



# BLACKDUCK CITY COUNCIL MEETING

MONDAY, AUGUST 10<sup>TH</sup>, 2015 6PM

REGULAR COUNCIL MEETING MINUTES

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**CALL TO ORDER:** The City Council of the City of Blackduck met in Regular Session at Blackduck City Hall at 6:00 p.m. on August 10th, 2015.

**Roll Call**

**Councilors present:** Mayor Lundberg, Councilors Christenson, Loeken, and Stade

**Councilors Absent:** Patch

**Staff Present:** City Administrator Christina Regas, Liquor Store Manager Shawnda Kisner, Public Works Supervisor Bob Klug; Deputy Clerk Angel Bublitz, Golf Course Superintendent Jim Andersen

**Others Present:** Blackduck American reporter Jillian Gadnesy, Blackduck Resident Renee Bell

**APPROVAL OF AGENDA -** Councilor Christenson moved to approve the agenda as written seconded by Councilor Loeken. Motion carried unanimously.

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

- a. July 6th, 2015 Council Meeting Minutes
- b. July 6th, 2015 Personnel Committee Meeting Minutes
- c. July 30<sup>th</sup>, 2015 Work Session with MN DNR & MN DOT for the Trestle
- d. June 18<sup>th</sup>, 2015 Kichigami Regional Library Board Meeting Minutes
- e. July 2015 Fund Balance Report
- f. July 2015 Bills
- g. YTD June 2015 Income Statements
- h. July 2015 Month End Remittance Report
- i. June 2015 LG216 Lawful Gambling Monthly Rent Report
- j. June 2015 First Half LGA & PERA Aid
- k. 2015 Small City Assistance First Half Payment
- l. August 13<sup>th</sup>, 2015 6:30pm Fire Protection Budget Meeting
- m. August 13<sup>th</sup>, 2015 10am Red Lake Watershed District Meeting – Thief River Falls
- n. Assessment Agreement between City of Blackduck & Beltrami County
- o. NEI Bottling Golf Course Contract
- p. August 1<sup>st</sup>, 2015 Minimum Wage increases - final approval
- q. Council Work/Budget Session- August 31<sup>st</sup>, 2015 6pm

Motion carried unanimously.

**BLACKDUCK FORUM –**

Renee Bell was present to speak on behalf of her water/sewer bill and the issue of a missing payment that was made in the depository in July of \$120. Mrs. Bell states that she has heard that the night depository of which she believed to be secure is in the public restroom in City Hall and she believes that it is in fact not secure. She is asking council to forgive \$60 of her \$120 payment plus the late fee that was subsequently added to her account because of the payment not being debited to her account. She has sent a letter to all council members explaining the above



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statements. Councilor Christensen asked Bell why if she is very confident that the payment was made, why would you only request half of the \$120? Bell stated that it is half her responsibility to pay the bill and half the City's responsibility to accept the bill. Councilor Loeken stated that if it was her and she was adamant that the payment was made, she would make certain to receive full credit for the amount that was lost. Bell stated that her biggest concern is that the security of the depository be changed. Mayor Lundberg addressed Deputy Clerk Angel Bublitz that if a payment is made they are picked up. Bublitz stated that due to how quiet it is at City Hall when the depository is used she can hear when a payment is made and she is up and retrieving the payment immediately. Bublitz further stated that if a payment was lost when someone was using the bathroom that would be the only way a payment could go missing because she constantly picks up payments. Bell questioned why Bublitz would have to retrieve the payments frequently if the depository was secure? Councilor Christensen stated that the box could become more secure, Bublitz stated that she asked for a box with a pad lock put on it on the inside so it is more secure. Councilor Christensen moved to forgive half of the \$120 plus the late fee for a total of \$65 seconded by Councilor Stade. Motion passed.

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

1. Summit & Main & Frontage Road WSN Invoices – Motion by Councilor Christensen and seconded by Mayor Lundberg to pay \$768.00 of invoice #104374 from the water sinking reserve fund and \$768.00 from the sewer replacement reserve fund and pay invoice #104375 for Frontage Road \$4909.06 from the Revolving Loan Fund. Motion passed. Regas has included summaries of engineers services paid to date for both projects for councilors review. No further action needed.
2. 4<sup>th</sup> Street NE road paving update – Bob stated that the estimates that are coming in for bituminous to repave the road are double was in the engineer's estimate from 2014. Klug states that the road is ready for paving but if the City has to wait till next summer to pave it will allow more time for the road to 'settle' which is overall better for the road in the long run. Klug stated if the City does have to wait, letters would be sent to all the residents explaining. Klug states that he is still waiting for a bid from Knife River sent before that decision to hold off is made.

