



# BLACKDUCK CITY COUNCIL MEETING

MONDAY NOVEMBER 9<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 6:00p.m. on November 9<sup>th</sup>, 2015.

**Roll Call**

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

**Councilors Absent:** none

**Staff Present:** City Administrator Christina Regas, Liquor Store Manager Shawnda Lahr, and Golf Course Superintendent Jim Andersen

**Others Present:** none

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

**CONSENT AGENDA** – Moved by Councilor Christensen and seconded by Councilor Loeken to approve the consent agenda items with corrections to the October 26<sup>th</sup>, 2015 Liquor Committee minutes:

- a. October 5<sup>th</sup>, 2015 Council Meeting Minutes
- b. October 15<sup>th</sup>, 2015 Personnel Committee Meeting Minutes
- c. October 26<sup>th</sup>, 2015 Liquor Committee Meeting Minutes
- d. October 21<sup>st</sup>, 2015 Planning Commission Meeting Minutes
- e. October 2015 Fund Balance Report
- f. October 2015 Bills
- g. YTD September & October 2015 Income Statements
- h. October 2015 Month End Remittance Report
- i. September 2015 LG216 Lawful Gambling Monthly Rent Report
- j. Market Value Credit Agriculture Revenue
- k. Volunteer Fire Relief Association Investment Report Card
- l. Final Approval of Part time new hires
- m. Contract with HRDC for Blackduck Small Cities Development Program application submission
- n. 2014 Liquor Store Liability Insurance Audit results – under bid -

Motion carried unanimously.

**BLACKDUCK FORUM** – no one present for the Blackduck Forum

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

Curt Meyer was not present. Regas included the completed pre application for the Small Cities Development Program Proposal for the City of Blackduck for signatures, and comments from Jackie Meixner on the housing side of the application. Regas summarized statements from Meixner that 19 pre-applications were turned in and that was a decent turn out to make a good



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case. Narratives for the water and sewer debt were strong based on expenditures vs. debt. Conroy was positive on the pre application. Mayor Lundberg stated that 19 applications had to be about 10% of the hook ups and felt that was good for the housing side. The pre-application submitted is for \$910,000 and the housing portion is \$270,000. Regas is requesting a work session with Conroy, Meyer, and Meixner in early December to discuss plan B if the SCDP does not get approved. No further action needed at this time.

### **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 \$352.00 of invoice #106311 from the water sinking reserve fund and \$352.00 from the sewer replacement reserve fund. Motion carried.
2. Frontage & Pine WSN Invoice – Motion by Councilor Stade and seconded by Councilor Loeken to pay invoice #106313 for Frontage Road \$3513.15.00 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.

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

1. Lahr submitted first weekend liquor store numbers from deer season opener. Sunday's numbers are skued due to Pour Willies having a sewer backup problem. Pour Willies sent their customers to other establishments so The Pond's Sunday was busier than expected. It was very fortunate for the Pond, and it might give the Pond more traffic in the next coming years.
2. Lahr reported how wine sales are lower and that she is working on some wine tastings, and pairings, and a possible relay of the department.
3. December renovation schedule is set with Carsella to take place December 7-11 for the men's room and December 14-18 for the on sale flooring. Regas and Lahr are working on narrowing down times when the men's room and flooring renovations will be done. That way it does not interrupt the use of the bathroom. Mayor Lundberg suggests have Carsella and Nenson's work that out. However having a port-a-john accessible that week is a good idea. Carsella is sending larger samples of the most popular choices soon so that the committee can make final flooring choice.
4. Regas stated that income statements are through October for all departments. Regas stated that the net profit for the Liquor Store shows an increase over 2014.

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

Chief Wilkinson was present but had no report. No further action needed.

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

No report submitted. No further action.

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

1. Andersen was present to report final business for the Golf Course. Andersen stated that although the course had an increase in traffic and revenue the expenditures were over budget. Due in part to payroll overages and having old equipment. Not planning for unemployment and having a longer growing season resulted in more hours on the course. Regas stated that the 2016 budget will account for the unemployment and the payroll budget will be held closer and not have



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overages. Regas stated that the course has almost \$10,000 to make up in cash balances now. Councilor Loeken asked why the payroll was so overspent. Was it overtime not accounted for? Councilor Patch and Andersen both summarized that the plan for having two part time greens keepers in the past was sufficient. But with the growth and breakdowns the greens keepers were working twice as much.

2. Mayor Lundberg asked if there was anything else we could do to drive more revenue over the winter? Suggestions were made about Winter Fun Fest, a Cribbage Tournament, and possibly acquiring a set up license for liquor to attract more people. Andersen stated that a few groups are willing to have tournaments to raise money for the course. Regas stated that if an outside party wants to make a donation to the course the City can accept it by resolution. It is important that the donation is specifically noted how the money is to be spent.
3. 2016 Membership drive was discussed and Regas commented that the tournament sponsors and the Seven Clans Casino employees would be targeted in the mailing. The membership drive will include an option for tribe members to pay for their memberships by payroll deduction. Councilor Patch suggested sending out the membership information to those golfers that also attended the tournaments.

### **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. Workforce Housing Grant Program 2016 – Regas commented on plans to submit an application to DEED for funding infrastructure for the proposed BDC housing area in the Wolden addition.
2. Work Session scheduled for December 2<sup>nd</sup>, 2015 at 6:00pm is confirmed to meet with Curt Meyer to discuss the 2016 Road Project funding option plan B applying for PFA.
3. A Personnel Meeting is scheduled for December 14<sup>th</sup>, 2015 at 6:00pm is confirmed to review the 2015 Performance reviews.

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

- Northwoods Habitat for Humanity – A Brush with Kindness – accepting applications now
- Gallery on the Go – Chamber Fundraiser – Nov. 12<sup>th</sup>, 2015 6pm Golf Course
- Holiday Craft Fair – Nov. 14<sup>th</sup>, 2015 9-3pm High School
- Home Buyer Education Course – December 5<sup>th</sup>, 2015 9-5:30pm Blackduck High School
- Taco Night at the Pond – November 27<sup>th</sup>, 2015 5:30pm

**ADJOURN** – Moved by Councilor Patch and seconded by Councilor Loeken to adjourn the meeting at 6:45pm. Motion carried unanimously.

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Christina Regas, City Administrator

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Daryl Lundberg, Mayor