



BLACKDUCK CITY COUNCIL MEETING

MONDAY JANUARY 8TH, 2018 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 6:04p.m. January 8th, 2018. Meeting called to order by Mayor Patch and the Pledge of Allegiance was stated.

ROLL CALL:

Councilors present: Mayor Patch, Councilors Molnar, Kolb, and Sellon.

Councilors Absent: none

Staff Present: City Administrator Christina Regas, Chief of Police Jace Grangruth, and Liquor Store Manager Shawnda Lahr, Public Works Supervisor Bob Klug, and Fire Chief Brian Larson

Others Present: Jordan Shearer, Blackduck American

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

CONSENT AGENDA – Moved by Councilor Kolb and seconded by Councilor Molnar to approve the consent agenda as submitted:

- a. December 4th, 2017 Council Meeting & Truth in Taxation Public Hearing Minutes
- b. December 6th, 2017 Personnel Committee Meeting Minutes
- c. December 13th, 2017 Blackduck Development Corp. Meeting Minutes
- d. December 18th, 2017 Council Work Session Meeting Minutes
- e. December 21st, 2017 Golf Board Meeting Minutes
- f. December 2017 Fund Balance Report & 2018 Go Bond Payments
- g. December 2017 Bills
- h. YTD December 2017 Income Statements
 - a. Water, Sewer, Pine Tree Park, and Golf Course
 - b. Liquor Store
- i. December 2017 Month End Remittance Report
- j. November 2017 LG216 Lawful Gambling Monthly Rent Report
- k. December 2017 Revolving Loan Fund Bills
- l. LMCIT Property & Casualty 2017 Dividend
- m. 2017 LGA, PERA Aid, & Small Cities Assist 2nd Half Payment
- n. 2016 LMCIT Workers Compensation Audit Adjustment Report
- o. MN Public Utilities Commission – Notice of Final Environmental Impact Statement
- p. Final approval of 3.2% On-sale Liquor License – Blackduck Bowling Lanes
- q. Final approval of 2018 City of Blackduck Employee wage scales – includes 2018 minimum wage increase to \$9.65/hour

Motion carried unanimously.

BLACKDUCK FORUM –

No one present to speak.



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BLACKDUCK ROAD PROJECTS – Curt Meyer, WSN
No report submitted.

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

1. 2018 Farm Lease Bid Award Announcement – Review of Submissions (Gross, Nord, & Rudnicki) – Klug reported that bids were open for the 2018 Farm Lease Bid. Klug reported there were three bids received: one from Chad Nord for \$35.85/per acre; one from Gary Gross for \$22.00/per acre; and one from Corey Rudnicki for \$38.60/per acre. Klug recommended to the council to accept the highest bid from Corey Rudnicki for \$38.60/per acre for a ten year lease. Klug reported the reason the lease is for ten years is the farmers felt it takes 10 years to get their money back from the lease. Councilor Sellon confirmed the money is paid to the City. Klug confirmed yes. Moved by Mayor Patch and seconded by Councilor Molnar to accept the recommendation of Klug and accept the bid from Corey Rudnicki. Further discussion by Mayor Patch asked if the lease moves before the agreement expires what position does the City take. Klug reported the City would rebid in that scenario. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.

LIQUOR STORE REPORT – Shawnda Lahr, Liquor Store Manager

1. Report – Lahr reported that the end of year inventory went smoothly. Lahr further reported the Pond would be hosting another Super Bowl Party and was planning a larger event with a sound system, give-a-ways, and possibly a larger screen for viewing.
2. Reminder January 9th, 2018 Liquor Committee Meeting Scheduled for 3:00pm @ City Hall

LAW ENFORCEMENT REPORT – Jace Grangruth, Police Chief

1. Report – Chief Grangruth reported he would have an incident report for Council review in February. Grangruth stated the department has been very busy in the last month.

FIRE DEPARTMENT REPORT – Brian Larson, Fire Chief

1. Report – Chief Larson reported the department had several calls and the department handled all calls very well. Larson stated the department had made some upgrades to some lighting in the fire hall and added some technology to the meeting room for training. Larson added the department is looking into upgrading the heating systems to a more energy efficient system, and upgrade the doors as some have lost the seals over time.
2. Blackduck Fire Protection Area Annual Meeting of Towns – January 24th, 2018 @ 6:00pm – Larson took questions on the fire protection meeting packet. Regas stated there were a couple lines in the budget that were out of line due to some building repairs and technology upgrades. Nothing further.
3. Final approval of New Volunteer Fire Fighter – Chief Larson recommended the Council approve Adam Ziegler as a new volunteer fire fighter. Moved by Councilor Molnar and seconded by Councilor Sellon to hire Adam Ziegler as a new volunteer fire fighter pending background and physical. No discussion. Motion carried unanimously.

