



BLACKDUCK CITY COUNCIL MEETING
MONDAY APRIL 8TH, 2019 @ 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 6:00p.m. April 8th, 2019. Meeting called to order by Mayor Patch and the Pledge of Allegiance was stated.

ROLL CALL:

Councilors present: Mayor Patch, Councilors Sellon, Moore, and Gullette

Councilors Absent: Kolb

Staff Present: City Deputy Clerk Gabrielle Landowski, Liquor Store Manager Shawnda Lahr, and Public Works Supervisor Bob Klug Jr.

Others Present: Jennifer Parker Blackduck American

APPROVAL OF AGENDA –Moved by Councilor Moore and seconded by Councilor Sellon to approve the agenda as submitted. Motion carried unanimously.

CONSENT AGENDA – Moved by Councilor Gullette and seconded by Councilor Moore to approve the consent agenda removing items B. F. & O.:

- a. March 4th, 2019 Council Meeting Minutes
- b. March 7th, 2019 Golf Board Meeting Minutes
- c. March 22nd, 2019 Council Emergency Meeting Minutes
- d. March 25th, 2019 Council Work Session Minutes
- e. March 27th, 2019 Planning Commission Meeting Minutes
- f. March 2019 Fund Balance Report
- g. March 2019 Bills
- h. YTD March 2019 Income Statements
 - a. Water, Sewer, Pine Tree Park, and Golf Course
 - b. Liquor Store
- i. March 2019 Month End Remittance Report
- j. February 2019 LG216 Lawful Gambling Monthly Rent Report
- k. Final Approval – 2019 Annual Continuing Disclosure Reporting – Ehlers
- l. Final Approval – 2019 Pine Tree Park Campground Host
- m. Final approval of March 2019 Part-time employees hired
- n. State Auditor 2017 Financial & Investment Report of Volunteer Fire Relief Associations – statement
- o. Final approval – Blackduck Police Department Sexual Assault Investigation Policy
- p. Final Approval – Potential Refunding of Existing Bonds Report Ehlers
- q. Final Approval – Sanitary Sewer Discharge Permit 2019-02 Karl Dobmeier

Motion carried unanimously.

CONSENT AGENDA ITEMS REMOVED – Moved by Councilor Gullette and seconded on Councilor Moore to approve consent agenda items B. F. & to table O.



BLACKDUCK CITY COUNCIL MEETING
MONDAY APRIL 8TH, 2019 @ 6PM
REGULAR COUNCIL MEETING MINUTES

1. March 7th, 2019 Golf Board Meeting Minutes – Councilor Gulette challenged the statement in the minutes from March 7, 2019 that the City Council is in favor of supporting the golf course financially. Gulette stated he did not recall being a part of that vote. Councilor Sellon reported that the decision to support the golf course came during the 2019 budgeting process to approve levied funds for golf debt and liquor fund transfers. Nothing further.
2. March 2019 Fund Balance Report – Councilor Gulette requested clarification of the \$10,000 transfer from the liquor fund to the golf fund and if it was still budgeted to take place. Lahr confirmed it was approved in the March council meeting and showed on the liquor income statement. Councilor Gulette further asked for clarification of the Liquor Rent fund being the same as the Pull Tab fund. Lahr confirmed.
3. Final approval – Blackduck Police Department Sexual Assault Investigation Policy – Councilor Gulette had questions regarding the language but with Chief Grangruth not present at the meeting the decision to table approving the policy was recommended.

Hearing no further discussion on the motion, Mayor Patch called for a vote on the motion. Motion carried unanimously.

BLACKDUCK FORUM –

No one present to speak.

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

1. 2019 Irrigation Proposal – Klug reported there would be additional costs to updating the electrical on irrigator #2 planned for 2019. Klug stated the additional updates would run \$1634.00 plus the quoted \$6500 from Northern Irrigation. Motion by Mayor Patch and seconded by Councilor Gulette to approve the additional costs to update the end-gun on irrigator #2 planned for 2019 to total \$8134.00. Motion carried unanimously.
2. Presentation to Klug – Mayor Patch presented a plaque to Klug for his years of service to the City of Blackduck and wished him good luck. Klug stated he has enjoyed all the years he has worked for the City and is looking forward to an opportunity.