### **LIQUOR STORE REPORT** – Shawnda Kisner, Liquor Store Manager

Kisner was present to report on what to expect at this year's Backwoods Bash. The Pond plans to have can cozies for sale at the Park, and tumblers for sale with a signature drink for the evening party. Kisner has been working on estimates to get the urinals fixed at the Pond in the men's room and finding someone to retille the wall in the men's room. Kisner mentioned that the team will be wearing signature Bash t-shirts the evening of the Bash so that they are easily recognizable. Councilor Christensen commented that out of curiosity he looked into the gross profit on the Bemidji Liquor stores which was 28.8% and compared it to the Pond's from the 2014 financial statements which is 37.5%, he thanked Kisner for the good work. Kisner stated that in Bemidji's defense Blackduck doesn't have much for competition for off-sale, and Bemidji does have other competition surrounding the city. Councilor Christensen also stated that The Pond should sell more clothing because the gross profit on clothing is really good.

### **LAW ENFORCEMENT REPORT** – John Wilkinson, Chief of Police

No report given.



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## **FIRE DEPARTMENT REPORT** – Troy Gabrelcik, Fire Chief

No report given.

## **GOLF COURSE REPORT** – Jim Andersen, Golf Course Superintendent

Andersen was present to report that the course is now scheduled for a tournament every weekend until late September. The course is suffering some turnover with staff going back to school, and that he needs help in the Club house. Loeken asked if the course has received any memberships from the payroll withdrawal. Regas stated that it was not started and that it would be looked at for 2016 once some solid standards are put in place. Councilor Christensen asked how Glow in the Dark golf made out. Andersen stated it wasn't a big turnout but that the course has postponed the July event until September when it gets darker sooner. Andersen also stated that once the course opens again in 2016 that one event will be held in early May. The demo fairway mower is going back to Toro this week, it was great to have it and the course looked really nice from the result of that mower.

## **LIBRARY REPORT** – Nance Kunkel, Head Librarian

Kitchigami Regional Library Board representative – there is still a vacancy and there is no interest at this time.

## **ADMINISTRATOR'S REPORT** – Christina Regas, City Administrator

1. MN DNR 2015 Local Trail Connections Grant letter – Regas stated that the City did not receive funding through the Local Trail Connections Grant for additional funding for the second phase of the trail. Regas will try again in January 2016 for the funding again.
2. 2015/2015 Blackduck Coop Propane Pre-Buy – Regas gave a report on what the City will be purchasing for the Maintenance Building, Fire Department, and Police Department. Regas noted that the pre-buy that was done for the Fire Department in 2014 will help lower the budget line for heating fuel in 2016.
3. Planning Commission – Regas provided for council review a listing of residents that have had blight letters sent and some possible Brush with Kindness candidates.
4. Blackduck Trestle and Trails Fund – Regas summarized the need for the Community to begin fund raising for the restoration of the Trestle. Regas reached out to Lisa Petersen and Bruce Meade from the Northwest MN Foundation to start a fund to help pay for restoration. Regas is asking for the City's support in the fund and possible financial support for the \$2000 start-up money. Councilor Christensen motioned for the City of Blackduck to support the Blackduck Trestle and Trails Fund seconded by Councilor Loeken. Motion Passed. Financial support will be discussed at the next work session.
5. Tammy Harris – Regas provided for the Council's review documentation regarding Tammy Harris whom hit the City light pole on Main Street in May with her bus. Harris has been invoiced for the damages but is claiming she is not responsible due to the light pole being too close to the curb. City Attorney Joe Boyle has drafted a letter requiring Ms. Harris pay the invoice. No further action is needed at this time.

## **COMMUNITY EVENTS/GOOD THINGS HAPPENING** –

- Backwoods Bash – August 15<sup>th</sup>, 2015 Wayside Rest Park
- Drakes Scramble – August 16<sup>th</sup>, 2015 Blackduck Golf Course



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- Blackduck Community Blood Drive – August 18<sup>th</sup>, 2015 8-4pm American Legion
- American Flag Official Flag Burning – August 22<sup>nd</sup>, 2015 1pm Wayside Rest Park
- Northwoods Habitat for Humanity – A Brush with Kindness – accepting applications now

## **OTHER BUSINESS –**

Councilor Loeken asked for council input on an issue with a Volunteer Fire Fighter that has been excessively speeding to get to fire calls. Loeken stated that it has happened more than once, she has asked the Police for assistance and Chief Wilkinson suggested she asked the council for assistance. Administrator Regas asked that Councilor Loeken allow the Department Head to handle the issue first and if Chief Gabrelcik needs additional assistance with the behavior then Regas will get involved. No further action is needed at this time.

**ADJOURN** – Moved by Councilor Loeken and seconded by Councilor Stade to adjourn the meeting at 6:36pm. Motion carried unanimously.

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Christina Regas, City Administrator

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Daryl Lundberg, Mayor