



BLACKDUCK CITY COUNCIL MEETING

MONDAY JANUARY 4TH, 2016 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. on January 4th, 2016.

Roll Call

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

Councilors Absent: none

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

Others Present: Jillian Gadnesy

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

CONSENT AGENDA – Moved by Councilor Stade and seconded by Mayor Lundberg to approve the consent agenda items:

- a. December 7th, 2015 Council Meeting Minutes
- b. December 14th, 2015 Personnel Committee Minutes
- c. December 16th, 2015 Planning Commission Minutes
- d. December 2015 Fund Balance Report
- e. December 2015 Year End Recommended Fund Balance Transfers
- f. December 2015 Bills
- g. YTD December 2015 Income Statements
- h. December 2015 Month End Remittance Report
- i. November 2015 LG216 Lawful Gambling Monthly Rent Report
- j. 2015 Property/Casualty Dividend
- k. 2015 Second Half LGA payment; PERA Aid; & Small Cities Assistance Program fund

Motion carried unanimously.

BLACKDUCK FORUM – no one present for the Blackduck Forum

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

1. Frontage Road WSN Invoice – Motion by Mayor Lundberg and seconded by Councilor Loeken to pay \$11,652.50 for invoice #107457 from the Revolving Loan fund. Motion carried. Regas commented that the engineer's services with this invoice are now over spent, however, it was caused by delineation in the ditches of Frontage Road. Regas spoke with Curt Meyer and he stated to Regas that the City could at this point start paying for services from LRIP and he would be in touch with Bruce from the County to confirm the process on paying future invoices.
2. Klug stated that he met with the County before the holiday to take measurements on the storm sewer on Summit. Klug mentioned that some of the cost on reconstructing the storm sewer would be shared with Beltrami County but it was unknown what the shared cost would be.



BLACKDUCK CITY COUNCIL MEETING

MONDAY JANUARY 4TH, 2016 6PM

REGULAR COUNCIL MEETING MINUTES

LIQUOR STORE REPORT – Shawnda Lahr, Liquor Store Manager

1. Lahr was present to request authorization for a Sunday Liquor License for February 21, 2016 for Winter Fun Fest weekend and a Snowmobile Poker Run. Councilor Stade motioned to approve the license and the motion was seconded by Councilor Patch. No further discussion. Motion approved.
2. 2015 Year End Inventory Recap – Lahr reported that the inventory went well and overall the numbers came in good. Total inventory cost at year end was \$91,424.23 and there was a reported shortage of \$2,393.50. The category that suffered the most of the shortage was in pop approximately \$800. Lahr stated that it was the best inventory yet in terms of over and shortages.
3. Lahr reported that the New Year's Eve party was better than expected and The Pond was up \$600 for the day.
4. Regas requested a Liquor Committee meeting on January 25th, 2016 at 5pm to review the Monday and Tuesday hours of operation and other topics.

LAW ENFORCEMENT REPORT – John Wilkinson, Chief of Police

Nothing submitted for discussion.

FIRE DEPARTMENT REPORT – Troy Gabrelcik, Fire Chief

1. Acceptance of Resignation for Justin Dernier. Councilor Loeken motioned to accept the resignation of Justin Dernier seconded by Councilor Christenson. Motion accepted.
2. Approval of new hire Kevin Shofner. Councilor Stade motioned to approve the hire of Kevin Shofner pending background and drug test and passing Fire Fighter I & II training seconded by Councilor Patch. Motion accepted.
3. 2016 Fire Protection Meeting of Towns is scheduled for January 25th, 2015 at 6pm. Councilor Christenson asked if he can attend and Regas stated that would be fine.
4. 2016 Fire Protection Meeting Packet – Regas reviewed the items in the packet. Councilor Christenson requested clarification on the 2015 actual expenditures form on column “revenue to offset YTD total”. Regas stated that those amounts are revenues not budgeted for in 2015. The \$10,500 is from the 2014 Stipend payout for retention, and the \$3,817.30 & \$1,202.00 are insurance proceeds from damage to the Fire Hall and Engine #2 from a November claim. No further discussion needed.
5. Resolution 2016-04 – Moved by Councilor Loeken and seconded by Councilor Christenson to approve Resolution 2016-04 acknowledging a donation from the Blackduck Fire Relief Association. Councilor Stade asked for clarification on the \$30,000 if it was for the capital outlay or a different amount. Regas stated that this \$30,000 is money from pull tab revenue from the Relief being donated. The amounts are the same but from different sources. No further discussion needed. Motion approved.
6. Chief Gabrelcik mentioned that the roster is now a 26 fire fighters however Rick Bogart is retiring at the end of January after 30 years of service. Chief Gabrelcik stated that there will be a retirement party on January 26th, 2016 at 7pm at the Fire Hall to celebrate his retirement. Chief Gabrelcik invited all City employees and council to attend.



