



BLACKDUCK CITY COUNCIL MEETING

TUESDAY OCTOBER 4TH, 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 6:05p.m. on October 4th, 2016. Meeting called to order by Vice Mayor Patch.

ROLL CALL:

Councilors present: Councilors Stade, Patch, and Molnar. Mayor Lundberg arrived at 6:13pm

Councilors Absent: none

Staff Present: City Administrator Christina Regas, Liquor Store Manager Shawnda Lahr, Golf Course Superintendent Jim Andersen, and Public Works Supervisor Bob Klug

Others Present: Audrey Zimmerman Bemidji Pioneer, and Brandon Carlson WSN, and Jackie Meixner Housing Director HRDC

APPROVAL OF AGENDA – Moved by Councilor Stade and seconded by Councilor Molnar to approve the agenda as written. Motion carried unanimously.

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

- a. September 6th, 2016 Council Meeting Minutes
- b. September 19th, 2016 Council Work Session Minutes
- c. September 26th, 2016 Special Council Meeting Minutes
- d. September 14th, 2016 Blackduck Development Corp Meeting Minutes
- e. September 21st, 2016 Planning Commission Minutes
- f. September 27th, 2016 Blackduck Municipal Golf Board Meeting Minutes
- g. July 21st, 2016 Kitchigami Regional Library Board Meeting Minutes
- h. September 2016 Fund Balance Report
- i. September 2016 Bills
- j. YTD September 2016 Income Statements
- k. September 2016 Month End Remittance Report
- l. August 2016 LG216 Lawful Gambling Monthly Rent Report
- m. Donation Approval – Blackduck History & Art Center
- n. Final Approval of Part time Employee Resignations
- o. 2016 State Police Aid received - \$14,201.26
- p. 2015 Workers Comp Audit results – Credit due City \$99.00

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 that construction on Summit Ave. West. Carlson stated that the jacking and bore crew would be in town on Friday the 7th and they will start jacking on Monday the 10th. Gladen's is up to 71 with sewer and now they are on Carl



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- Ave and coming back with water. Carlson reported that Frontage & Pine would not get worked on until 2017. Carlson could not comment on the repaving of Summit or the surrounding roads.
2. Pay Application submissions review – Regas submitted for council review two pay applications to PFA and SCDP for payment and reimbursement for engineering fees and administration fees. No further action needed.
 3. Work Session Requested for October 17th, 2016 – Regas provided for council review two amended WSN contracts for the Summit & Main Project and Frontage & Pine & Pedestrian Trail Projects. Regas requested a work session with Curt Meyer present to review additional costs to the projects prior to approving the amended contracts. No further action needed.

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

1. SCDP Owner Occupied Rehabilitation Procedural Guide – Meixner reviewed items on the procedural guide worth highlighting. These policies are standard of DEED. Meixner reviewed those specific points with council. Items questioned and commented on by council were:
 - a. Households that are eligible for USDA Rural Development's 504 grant program will be required to use that program as part of the project. This program is available to very low income households over the age of 62 and can provide up to \$7,500 in grant funds.
 - b. Households that are eligible for MN Housing Finance Agency's Rehab Loan Program or Emergency/Accessibility Loan Program will be required to use that program as part of the project. The RLP program is available to very low income households and can provide up to \$27,000 in funds, forgiven after 15 years. The ELP program is available to the same income niches and can provide up to \$15,000 in funds, also forgiven after 15 years.
 - c. If a household is eligible for either of the programs above but chooses not to participate in those programs, they will be ineligible to receive any SCDP funds.

Meixner took questions of council regarding the policies. Meixner stated that if council approves the policies then she will send out the first 10 applications right away. Mayor Lundberg asked how the above two programs will affect the pool of candidates. Meixner stated that those programs have extremely low income limits so they will have candidates that do not even qualify and then they will go straight to DEED.

Moved by Councilor Molnar and seconded by Councilor Stade to approve the SCDP Owner Occupied Rehabilitation Procedural Guide. No further discussion. Motion carried unanimously.

COMMITTEE REPORTS –

1. Planning Commission –
 - a. Conditional Use Permit#2016-01 – Paul Bunyan Communications – Regas submitted for council review and approval the Commission's recommendation to approve Conditional Use Permit #2016-01. This permit is for the purposes of removing the existing home and garage fill in the foundation, plant grass in the vacant area of the foundation and install a precast telecommunications building on the back half of the lot at 140 Main Street North.
 - i. Moved by Councilor Stade and seconded by councilor Patch to approve CUP Permit #2016-01. Further discussion by Mayor Lundberg included if the City will stipulate on the permit that Paul Bunyan Communications has to remove the basement foundation not just fill it in. Regas stated that it was stipulated in the meeting that it was requested. Other further discussion was the zoning of that parcel. Regas stated that the parcel is residential and on the border on the



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business district. Hearing no further discussion council called for a vote on the motion. Motion carried unanimously.

