



# BLACKDUCK CITY COUNCIL MEETING

MONDAY APRIL 4<sup>TH</sup>, 2016 7PM (or following public hearing)

## REGULAR COUNCIL MEETING MINUTES

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**CALL TO ORDER:** The City Council of the City of Blackduck met in Regular Session at Blackduck City Hall at 6:46p.m. on April 4<sup>th</sup>, 2016.

**ROLL CALL:**

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

**Councilors Absent:** none

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

**Others Present:** City Engineer Curt Meyer and Audrey Zimmerman Bemidji Pioneer, Lue Zimmerman

**APPROVAL OF AGENDA** – Councilor Patch moved to approve the agenda seconded by Councilor Christensen. Motion carried unanimously.

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

- a. March 7<sup>th</sup>, 2016 Council Meeting Minutes
- b. March 7<sup>th</sup>, 2016 Public Hearing Minutes
- c. March 9<sup>th</sup>, 2016 Blackduck Development Corp Meeting Minutes
- d. March 16<sup>th</sup>, 2016 Planning Commission Minutes
- e. March 31<sup>st</sup>, 2016 Work Session Meeting Minutes
- f. January 21<sup>st</sup>, 2016 Kitchigami Regional Library Minutes
- g. March 2016 Fund Balance Report
- h. March 2016 Bills
- i. YTD March 2016 Income Statements
- j. March 2016 Month End Remittance Report
- k. February 2016 LG216 Lawful Gambling Monthly Rent Report
- l. Final Approval of Part time employees

Motion carried unanimously.

**BLACKDUCK FORUM** –

No one present.

**2016 ROAD IMPROVEMENT PROJECTS** – Curt Meyer, City Engineer WSN

1. Resolution 2016-12 – Motion by Councilor Christensen and seconded by Councilor Patch to approve Resolution 2016-12 ordering improvement and preparation of plans for Summit and Main. Motion carried.
2. Resolution 2016-13 – Motion by Councilor Stade and seconded by Councilor Christensen to approve Resolution 2016-13 Ordering improvement and preparation of plans for Frontage & Pine. Motion carried.
3. Timing of SCDP Funds – Meyer reported that DEED announced April 4<sup>th</sup>, 2016 that funding is secure and awards would be announced mid-May. Pat Conroy plans to ask DEED is Blackduck is on the list so that construction can begin on time.



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

1. WSN Invoice #108986 - Summit & Main WSN Invoice – Motion by Councilor Christensen and seconded by Councilor Stade to pay \$1336.00 of invoice #108986 from the water sinking reserve fund and \$1336.00 from the sewer replacement reserve fund. Motion carried.
2. WSN Invoice #108987 – Frontage Road WSN Invoice – Motion by Councilor Christensen and seconded by Councilor Stade to pay \$2644.50 for invoice #108987 from the Revolving Loan fund. Motion carried.
3. Vacation - Meyer reported that he would be on vacation the last week of April if a work session is requested by the City. If it is needed for funding Regas could request Jordan Lee or Pat Conroy to attend.
4. First Water Main leak of the winter – Klug reported the first water leak happened April 1<sup>st</sup>, 2016 on Margaret Ave. in front of the Fire Hall. The Leak is fixed.

### **LIQUOR STORE REPORT** – Shawnda Lahr, Liquor Store Manager

1. New Carpet Needs replacement - Lahr reported on the new carpet at the Pond and how it is unraveling on the edges and will need to be replaced. It is covered under warranty and she is waiting to hear from Carsella Installs on a date to plan the replacement.
2. Business has been slow given ice conditions.
3. Parking lot – Lahr stated that it is the intention to repave the parking lot and pour a new patio slab but sizes and engineer's estimates still need to be completed. Regas stated she needed to reach out to Curt Meyer.

### **LAW ENFORCEMENT REPORT** – John Wilkinson, Chief of Police

1. Matt Nikle Resignation – Motion by Councilor Patch and seconded by Councilor Stade to accept the resignation of Patrol Officer Matt Nikle. He is going to Norman County. Motion carried.
2. Full Time Patrol Officer Position – The vacancy is posted on the POST board website and the City website. Applications will be accepted until April 22<sup>nd</sup>, 2016 and tentative first round of interviews will be May 12<sup>th</sup>, 2016.

### **FIRE DEPARTMENT REPORT** – Troy Gabrelcik, Fire Chief

No report submitted.

### **GOLF COURSE REPORT** – Jim Andersen, Golf Course Superintendent

No Report submitted.

### **LIBRARY REPORT** – Alayna Nestberg, Head Librarian

1. Kitchigami Regional Library Board representative – there is still a vacancy and there is no interest at this time.
2. Introduction of new Head Librarian – Regas invited Nestberg to meet the council, she was not in attendance.
3. Free Little Libraries – Councilor Stade reported that the 4H group has the little libraries painted and assembly will begin soon. Stade asked what the plan was for storing books. Regas stated that storing the books at City Hall would not be advisable as the lower level of City Hall can be damp. Regas recommends reaching out to Nestberg and have the books stored at the Library.

### **ADMINISTRATOR'S REPORT** – Christina Regas, City Administrator

1. LMC 2016 Liability Coverage Waiver – Motion by Mayor Lundberg and seconded by Councilor Patch to not waive the Tort Limits in 2016 from LMCIT. Motion carried.
2. WSN Invoice #108988 Blackduck Trail Phase 2 – Motion by Councilor Patch and seconded by Councilor Stade to pay \$4061.50 from the Community Recreation Fund for invoice #108988. Motion carried.



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3. Temporary On-Sale Liquor License Blackduck American Legion – Motion by Councilor Patch and seconded by Councilor Christensen to approve a temporary on-sale liquor license to the Blackduck American Legion for a fundraiser for Girls & Boys State held at the Wayside Rest Park on July 16, 2016. Motion carried.
4. Blackduck High School After-Prom Donation Request – Motion by councilor Christensen and seconded by Councilor Patch to donate \$750 from the Community Recreation Fund for the 2016 After-Prom. Motion carried.
5. Blackduck Trestle update – Councilor Patch asked for an update on the Trestle. Regas stated that the second bridge inspection was completed last week and in speaking with Kent Skaar of the DNR when that report is completed he would get in touch the Regas as to how they will move forward. That could take up to 60 days.

### **COMMUNITY EVENTS/GOOD THINGS HAPPENING –**

**ADJOURN** – Moved by Councilor Patch and seconded by Councilor Loeken to adjourn the meeting at 7:10pm. Motion carried unanimously.

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Christina Regas, City Administrator

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Daryl Lundberg, Mayor