

City of Blackduck
Regular Council Meeting
Monday, December 8th, 2014

The City Council of the City of Blackduck met in Regular Session at Blackduck City Hall at 6:00 p.m. on December 8th, 2014.

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

Councilors Absent: none

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

Others Present: Jillian Gandsey, Lynn Eaton

The meeting was called to order at 6:05m and the Pledge of Allegiance was recited.

Blackduck Forum

Lynn Eaton of Karvacko Engineering was present to introduce himself to council and explain his background and service options to the City of Blackduck.

Approval of the Agenda

Councilor Loeken moved to approve the agenda as written seconded by Councilor Stade motion carried unanimously.

Consent Items

Moved by Councilor Christenson and seconded by Councilor Patch to approve the following consent agenda items with the following changes: Approval of the Agenda for the Regular Council Meeting on November 10th, 2014 has a change to the councilor that seconded the motion to approve from Councilor Patch to Councilor Christenson. Motion carried unanimously.

- November 10th, 2014 Council Meeting Minutes
- November 13th, 2014 Special Meeting Minutes – Certification of Canvassing Board
- November 17th, 2014 Special Meeting Minutes – 4th Street Assessment Roll

Correspondence - None

Presentation of Bills, YTD Income Statements through October, and Fund Balance Report

- Moved by Mayor Lundberg and seconded by Councilor Patch to approve payment of Bill Report #1 in the amount of \$84,226.74 the November bills and transfer of \$30,000 to the DW Fire Dept. Reserve Fund (truck fund). Motion carried unanimously.
- Regas stated an update on the Pine Tree Park Income Statement that the County grant did come in however in previous statements it was added twice. This skewed the revenue which Regas corrected showing a true net income. Councilor Loeken as for clarification of the “other Professional services” line in the Pond income statement, Regas was not able to clarify due to computer issues but will report the detail at the next regular meeting.
- LG216 Worksheet for Lawful Gambling; Month End Remittance Report for October 2014; State Fire Aid Remittance Report for 2014; Property Tax Settlement second half 2014; & LMC 2014-15 coverage changes, Rates & Dividends for review only no further action needed.

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6:15pm Truth and Taxation Public Hearing- Mayor Lundberg suspended the regular meeting at 6:15pm for the Truth and Taxation Public Hearing. City Administrator Christina Regas provided information regarding the levy process. Public comment was requested and none received. The public hearing closed and the regular meeting reconvened at 6:20pm.

Administrative

- **Approval of the 2015 Budget** – Motion by Councilor Christenson and seconded by Councilor Loeken to approve the proposed 2015 budget as presented and discussed during 2015 budget work sessions. Motion carried unanimously.
- **Resolution 2014-18** – Motion by Councilor Stade and seconded by Mayor Lundberg to approve Resolution 2014 -18 approving the 2014 property tax levy collected in 2015. Motion passed.
- **Resolution 2014-12** – Motion by Councilor Stade and seconded by Councilor Patch to approve the regular council meeting schedule for 2015. Motion passed.
- **Resolution 2014 – 13** – Motion by Councilor Christenson and seconded by Councilor Patch to approve a resolution establishing limited clean up and property damage protection for sewer back-ups and water main breaks for water and sewer customers. Motion passed.
- **Resolution 2014 – 14** – Motion by Councilor Christenson and seconded by Mayor Lundberg to approve a resolution to support and authorize submitting a grant application to the “Local Road Improvement Program” for repairs to Frontage & Pine. Motion passed.
- **Resolution 2014 – 17** – Motion by Mayor Lundberg and seconded by Councilor Stade to approve a resolution to support and authorize submitting a grant application to the Transportation Alternative Program for Phase 2 of the Bike trail. Motion passed.
- **Letter to Beltrami County** – request of amendment to Beltrami County Development Fund Grant – for review only no further action needed.
- **Frozen Service Line Policy** – Motion by Councilor Loeken and seconded by Councilor Patch to approve a policy outlying the responsibility of the City and the residents. Discussion by Councilor Christenson requested that more work be done to finalize a policy detailing what the City would do when “forgiveness” is requested on a large bill. Regas requested that the topic be discussed at the next work session. Motion passed.

Committee Reports

- **Personnel Committee**
 - **Final Approval of new employees for The Pond and Fire Department** – Motion by Councilor Patch and seconded by Councilor Loeken to approve three part-time bartenders, an off-sale clerk, and a volunteer fire fighter. Motion passed.

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Department Updates

Public Works –

- a. *Sale of 1987- Final sale of Van netted \$400*
- b. *Purchase of Arc Welder – Bob Klug requested the City purchase an Arc Welder and take the funds from the sales of the Tires and Van. Motion by Councilor Patch and seconded by Councilor Stade to purchase an Arc Welder from Bemidji Welders Supply for \$625. Motion passed.*

Liquor Store-

- a. *Quote for new POS for on-sale & upgrade for on-sale – Liquor Store Manager Shawnda Kisner gave a report of the POS system in off-sale its age and its current performance and the need to have it replaced. She also reported the need to have a new POS system in on-sale. Several quotes were taken but the recommended quote is from Total Register Systems (TRS) for \$11,269.36. Motion by Councilor Christenson and seconded by Councilor Loeken to purchase the new POS system and installation by TRS for \$11,269.36. Discussion was made by Councilor Patch asked if it will work for both on and off sale, Regas stated it would be the same software company but a slightly different program. Councilor Patch asked if it would take the credit cards right at the register system and Regas stated it wouldn't in on-sale but would in off-sale to be chip updated and PCI compliant in October 2015. Kisner reported that the Kelihier Liquor store has this same program and it works well for them. It will have IT support with the company and the City already pays an annual fee for the support. No further discussion was made. Motion passed.*

Police Department-

- a. *a report was given by Chief Wilkinson no further action is required.*

Fire Department-

- a. *Chief Gabrelcik gave an update on the Knox Box program he is starting for the Fire Department and the City. This program will eliminate the key system in the Fire Truck now that is horribly flawed. The reason to get rid of the keys is that the number of keys is difficult to keep track of and if a key is replaced then their key doesn't work. He stated that several businesses in town and the School are on board. He is asking the City to consider putting the boxes on City property. Councilor Christenson asked the Fire Chief if the keys are going away completely even for the businesses that do not want to participate in the program. He said yes and wants to remove them from the Fire Trucks completely by the first of the year. Councilor Christenson questioned why, the Chief stated that most of the keys are outdated and the program is very inefficient. Councilor Patch stated that if we do not put a deadline on those businesses that do not want to participate in the 'program' then you are prolonging the issue. He stated it works for several other communities and can work in Blackduck also. It was determined to have the City Administrator bring a recommendation to the Council at the January meeting as to which City owned buildings to install the Knox Boxes on. The Chief recommended that the Pond and City Hall have the Knox boxes installed. No further action is required.*

Municipal Golf Course- no report

Adjournment

Moved by Councilor Christenson and seconded by Councilor Loeken to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:11pm.

Christina Regas, City Administrator

Daryl Lundberg, Mayor