



BLACKDUCK CITY COUNCIL MEETING

TUESDAY SEPTEMBER 8TH, 2015 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 6:04 p.m. on September 8th, 2015.

Roll Call

Councilors present: Councilors Christenson, Loeken, Patch, and Stade

Councilors Absent: Mayor Lundberg

Staff Present: City Administrator Christina Regas, Liquor Store Manager Shawnda Kisner, Public Works Supervisor Bob Klug; Fire Chief Troy Gabrelcik, and Police Chief John Wilkinson

Others Present: City Engineer Curt Meyer, HRDC Representative Jackie Meixner

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

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

- a. August 10th, 2015 Council Meeting Minutes
- b. August 24th, 2015 Personnel Committee Meeting Minutes
- c. August 26th, 2015 Planning Commission Meeting Minutes
- d. August 31st, 2015 Council Work Session Meeting Minutes
- e. August 2015 Fund Balance Report
- f. August 2015 Fund Transfers
- g. August 2015 Bills
- h. YTD July 2015 Income Statements
- i. August 2015 Month End Remittance Report
- j. July 2015 LG216 Lawful Gambling Monthly Rent Report
- k. August 14th, 2015 Fire Protection Budget Meeting Minutes
- l. Application & Permit for a 1 Day On-Sale Liquor License for November 8th, 2015 Liquor Store
- m. Resolution 2015-13 – Resolution approving tax forfeited parcels for public use
- n. Resolution 2015-14 – Resolution approving tax forfeited parcels for public sale
- o. Blackduck History & Art Center Donation approval - \$903.25 insurance premium paid from Liquor Rent Fund
- p. Final Approval of Part time & Fire Department new hires
- q. Council Work Session- September 21st, 2015 6pm

Motion carried unanimously.

BLACKDUCK FORUM – no one present for the Blackduck Forum



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SUMMIT & MAIN 2016 INFRASTRUCTURE PROJECT – Curt Meyer, City Engineer

Curt Meyer was present to touch base on the Comprehensive application for Community Development Funding Grant. Meyer stated that Pat Conroy did not get all the answers he wished to attain from DEED regarding the pre application for a comprehensive application. It is still not certain if the City would need to do a survey or not. Jackie Meixner was present from HRDC to discuss the housing rehab portion of the application. Meyer stated that if a comprehensive application would be the way the City would wish to go for funding the project then the process would need to begin at the end of the week. Meyer recommended that the City make a decision to move forward with the Grant application regardless of the missing answers about the survey. The grant application process would cost the City approximately \$2000 - \$2500 without a survey. Jackie Meixner discussed with council how the housing portion would work. Meixner stated that HRDC would do the housing portion of the comprehensive application and it would cost the City approximately \$1000. Meixner stated that if the City was awarded the grant then the administrative costs would be built into the DEED grant. Regas posed the question to Meyer and Meixner if the older survey could be used that HRDC completed in 2012. Meyer stated that it might be possible if it shows addresses on the survey. If the survey needed to be completed Meixner would be the one to complete the door to door surveying. Councilor Christensen asked how the housing rehab program works with Northwoods Habitat for Humanity or other Rural Development programs. Meixner stated that the program works well with other programs and helps out with additional funds. A motion was made by Councilor Loeken to move forward with the pre application process for the Community Development Funding Comprehensive Grant and contract with WSN & HRDC. Motion was seconded by Councilor Stade. Further discussion by Councilor Christensen asked that when Meyer knows more about the survey process and if a survey is needed that he would be in contact with Regas. Meyer stated that as soon as he knows he will tell Regas. Hearing no further discussion, the motion was carried unanimously.

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

1. Summit & Main WSN Invoice – Motion by Councilor Stade and seconded by Councilor Loeken to pay \$128.00 of invoice #105067 from the water sinking reserve fund and \$128.00 from the sewer replacement reserve fund. Motion carried.
2. Frontage & Pine WSN Invoice – Motion by Councilor Patch and seconded by Councilor Loeken to pay invoice #105068 for Frontage Road \$768.00 from the Revolving Loan Fund. Motion passed. Regas has included summaries of engineers services paid to date for both projects for councilors review. Klug asked of Meyer where the surveying was at in terms of completion. Meyer stated that Summit is at 80% completion and Frontage was just started. No further action needed.
3. Meyer stated that the Blackduck Trail project is going to need wet land delineation. MnDOT is requesting the delineation due to the cat tails in the right a way. Meyer is trying to make some arguments about the wetlands based on how long they had been there after the culverts were put in when Hwy 71 was built. Meyer is still waiting to hear back from Lou Tasa.
4. 4th Street NE road paving update – Klug provided a sample of letters that were sent to 4th Street NE residents informing them of how the paving would be held off until 2016 due to paving estimates sky rocking. The City has not heard any negative comments from the residents.



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LIQUOR STORE REPORT – Shawnda Kisner, Liquor Store Manager

Kisner was present to report on the numbers from Backwoods Bash. Comparable to last year the Pond took in \$10,465 and 2014 was \$10,448 in revenue. Labor Day in 2015 landed in September and in 2014 it landed in August. Revenue for this year was \$529 over last year's Labor Day weekend. Kisner has nothing further to report.