GOLF COURSE REPORT – Jim Andersen, Golf Course Superintendent

No report submitted.



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LIBRARY REPORT – Kelly Hanks, Head Librarian

1. Report – no report submitted. Regas stated that Hanks had not been able to attend recent meetings. Councilor Kolb asked if it was known why the Library is now closed on Mondays. Regas stated it was most likely due to the budget reduction spoke of from Kitchigami Head Librarian. Councilor Kolb asked Regas to ask the question as that is the day the school is closed. Regas offered to reach out and ask. Nothing further.

ADMINISTRATOR'S REPORT – Christina Regas, City Administrator

1. Contract for Municipal Rental Code Inspections Services for 2018 – Township and Range, LLC – Moved by Mayor Patch and seconded by Councilor Molnar to approve the Contract with Andy Sharppe of Township and Range, LLC for the 2018 rental inspections. Mayor Patch asked if an answer was received regarding follow up inspections. Regas noted that Sharppe would charge the City 75% of the City fee. Regas further noted the City recommends charging \$50 for follow-up inspections. Councilor Sellon asked if a follow-up inspection was done in the past. Regas stated the City always did follow-up inspections when needed. Mayor Patch asked if the City would still be paying Sharppe the time and mileage to re-inspect. Regas stated yes, however, Sharppe stated in an email to the City he would stay local (Bemidji) to save costs. Councilor Kolb asked if the cost would be \$75 and not the earlier discussed cost of \$100/per unit. Regas confirmed. Regas further commented that Regas and Achen would send out letters to the landlords prior to the inspections informing them of the price increase. Councilor Kolb asked if the inspections are for rent-to-own single family homes. Regas stated yes unless the contract for deed is filed with Beltrami County. Shearer of the American asked if the inspections are done every year. Regas stated the inspections are done every two years. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.
2. Resolution 2018-01 – Resolution adopting a schedule of fees & charges for various services, Licenses, & Permits for the City of Blackduck, MN – Moved by Councilor Kolb and seconded by Councilor Sellon to approve Resolution 2018-01. Councilor Kolb asked for confirmation on the follow-up inspection fee. Regas stated the fee the City will charge the landlords is \$50/per unit and Township and Range LLC will charge the City \$37.50/per unit. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.
3. Resolution 2018-02 – Resolution of Annual Appointments & Designations for 2018 – Councilor Sellon noted due to scheduling conflicts he will not be able to sit on the Library Board as earlier discussed in December's work session. Moved by Councilor Kolb and seconded by Councilor Sellon to approve Resolution 2018-02 with changes to the Library Board to remain as an OPEN seat. Motion carried unanimously.
4. Resolution 2018-03 – Resolution Acknowledging a Donation from the Blackduck Fire Relief Association – Moved by Councilor Kolb and seconded by Councilor Sellon to approve Resolution 2018-03. Motion carried unanimously.
5. HRDC Letter to Mayors in Beltrami County Small Cities – Regas reported Tim Flathers is seeking Mayor Patch to sit on the Beltrami County Small Cities Board. Mayor Patch agreed to sit on the board. Regas stated she would reach out to Flathers and have him connect with Mayor Patch. Nothing further.
6. DDA Confirming Engagement Letter for 2018 – Regas submitted for review of Council an engagement letter from David Drowns and Associates. Nothing further.



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7. Request January 22nd, 2018 Work Session
8. Reminder 2018 Newly Elected Official Conference January 26-27th, 2018 – *registration closes on Jan. 23rd, 2018*
9. Reminder February 5th, 2018 Council Meeting
10. City Hall closed in Observance of Martin Luther King Day – January 15th, 2018

COMMUNITY EVENTS/GOOD THINGS HAPPENING –

1. City of Blackduck Employee Anniversaries – Regas shared employees’ anniversaries with City Council.
Melissa Tindell – 5 years (January, 2014)
Christina Regas – 5 years (February, 2014)
2. Blackduck Development Corporation Meeting –January 10th, 2018 @ 11:00am
3. Blackduck Chamber Meeting – January 17th, 2018 Noon @ The Pond
4. Blackduck Planning Commission Meeting – January 17th, 2018 @ 2:00pm

OTHER NEW BUSINESS – No new business was brought to Council.

ADJOURN – Moved by Councilor Molnar and seconded by Councilor Sellon to adjourn the meeting at 6:34pm. Motion carried unanimously.

Christina Regas, City Administrator

Rudy Patch, Mayor