



BLACKDUCK CITY COUNCIL MEETING

MONDAY FEBRUARY 8TH, 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 6:00p.m. on February 8th, 2016.

ROLL CALL:

Councilors present: Mayor Lundberg, Councilors Christensen, Stade, and Loeken

Councilors Absent: Patch

Staff Present: City Administrator Christina Regas, Public Works Supervisor Bob Klug, and Police Chief John Wilkinson

Others Present: Head Librarian Nance Kunkel, Terry Frenzel, and City Engineer Curt Meyer

APPROVAL OF AGENDA - Councilor Christensen moved to approve the agenda with changes seconded by Councilor Stade. Motion carried unanimously.

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

- a. January 4th, 2016 Council Meeting Minutes
- b. January 13th, 2016 Public Hearing Minutes
- c. January 13th, 2016 Blackduck Development Corp Meeting Minutes
- d. January 20th, 2016 Personnel Committee Minutes
- e. January 25th, 2016 Fire Protection Meeting Minutes
- f. January 25th, 2016 Liquor Committee Meeting Minutes
- g. January 26th, 2016 Planning Commission Minutes
- h. January 27th, 2016 Work Session Meeting Minutes
- i. November 19th, 2015 Kitchigami Regional Library Meeting Minutes
- j. January 2016 Fund Balance Report
- k. January 2016 Bills
- l. YTD January 2016 Income Statements
- m. January 2016 & December 2015 Month End Remittance Report
- n. December 2015 LG216 Lawful Gambling Monthly Rent Report
- o. Resolution 2016-05 – Resolution approving the application for funding from DEED for water & Wastewater system improvements
- p. Resolution 2016-02 – Resolution adopting a schedule of fees & charges for 2016
- q. January 2016 Short Settlement Property Tax Statement

Motion carried unanimously.

BLACKDUCK FORUM – Terry Frenzel was present to speak about the Community Lighting Fee. Frenzel commented how he does not believe the current ordinance supporting charges to land owners that just own bare land is right and he wishes to see the ordinance changed. He commented how he has spoken to other land owners that are in the same position as he that would also like to see the ordinance changed. Councilor Christensen agreed with Frenzel and Councilor Loeken stated that the topic was discussed at the last work session. Frenzel asked the council if they are all in agreement on the changes.



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Councilor Loeken stated that there will be changes on the ordinance. Frenzel asked if it was going away. Councilor Christensen stated that yes the title and fee goes away however the City still needs to pay for lighting. Frenzel stated that he understands the importance of the lights and that it is a service to the City. Frenzel stated that for the safety of the City and the residents the lighting must continue, if you own a business or a structure in town the charges should be there. Frenzel asked how soon it will be acted upon. Councilor Christensen stated that when the 2017 budget is worked on then it will be acted upon. Frenzel asked if the City was a year away still. Mayor Lundberg stated that it would be fall before it is acted upon that is when the budget is worked on. Frenzel stated he will look forward to that. No further action is needed.

PERSONNEL COMMITTEE RECOMMENDATIONS –

Regas provided a summary of personnel committee recommendations for Council to act upon. Motion by Councilor Christensen and seconded by councilor Stade to approve the recommended changes. Motion carried.

2016 ROAD IMPROVEMENT PROJECTS – Curt Meyer, City Engineer WSN

1. Citizen Participation Plan – Meyer provided a Citizen Participation Plan for the City to adopt pursuant to Section 104(a)(3) of the housing and Community Development Act of 1974 to ensure Blackduck residents are encouraged to participate in the CDBG funded activities as part of the application process for the Small Cities Development Program Grant. Motion by Councilor Christensen to adopt the Citizen Participation Plan seconded by Mayor Lundberg. Motion carried.
2. Resolution 2016-07 – Motion by Councilor Stade and seconded by Councilor Loeken to approve Resolution 2016-07 ordering a Feasibility Report for Summit & Main Infrastructure Projects. Motion carried.
3. Resolution 2016-08 – Motion by Councilor Christensen and seconded by Councilor Stade to approve Resolution 2016-08 receiving a Feasibility Report and Calling a Public Hearing for March 7th, 2016 on the Summit and Main Infrastructure improvements. Motion carried.
4. Feasibility Report for Frontage & Pine – Motion by Councilor Stade and seconded by Councilor Christensen to order a feasibility report for Frontage & Pine road improvements. Discussion by Councilor Christensen on the cost of the report and Meyer stated that it would be done without cost. Mayor Lundberg stated council can review the report afterwards to determine if the City would assess. It was discussed that there are 6 property owners with the City of Blackduck. Mayor Lundberg called for a vote on the motion. Motion carried.
5. Engineering Fees for Frontage Road & Pine Ave. – Meyer reviewed the application process with Council for LRIP funds and how the City did include part of the engineering estimated fees as requested amount to fund the project when LRIP was awarded. Meyer reviewed that the City has paid to date \$23,986.71 in engineering fees however there are still additional fees that can total up to \$56,988.13. LRIP was awarded for everything that was requested for. Meyer stated that the plans for Frontage and Pine have changed a little and WSN has found ways to save costs which could save costs on engineering also. No further action needed.