LAW ENFORCEMENT REPORT – John Wilkinson, Chief of Police

Wilkinson was present to provide Josh Arhart's formal letter of resignation from the City of Blackduck. Arhart was hired on full time as a Beltrami County Sheriff's Deputy and no longer needs the part time status with the City of Blackduck. Motion was made by Councilor Loeken and seconded by Councilor Patch to accept Arhart's resignation letter. Motion carried.

FIRE DEPARTMENT REPORT – Troy Gabrelcik, Fire Chief

Gabrelcik was present to report on the question the council had regarding having the City Whistle sound when there is a fire call. Gabrelcik stated that he proposed to council a few years ago about discontinuing the alarm, but it wasn't approved. With the increased notification systems for fire fighters, he believes it is no longer needed to sound every time there is a call out. Gabrelcik recommends that the City discontinue the sounding of it. He stated that he will need about 3 weeks to notify all parties involved. He believes that it will clear up confusion in the City when it does go off it will be for a City Emergency. Motion was made by Councilor Loeken and seconded by Councilor Stade to discontinue the sounding of fire alarm. Further discussion by Council including having the City post a public notice in the paper notifying the community. Then when it does go off it means bad weather is coming. Motion carried.

Councilor Christensen requested clarification on the protocol for sirens when they need to go off. Gabrelcik stated that they are needed to be on when they leave the fire hall. That it is a safety and liability. Gabrelcik stated that Bemidji EMS has the sirens on when they are going through town but when they are out of town they just have their lights on.

GOLF COURSE REPORT – Jim Andersen, Golf Course Superintendent

Regas reported that the tentative closing date for the Course will be either October 5th or the 12th. Notifications on the website and FB page have been made. It will also be entered into the American. Regas stated that the course is offering after Labor Day specials on green fees and cart rental until the end of the season. Councilor Stade stated that a course south in Minnesota that they were offering for any paid 2016 membership the new member would receive free golfing until the end of the season. Regas stated she would make that suggestion to Anderson. Councilor Patch asked how the finances were looking at the Golf Course this year. Regas stated that revenue is up but then so is expenditures. It will be close. If the course has a good September then it could have some cash balance for next year. But it will be close. Due to increased growing season more mowing has been needed where typically it slows down midsummer. 2016 Budget will be reviewed next Monday.



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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. 2016 General Fund Budget Review of Highlights – Regas provided the highlights and asked for any further questions regarding the budget at that time. No further questions were asked.
2. Resolution 2015-12 - Resolution approving proposed 2015 tax levy, collectable in 2016. Motion made by Councilor Patch and seconded by Councilor Stade to approve the proposed levy increase to \$211,000 for 2016. Discussion by Councilor Christensen was asked if the levy is the same as last year, Regas stated it is \$1,000 more. No further questions. Councilor Christensen called for a vote. Motion carried.
3. Blackduck Trestle & Trail Fund – Regas is requesting the City consider funding part or all of the startup funds of \$5,000. Councilor Loeken motioned to donate \$5,000 towards the fund seconded by Councilor Stade. Discussion by Councilor Patch recommended waiting until conversation with the snowmobile club could happen later in the month to see if the club would like to assist with the startup funds. Councilor Loeken stated that she was ok with waiting a month as well. Councilor Patch asked where the money would come from. Regas stated it would come from the Liquor Rent Fund. Councilor Stade stated that the fund needs as much money as possible regardless of the startup. Regas stated that having the City commit to funding it would be a great start and would be looked upon more positively. Councilor Patch stated that the setup isn't the issue, he believes if the City puts in \$5,000 then the snowmobile club would put in \$5,000 and then the fund would be at \$10,000. Councilor Christensen asked for any further discussion. A roll call vote was called. Councilor Loeken = aye; Councilor Stade = aye; Councilor Patch = nay; Councilor Christensen = aye. Motion passes with a vote of 3 to 1.
4. Snustad Property Donation – A letter was presented to Council to consider accepting the parcel as a donation to the City of Blackduck. Regas stated that if the City were to accept the donation that the property tax income currently of \$987 would not be revenue in the future. Councilor Loeken motioned to decline the offer of the donated property seconded by Councilor Patch. Further discussion by Councilor Loeken stated that the decreased tax base, added insurance, etc. would not be a good reason to accept it. Councilor Stade asked if the foundation could still offer it to the school district. Regas stated yes but the school board would have to approve the donation. Councilor Christensen called for a vote. Motion carried unanimously to not accept the donation.
5. MnDOT District 2 Manufacturer's Perspectives on Transportation – Regas stated that she has been invited to assist in interviewing local businesses to find out how the state highway system helps or hinders their industry. No further action needed.
6. October Council Meeting – Regas reminded the Council that the October regular council meeting would be on October 5th, 2015 at City Hall but the start time would be 7pm to account for Beltrami County Highway department to hold their public meeting about the 2016 road projects at 6pm.



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COMMUNITY EVENTS/GOOD THINGS HAPPENING –

- Northwoods Habitat for Humanity – A Brush with Kindness – accepting applications now
- Blackduck Summer Baseball Thank you
- Golf Course mention in the Northome News

ADJOURN – Moved by Councilor Patch and seconded by Councilor Loeken to adjourn the meeting at 7:00pm. Motion carried unanimously.

Christina Regas, City Administrator

Daryl Lundberg, Mayor