LIQUOR STORE REPORT – Shawnda Lahr, Liquor Store Manager

1. Report – Lahr reported on the Sunday on/off sales from the July 2017 to present and opened up for questions. Lahr stated there is obvious peaks in traffic during holidays but otherwise no rhyme or reason to some of the traffic. Lahr stated she believes it is overall beneficial to the City to have the liquor store open on Sundays regardless of the traffic.
2. Sunday hours of operation – Lahr recommended closing the bar down at 7pm one hour after the off-sale is closed. Lahr stated the traffic after 6pm is not high and some business days are very slow in the bar. Lahr is contemplating the changes and will let the council know when/if the changes happen.
3. MMBA Conference – Lahr and Gulette will be attending the annual conference in Alexandria and will be researching more the potential of moving to a new POS for the bar. Lahr noted one take away from having a demonstration from the POS vendor is that it may be really great for the on-



BLACKDUCK CITY COUNCIL MEETING
MONDAY APRIL 8TH, 2019 @ 6PM
REGULAR COUNCIL MEETING MINUTES

sale, but then not great at keeping inventory in the off-sale. Lahr has set a goal to speak to all on/off sale liquor store in the state to gain feedback on the software.

4. February Pull Tab report – Councilor Gullette questioned the LG216 from February as it showed another discrepancy. Lahr stated the issue was around one box but has worked with the gambling manager to have more feedback when there is a discrepancy after a box is closed out. Lahr addressed at a meeting with her staff to start an ‘in/out’ process so that tab drawers are balanced at the end of each shift and so far the errors are less. Councilor Gullette asked for the procedure for when a box is closed out and if and when the relief is audited and how that procedure works. Mayor Patch and Lahr stated it is done often by the State and there are specific procedures. Lahr ensured the council that her staff has tightened their procedures and ensured additional training. Lahr stated the approach she is using is to train everyone the same and to be consistent. Nothing further.

LAW ENFORCEMENT REPORT – Jace Grangruth, Police Chief
No report submitted.

FIRE DEPARTMENT REPORT – Brian Larson, Fire Chief

1. Report – Mayor Patch reported the fish fry was a great turn out.

GOLF COURSE REPORT – Jim Andersen, Golf Course Superintendent

LIBRARY REPORT – Kelly Hanks, Head Librarian
No report submitted.

ADMINISTRATOR’S REPORT – Christina Regas, City Administrator

1. Resolution 2019-02 – Resolution revision of annual appointments and designations for 2019 Planning Commission appointment – Ron Rockis – Moved by Mayor Patch and seconded by Councilor Moore to approve Resolution 2019-02. Motion carried unanimously.
2. Resolution 2019-09 – Resolution adopting a post-issuance debt compliance policy for tax-exempt and tax-advantaged governmental bonds – Moved by Mayor Patch and seconded by Gullette to approve Resolution 2019-09. Motion carried unanimously.
3. Donation Request –
 - a. 2019 Blackduck After – Prom – Moved by Councilor Sellon and seconded by Mayor Patch to donate \$1000 to the Blackduck After-Prom and to encourage local purchases with the funds where possible from the liquor rent fund. Motion carried unanimously.
 - b. 2019 Summer Baseball Liability Insurance – Moved by Councilor Gullette and seconded by Councilor Sellon to donate \$850 to the Summer Baseball program from the liquor rent fund. Motion carried unanimously.
4. Council Work Session April 22, 2019 @ 6pm
5. Reminder May 6, 2019 Council Meeting
6. Annual Spring Council City Wide Tour – Date tentative date June 6th, 2019

COMMUNITY EVENTS/GOOD THINGS HAPPENING –

1. City of Blackduck Employee Anniversaries –
 - a. **Mike Mackey – 6 years - April 2013 (Fire Department)**



BLACKDUCK CITY COUNCIL MEETING
MONDAY APRIL 8TH, 2019 @ 6PM
REGULAR COUNCIL MEETING MINUTES

2. Blackduck Development Corporation Meeting –April 107, 2019 @ Good Samaritan Community Room
3. Blackduck Chamber Meeting – April 17, 2019 @ Restaurant 71
4. Blackduck Planning Commission Meeting – April 17, 2019 @ 2pm @ City Hall

MAYOR AND/OR COUNCIL MEMBER REPORTS –

1. Conference Feedback – Councilor Moore stated she was feeling better about her place on the council for the City after the Newly Elected Conference. Moore further stated our City is very involved in the City budget and that it made her feel very good. Councilor Gullette stated he too thought it was very beneficial to attend. Mayor Patch stated he took back that our City is well organized compared to some others.
2. LMC Annual Conference – Mayor Patch is going to attend in June and encouraged other councilors if they can attend.
3. HF 2770 – Councilor Gullette encouraged the City Council to read up on permitting Cities operating with municipal liquor stores. Mayor Patch suggested discussing this more at a work session.
4. HF 2784 – Councilor Gullette encouraged the City Council to be aware of the implications of this bill.

OTHER NEW BUSINESS – No new business.

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

Christina Regas, City Administrator

Rudy Patch, Mayor