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

1. Frontage Road WSN Invoice – Motion by Mayor Lundberg and seconded by Councilor Christensen to pay \$1,927.00 for invoice #107913 from the Revolving Loan fund. Motion carried.



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LIQUOR STORE REPORT – Shawnda Lahr, Liquor Store Manager

1. 2016 MMBA April Conference Attendance – Motion by Councilor Stade and seconded by Mayor Lundberg to approve training and travel expenses for Shawnda Lahr and Melissa Guellette to attend the 2016 MMBA Conference in Alexandria. Discussion by Councilor Christensen requested what is the benefit of the conference. Regas stated that besides networking, the staff would receive customer service training, new legal law training for serving, and other seminars. Councilor Loeken asked who would open the Pond in their absence. Regas stated that Nate Jablonski and Jenn Nesvig are trained to open and it would only be Monday. No further discussion. Motion carried.

LAW ENFORCEMENT REPORT – John Wilkinson, Chief of Police

1. Performance Review for Officer Matt Nikle – Chief Wilkinson provided a performance review of Officer Nikle from Beltrami County Sergeant Tony Petrie – No action needed.
2. 2015 Year End Report – Chief Wilkinson provided a comparison from 2014 to 2015 call report. Overall calls were up for 2015. No further action needed.

FIRE DEPARTMENT REPORT – Troy Gabrelcik, Fire Chief

No report submitted.

GOLF COURSE REPORT – Jim Andersen, Golf Course Superintendent

No Report submitted. Councilor Christensen asked to continue discussion of the future of the Golf Course at the next work session.

LIBRARY REPORT – Nance Kunkel, Head Librarian

1. Kitchigami Regional Library Board representative – there is still a vacancy and there is no interest at this time. Kunkel was present to stress the importance of filling the vacancy and having the City consider requesting the Kichi Board to loosen the parameters of who can qualify for a board member. Kunkel stated that it is preferred that a councilor sit on the board.
2. 2015 Year End Report – Kunkel provided a year-end report for 2015 summarizing the increase use of the library.
3. Retirement of Head Librarian – Kunkel provided to council her intentions for retiring effective April 1. The Council wished her well and thanked her for her years of service to the community.
4. Other – Councilor Christensen asked how long the current building will suit the needs of the Library. Kunkel stated that it will suit the needs of the community for the next 10 years. It can always be larger but it will suit the community fine. Kunkel asked for the decision on putting a Knox Box/Key box on the Library. Regas stated it was determined to hold off on the Library.

ADMINISTRATOR'S REPORT – Christina Regas, City Administrator

1. Planning Commission Recommendations – Land Division Request from James Wolden – Motion by Councilor Loeken and seconded by Councilor Christensen to approve the land division request from Wolden. Motion passed.
2. MMB 2016 Pay Equity Report – Regas submitted for final approval the 2016 Pay Equity Report. Motion by Councilor Stade and seconded by Councilor Loeken to approve the report as submitted. Motion carried.
3. Final Approval of Liquor License Applications – Regas submitted for final approval liquor licenses for the Blackduck Bowling Lanes and Nance Kunkel Retirement Party at the Golf Course. Motion by Councilor Christensen and seconded by Mayor Lundberg to approve the licenses as submitted. Motion carried.
4. Donation Request for Ladies Auxiliary 2016 Easter Egg Hunt – Regas submitted for approval by council a request to donate to the 2016 Easter Egg Hunt. Motion by Councilor Christensen and seconded by Mayor Lundberg to donate \$75 from the Community Development Fund. Further



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discussion by Councilor Christensen requests the City draft a policy for future donations requests from the Community Development Fund with guidelines. Motion carried.

5. WSN Pedestrian Trail Services Invoice #107914 – Motion by Councilor Christensen and seconded by Councilor Loeken to approve payment of invoice #107914 for \$4,139.00 from the Community Development Fund. Motion carried.

COMMUNITY EVENTS/GOOD THINGS HAPPENING –

1. Winter Fun Fest & Stump Jumpers Drag Races – February 20th, 2016 Blackduck Lake
2. Ladies Auxiliary Easter Egg Hunt – March 19th, 2016

OTHER –

1. Councilor Christensen requested further discussion at the next work session of the Golf Course.
2. Councilor Loeken asked for clarification on the NSF checks that the Pond processed in 2015. Loeken has concerns regarding the process of the bad checks and how the City determines when a customer does not get to write checks to the Pond. Regas reviewed the process with council and Chief Wilkinson stated that the process is lengthy. Mayor Lundberg asked if the City can prosecute civilly for the bad checks. Wilkinson stated that Check Diversion at Beltrami County adds an additional administration fee to the City of Blackduck's administration fee but does not prosecute civilly.

ADJOURN – Moved by Councilor Loeken and seconded by Councilor Christensen to adjourn the meeting at 7:26pm. Motion carried unanimously.

Christina Regas, City Administrator

Daryl Lundberg, Mayor