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

1. Liquor Store Patio – Klug reported that the patio is done.

LIQUOR STORE REPORT – Shawnda Lahr, Liquor Store Manager

1. Liquor Store Patio Railing – Lahr submitted for approval a quote on railing for the new patio from Northwood's Lumber for \$3,614.61 without labor. Klug stated that his team can install the railing. Moved by Councilor Patch and seconded by Councilor Stade to approve the purchase of the railing. Motion passes with one abstained vote from Mayor Lundberg. Motion carried.
2. Sunday Vikings Games – Councilor Stade asked how the Sunday Vikings Games are being attended. Lahr stated that the revenue on the first game was about \$124 and the seconded was about \$300 so if the Vikings continue to win games it will be good for the business of being open on Sundays.
3. Carpet Reinstallation – Lahr reported that she has been in touch with the carpet vendor and Brett Carsella to complete the reinstallation in October so when hunting season starts and Pool Leagues start it is all completed.

LAW ENFORCEMENT REPORT –

1. CLEO interviews – Regas reported that the Chief application deadline was October 3rd at 4:30pm and the City is tentatively scheduling panel interviews for October 19th, 2016.
2. Patrol Officer – Regas reported that Officer Jespersen has completed his training in Bemidji and has begun working with Deputy Anderson in the Blackduck area.

FIRE DEPARTMENT REPORT – Brian Larson, Fire Chief

1. 2017 Volunteer Fire Assistance (VFA) Grant Award – Regas reported that the Fire department received a grant award that has a 50% match in funds up to \$2,000 and will be using those funds to purchase 2 Fol-Da-Tanks. No further action needed.

GOLF COURSE REPORT – Jim Andersen, Golf Course Superintendent

1. Thank You Letter & Course Closing Updates – Andersen reported that the course is now closed to the public but open to members as he works to close the course. Andersen submitted for review a Thank You Letter from several members and tournament organizers to the council for purchasing the new golf equipment. Andersen reported that Toro would be up on the 5th to discuss the maintenance contracts on the new machines and he is waiting to find out when Paul Jones will be up to aerate the greens. Regas asked Andersen if the cold storage buildings will be sufficient for the new equipment with the amount of computerized parts in the machines. Andersen stated he will check with TORO. Regas asked how long it will take to close up the course. Andersen stated that depends on mother-nature. The greens have to be down to a steady temperature and air temperature needs to be below 48 degrees. No further action needed.

LIBRARY REPORT – Alayna Nestberg, Head Librarian



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No report submitted.

ADMINISTRATOR'S REPORT – Christina Regas, City Administrator

1. WSN Invoice #112528 Frontage & Pine Ave. – Regas submitted Invoice #112528 for approval and a summary of engineering fees paid to date on the Frontage & Pine Project. Motion by Mayor Lundberg and seconded by Councilor Patch to table paying invoice #112528 until after the scheduled work session with Curt Meyer on October 17th to discuss the amended contracts. Further discussion on approving the invoice noted by Councilor Stade that the council cannot approve payment on invoices at a work session and would need to schedule a special meeting to approve after the work session or the invoice would not be paid until the November regular meeting. Mayor Lundberg moved to amend the original motion to approve Regas paying invoice #112528 pending the outcome of the work session on October 17th. Councilor Stade seconded the amended motion. Calling for a vote on the amended motion. Motion carried unanimously. Calling for a vote on the original motion. No votes to approve the original motion. Motion failed.
2. November Council Meeting Reminder – November 7th, 2016

COMMUNITY EVENTS/GOOD THINGS HAPPENING –

1. Blackduck Farmer's Market – Every Saturday – Wayside Rest Park
2. American Legion Auxiliary Fall Salad Luncheon & Silent Auction – October 8th, 2016 – Senior Center 11-2pm
3. Blackduck Development Meeting – October 12th, 2016
4. Blackduck Chamber Meeting – October 19th, 2016

ADJOURN – Moved by Mayor Lundberg and seconded by Councilor Stade to adjourn the meeting at 6:50pm. Motion carried unanimously.

Christina Regas, City Administrator

Daryl Lundberg, Mayor