnel Committee meet on Dec. 7th 2016 at 6pm to review performance appraisals and 2017 wages.
3. November 21st, 2016 Work Session – Regas stated that in addition to holding the work session in November for the Trail project that the 2017 Fees & Charges will also be reviewed.

COMMUNITY EVENTS/GOOD THINGS HAPPENING –

- a. Wine Tasting @ the Pond – November 7th, 2016 6-8pm
- b. Blackduck Development Meeting – November 9th, 2016
- c. Blackduck Chamber Meeting – November 16th, 2016
- d. Impact 20/20 Housing Summit – Crookston November 16th, 2016
- e. Blackduck Craft Fair – B.H.S. November 12th, 2016 9-3pm

ADJOURN – Moved by Councilor Patch and seconded by Councilor Stade to adjourn the meeting at 6:23pm. Motion carried unanimously.

Christina Regas, City Administrator

Daryl Lundberg, Mayor