

City of Blackduck  
Regular Meeting  
May 5th, 2014

The City Council of the City of Blackduck met in Regular Session at Blackduck City Hall at 6:00 p.m. on May 5th, 2014.

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

**Councilors Absent:** none

**Staff Present:** Liquor Store Manager Shawnda Kisner, Public Works Sup. Robert Klug Jr., Community Facilitator Ryan Grow, City Administrator Christina Regas

**Others Present:** Jillian Gandsey, Andra Vaghn, Sam Christensen

The meeting was called to order at 6:02pm and the Pledge of Allegiance was recited.

**Blackduck Forum**

None.

**Approval of the Agenda**

Mayor Lunberg added a request to address the council by Andra Vaghn into the Administrative area. Moved by Councilor Patch and seconded by Councilor Stade to approve the agenda with additions. Motion carried unanimously.

**Consent Items**

Moved by Councilor Patch and seconded by Councilor Stade to approve the following consent agenda items. Motion carried unanimously.

- Minutes from April 7<sup>th</sup>, 2014 Council Meeting

**Correspondence** - None

**Presentation of Bills, Income Statements, and Fund Balance Report**

Moved by Councilor Stade and seconded by Mayor Lundberg to approve payment of Bill Report #1 in the amount of \$41660.40, and payment of Bill Report #2 in the amount of \$25,173.83 to approve for a total of \$66,834.23. Motion carried unanimously.

**Administrative**

- **Notice of Vacancy – Resolutions 2014-08-** Moved by Councilor Patch and seconded by Councilor Loeken to approve Sam Christensen to fill council member vacancy. Motion carried unanimously.
- **Swearing in of Sam Christenson** – Administrator Regas swore in Council Christensen
- **Agenda Request from ISD 32** – Andra Vaghn requested that the city pay for and supply the labor and supplies to rough in plumbing for water & sewer of new football tower. Motion by councilor Loeken and seconded by councilor Christensen to have Public Works rough in the water & sewer and not charge the school. Motion carried unanimously.
- **Rental Housing Inspection Ordinance amendment – Ordinance #2014-01** – second reading by council
- **Fence Ordinance amendment – Ordinance #2014-02 – Deer management** – second reading by council.
- **Ordinance codification** – discussion for codifying city code. More discussion is needed. Council requested to keep on the agenda.

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- **Liquor Ordinance amendment – Split Liquor Sunday Liquor – Ordinance 2014-03 –** first reading.
  - Intoxicating Liquor License fee – Motion by councilor Patch and seconded by councilor Stade to charge \$1700 for the intoxicating license. Motion carried unanimously.

**Committee Reports**

- **Personnel Committee** – Moved by councilor Christensen and seconded by councilor Patch to approve the hiring of seasonal employees, new regular employees, and merit increase of two regular employees. Motion carried unanimously.
- **Personnel Committee** – Moved by councilor Patch and seconded by councilor Stade to approve wording change in personnel policy – cell phone reimbursement. Motion carried unanimously.

**Department Updates**

*Public Works*

- Training Request – Moved by Mayor Lundberg and seconded by councilor Christensen to send R. Burmeister & C. Brown to training on May 15, 2014. Motion carried unanimously.
- Sign Retroreflectivity Policy – Moved by Councilor Stade and seconded by councilor Patch to adopt the policy as written. Motion carried unanimously.
- Zero Turn Mower Quotes – Moved by Councilor Patch and seconded by councilor Christensen to purchase Model ZD326S-60 from Kubota for \$12,068.80 and pay for it with funds from the Public works revenue fund, sewer maint sinking fund, pine tree park fund, and water sinking fund. Further discussion was made as to where the money should come from. Councilor Christensen moved to amend the previous motion and moved to take half of the cost out of the DW general fund and half out of the DW Public Works reserve fund. Motion carried unanimously.
- Other public works updates were given.

*Community Facilitator-*

- Ryan Grow provided a report of programs. No further action is required.

*Liquor Store-*

- Training request for Mellissa Guellette. Moved by Mayor Lundberg and seconded by councilor Patch to send Mellissa to the MN Municipal Beverage Assoc training. Motion carried unanimously.

*Police Department-*

- Chief Wilkinson – reported on the job applicants for the vacant Police Officer position and mentioned that the Panel Interviews would be held on May 8<sup>th</sup>, 2014.
- Chief Wilkinson – moved by councilor Patch and seconded by councilor Christensen to send Jon to training on May 7. Motion carried unanimously.

*Fire Department-*

- Fire Protection Contracts – Regas gave an update as to how many signed contracts were in. Currently have all but 4 signed contracts of the 11 townships. Mayor Lundberg reported that the representatives from the townships and the city met on April, 23<sup>rd</sup>, 2014 and came to a revised contract that the towns were in the process of getting the changes approved. Changes that were proposed were the date of the contract and money due would be the same on April 1, 2014; the capital expenditure end amount is the same; and the voting responsibility line #8b. is now old language.

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**Payment.** Town agrees to pay City annually during the term of this contract the Payment Amount determined annually according to the following formula and payable **within 60 days** to the City of Blackduck on ~~October~~ **April** first of each year:

*b. **Annual Capital Replacement Fund.** Annual capital replacement funds in the amount of ~~\$18,985.00~~ \$30,000.00 shall be deposited into the Fire Department Reserve Fund every year ~~and a 10% increase shall take place~~ annually for the duration of this contract.*

*b. An executive board consisting of one elected member of the city, one member of the fire department and one elected member from the party of the second part (town) shall meet on or prior to August 15th at 6:30p.m. at Blackduck City Hall, for the purpose of approving by vote (simple majority of members present) ~~the proposed budget~~ shared cost, capital expenditure disbursements from the Fire Department Reserve Fund, audit, cost distribution, contract provisions concerning town or city, and proposed contract changes. The number of votes the city or town has will be based on the assessed valuation (the number of votes will have to be reapportioned each year due to changes in valuation.) Notification of the executive board meeting shall be given to the parties of the second part by first class mail 3 weeks in advance of the meeting.*

*e. ~~Appoint a Town Representatives whom shall act in an advisory capacity, with the City, during the development of the annual budget;~~*

Township clerk Jeff Wiebe requested another extension of the current contract until June 30 for the remaining towns to have the revised contract signed once sent out by the city. Motion was made by councilor Loeken seconded by Mayor Lundberg to extend the contract to the remaining townships to May 31, 2014. Motion carried unanimously. Regas will send out new letters.

*Municipal Golf Course-*

- Purposed Lease of Fairway Mower – concern was made that the city refinanced so that the golf course had what it needed for the next 5 years and that did not include the Fairway mower. Request was made by Mayor Lundberg to discuss this in a work session on May 19<sup>th</sup>, 2014 at 6pm.

**“Good Things Happening”**

- No discussion.

**Adjournment**

Moved by councilor Christensen and seconded by Councilor Loeken to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:45pm.

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Christina Regas City Administrator

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Daryl Lundberg, Mayor