BLACKDUCK CITY COUNCIL MEETING

MONDAY JANUARY 4TH, 2016 6PM

REGULAR COUNCIL MEETING MINUTES

7. Other topics discussed by Gabrelcik included the current budget and how the numbers came in at the end of 2015. Several new items were purchased including cold water rescue items. Gabrelcik is planning to work on replacing hoses on the trucks, and the SCBA's.

GOLF COURSE REPORT – Jim Andersen, Golf Course Superintendent

Councilor Christenson requested discussing the Golf Course at the next Work Session.

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. Ordinance 2016-01 Solar Energy Systems – Motion by Councilor Christenson and seconded by Councilor Loeken to approve an Ordinance amending Chapter 15, Section 8 of the City Code entitled “Land Use and Subdivision special provisions” to add Section 8.7 entitled “Solar Energy Systems”. Motion approved.
2. Resolution 2016-01 – Motion by Councilor Christenson and seconded by Councilor Stade to approve a resolution in support of transferring the 2015 Small Cities Assistance Program Funds to the Public Works Reserve Fund. The Small Cities Assistance Program funds are reserved only for construction and maintenance of roads in and around the City of Blackduck. Motion approved.
3. Resolution 2016-03 – Motion by Mayor Lundberg and seconded by Councilor Loeken to approve a resolution of annual appointments and designations for 2016. No further discussion. Motion approved.
4. WSN SCDP Application Services Invoice #107456 – Motion by Councilor Stade and seconded by Councilor Patch to approve payment of invoice #107456 for \$2,500.00 and pay equal amounts of \$833.33 from the sewer replacement reserve fund; water sinking fund; & professional services general fund. No further discussion. Motion passed.
5. WSN Pedestrian Trail Services invoice #107458 – Motion by Mayor Lundberg and seconded by Councilor Christenson to approve payment of invoice #107458 for \$2,145.00 from the Community Development Fund. Mayor Lundberg asked if the City will recoup some of the money spent with the TAP money. Regas stated yes and the City will be reapplying to the DNR Trails grant for additional money for the City's portion of the construction of the trail. Motion passed.
6. Ehlers Public Finance Training on February 4 & 5th, 2016. Regas requested approval to attend the training and travel expenditures. Motion by Mayor Lundberg and seconded by Councilor Stade to attend the training and focus on the TIF training. No further discussion. Motion approved.
7. Public Hearing 2016 Infrastructure Projects is scheduled for January 13th, 2016 at 6pm at City Hall. All council is requested in attendance. No further action needed.
8. Work Session & Personnel Committee Meeting is scheduled for January 20th, 2016 at 5pm and 6pm. All council is requested in attendance. No further action needed.
9. 2015 Audit Scheduled for February 29th – March 4th, 2016.



BLACKDUCK CITY COUNCIL MEETING

MONDAY JANUARY 4TH, 2016 6PM

REGULAR COUNCIL MEETING MINUTES

10. Councilor Loeken asked why Wells Fargo wanted to charge her to cash her payroll check from the City of Blackduck. Regas stated that it is a Wells Fargo treasury management issue. Regas requested to contact her if Loeken has future issues.

COMMUNITY EVENTS/GOOD THINGS HAPPENING –

- Winter Fun Fest & Stump Jumpers Drag Races – February 20th, 2016 Blackduck Lake

ADJOURN – Moved by Councilor Loeken and seconded by Councilor Patch to adjourn the meeting at 6:47pm. Motion carried unanimously.

Christina Regas, City Administrator

Daryl Lundberg, Mayor