



BLACKDUCK CITY COUNCIL MEETING

MONDAY OCTOBER 5TH, 2015 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 6:55 p.m. on October 5th, 2015.

Roll Call

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

Councilors Absent: Councilors Stade and Patch

Staff Present: City Administrator Christina Regas, Liquor Store Manager Shawnda Kisner, Public Works Supervisor Bob Klug; and Police Chief John Wilkinson

Others Present: City Engineer Curt Meyer

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

CONSENT AGENDA – Moved by Councilor Christensen and seconded by Councilor Loeken to approve the consent agenda items:

- a. September 8th, 2015 Council Meeting Minutes
- b. September 21st, 2015 Council Work Session Meeting Minutes
- c. September 23rd, 2015 Planning Commission Meeting Minutes
- d. July 16th, 2015 Kitchigami Regional Library board meeting minutes
- e. September 2015 Fund Balance Report
- f. September 2015 Bills
- g. YTD August 2015 Income Statements
- h. September 2015 Month End Remittance Report
- i. 2015 Police State Aid Report
- j. August 2015 LG216 Lawful Gambling Monthly Rent Report
- k. July 2015 LG216 Lawful Gambling Monthly Rent Report Amended amount
- l. Final Approval of Part time new hires
- m. Resolution 2015-15 Resolution approving assessment for past due utility charges
- n. Resolution 2015-16 Resolution adopting personnel policy for Pilot Wellness Incentive Program

Motion carried unanimously.

BLACKDUCK FORUM – no one present for the Blackduck Forum

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

Curt Meyer was present to give an update on the Small Cities Program. He does not have updates on how the surveys are coming in at this time, but Pat and Jackie are working on the grant application. They plan to have the application finished by November 6th, 2015. If there are any questions that need to be discussed Meyer will work with Regas or Klug. Meyer has a narrative



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to work on and will have that completed in the next few weeks. Regas stated that the council will need to approve the administrator for the grant tonight. The amount of the grant administrator is covered under the cost of the grant. Meyer wanted to have the council discuss the funding plans on the Summit & Main projects. Plan A: would be to receive funds from Small Cities Program; Plan B: would be PFA; Plan C: would be assessments. Meyer doesn't recommend waiting to begin the process until the City finds out they will not receive funds from the first two sources. Meyer recommends beginning the assessment process with the Public Hearing and feasibility study in January of 2016. This will cover the timeline in case the first two plans fail. The City doesn't have to say the landowners will be assessed but if they have to it will make the process easier. Meyer touched on the portion of the Frontage Rd. project that LRIP doesn't fund and how much the City has paid to date. If the City needs to pull funds from LRIP that the money is available now. Meyer also touched on the Trail project, his conversations with MnDot finds that the project should be completed in 2016 and can be in late 2016 after the other road construction is finished. The wetland delineation requested for the trail has not started but it should happen in the next two weeks. Regas questioned if the City should hold another public meeting next Spring. Meyer stated at the very least it will be required that the contractor provide a schedule. That will give the public a proposed timeline although it could change throughout the projects. The City may want to have a weekly construction meeting either public or not.

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

1. Summit & Main WSN Invoice – Motion by Councilor Christensen and seconded by Mayor Lundberg to pay \$642.00 of invoice #105766 from the water sinking reserve fund and \$642.00 from the sewer replacement reserve fund. Motion carried.
2. Frontage & Pine WSN Invoice – Motion by Councilor Christensen and seconded by Mayor Lundberg to pay invoice #105767 for Frontage Road \$1152.00 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.
3. Pine Tree Park Income Statements – Councilor Christensen requested additional information on the Pine Tree Park Income Statement. Christensen asked if the County Grant was received yet. Regas stated that the funds would be approved in October by the county. Regas also stated that the income statement is only through August and that the camping fees are closer to \$11,000 through September. Klug stated that the income statement also included the cost of replacing the pressure tank that was not funded. No further discussion needed.

LIQUOR STORE REPORT – Shawnda Kisner, Liquor Store Manager

Shawnda Kisner was present with quotes for work to be completed in the men's bathroom and new flooring in on-sale. The main quotes are from Carsella Installs LLC and Pater Flooring, Inc. and Nenson Plumbing. Kisner stated that the quotes for the tile and flooring work were for all tile in the men's room, LVT and carpet tile in on-sale with new carpet tile in both entryways. Councilor Christensen asked if the two quotes for the flooring are for exact same work. Regas stated that both contractors were present on October 2nd, 2015 and were in the understanding of the scope of work. Regas stated that the wording is different on the two but the manpower could be included and not stated. Councilor Loeken had concern that the numbers were different for the same work. Councilor Christensen asked if the funds could come out of her budget. Regas stated



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that the urinals would come out of the repairs and maintenance to building line. The remaining work would come out of the cash balance of the liquor store. Mayor Lundberg stated that the City has moved \$40,000 to the General Fund already this year and believes the Liquor Store funds would be fine to do the work. Councilor Christensen moved to approve the bid from Carsella Installs LLC for \$21,493.00 and Nenson's for \$1,225.00 seconded by Councilor Loeken. Motion approved. Councilor Christenson moved to approved and additional \$500 for parts and labor to replace the sink in the men's room seconded by Mayor Lundberg. Motion approved.

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

Councilor Loeken asked if the Golf Course receives county funds. Regas stated that it doesn't. Councilor Christensen asked about the income report and how the Course is coming for the year. Regas stated that the course will hopefully break even. But it will not cover us through the winter. Mayor Lundberg stated that in the off season the council needs to come up with a long term plan. Mayor Lundberg is concerned because when the course was refinanced the City gave themselves three years to make some funds. Regas stated that the 2016 membership information will go out before Christmas 2015 and payroll deduction will also be an option. Payroll deduction will be offered but must be paid in full by May 1st, 2016.

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. Blackduck Small Cities Grant Administrator Services – Regas presented the option of WSN for the administrator position. No other applications were sent in. Councilor Christensen moved to approve the application from WSN seconded by Mayor Lundberg. Motion carried.
2. Regas presented the Operating Guidelines for Revolving Loan Funds for council review. No further action needed.

COMMUNITY EVENTS/GOOD THINGS HAPPENING –

- Chandler Pumpkin Patch - Opens Oct. 3rd, 2015 10-5pm 29878 Hwy 1 NE Shooks, MN \$5
- Auxiliary Salad Luncheon – Oct. 10th, 2015 11-2pm Blackduck Senior Center
- Community Meal – Oct. 12th, 2015 5pm Evangelical Free Church
- Blackduck Chamber of Commerce Fall Appreciation Dinner – Oct. 26th, 2015 6pm Hillcrest
- Northwoods Habitat for Humanity – A Brush with Kindness – accepting applications now
- Holiday Craft Fair – Nov. 14th, 2015 9-3pm High School



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ADJOURN – Moved by Councilor Christensen and seconded by Mayor Lundberg to adjourn the meeting at 7:37pm. Motion carried unanimously.

Christina Regas, City Administrator

Daryl Lundberg, Mayor