



BLACKDUCK CITY COUNCIL MEETING
MONDAY MAY 6TH, 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 6:00pm. May 6th, 2019. Meeting called to order by Mayor Patch and the Pledge of Allegiance was stated.

ROLL CALL:

Councilors present: Mayor Patch, Councilors Kolb, Moore, and Gulette; Councilor Sellon arrived @ 6:35pm

Councilors Absent: none

Staff Present: City Administrator Christina Regas, Liquor Store Manager Shawnda Lahr, Lead Bartender Melissa Gulette, Police Chief Jace Grangruth, Fire Chief Brian Larson, Librarian Kelly Hanks, and Golf Course Superintendent Jim Andersen

Others Present: Jessie Kilde, and John Eggers

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

CONSENT AGENDA – Moved by Councilor Kolb and seconded by Councilor Moore to approve the consent agenda. Discussion by Councilor Gulette wished to be on record that the golf course is hiring a lot of staff. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion passed by a vote of 3 to 1 with Councilor Gulette voting opposed.

- a. April 8th, 2019 Council Meeting Minutes
- b. April 22nd, 2019 Council Work Session Minutes
- c. April 17th, 2019 Planning Commission Meeting Minutes
- d. May 1st, 2019 Golf Board Meeting Minutes
- e. April 2019 Fund Balance Report & Transfers
- f. April 2019 Bills
- g. YTD April 2019 Income Statements
 - a. Water, Sewer, Pine Tree Park, and Golf Course
 - b. Liquor Store
- h. April 2019 Month End Remittance Report
- i. March 2019 LG216 Lawful Gambling Monthly Rent Report
- j. Final Approval – 2019 Annual Continuing Limited Disclosure Reporting – Ehlers
- k. Final approval of April/May 2019 Part-time employees hired

BLACKDUCK FORUM –

No one present to speak.

PROJECT GRADUATE – John Eggers, Guest speaker

1. Project Graduate = 100% Graduation Rate update – Eggers was present to update the Blackduck City Council announcing over 224 entities that publicly support the effort to achieve a 100% graduation rate. Mayor Patch asked if Eggers has noticed an increase in the graduation rates since he started Project Graduate. Eggers stated the whole state has increased but his efforts are only in



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Beltrami County. Councilor Kolb asked if Eggers has considered how AOC Senator is attempting to pass a new 'green deal' where people can be rewarded for not working will affect his efforts. Eggers noted the program so the word and efforts would be spread. Eggers stated if the people are relentless about urging students to graduate then it will be encouraging to them regardless of other efforts to squash those ideas of dropping out. Councilor Gulette asked what Blackduck is doing to help his initiative. Eggers stated Blackduck is working with the school and the school board and superintendent is behind it and are doing as much as they can do, but it is the parents that need to work on it at home. Councilor Gulette asked if Librarian Hanks has the posters at the Library. Hanks noted she did not but would like to have them. Eggers stated he would get them to her. No further questions.

PUBLIC WORKS REPORT –

1. Jaycee Ballfield Well – approve quote to seal well – Moved by Mayor Patch and seconded by Councilor Gulette to approve a quote from Bradseth Well Drilling for \$602.50 to cap off the old Jaycee Ballfield Well. Motion carried unanimously.
2. Well 5 Inspection and service quote – approve quote from Thein Well – Moved by Councilor Kolb and seconded by Councilor Moore to approve a quote from Thein Well of \$6369.15 plus labor of \$4000.00 plus 10% to inspect well 5 and make necessary repairs. Regas stated the costs for materials would be covered under the 2019 water budget but the labor would need additional approval and possibly need to be paid from the water replacement fund. Mayor Patch asked if the public works department staff can assist with the repairs to save labor costs. Regas did not encourage the City staff assist for workers comp and liability reasons. Regas noted past Public Works Supervisor reported after the 2018 inspections it was recommended the repairs to Well 5 be completed in 2019. Councilor Gulette asked why the repairs had been put off. Regas could not comment but noted the inspections are completely annually. Councilor Kolb asked if it has been recommended for many years and not had the necessary repairs. Gulette noted in 2018 it was recommended to make the repairs. Regas confirmed. Kolb asked why the repairs were not budgeted in 2019 knowing the repairs needed to be completed. Gulette asked what fund the repairs would come from. Regas reported 601 (water). Patch asked if 601 has a large enough fund balance to absorb the necessary repairs. Regas confirmed. Regas further noted the new PWS should partner with her to make sure future repairs are built into the budgets moving forward. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried.

LIQUOR STORE REPORT – Shawnda Lahr, Liquor Store Manager

1. Report – Lahr and Gulette presented a recap of several topics from the Annual MMBA Conference in April noting supporting a specific community program; updating the store signage with an electronic message board; new employee training; and POS systems that can work with both on and off sale liquor stores. Gulette noted the current POS system in the Pond has been working on updates to make the on-sale more user friendly. Lahr reported the April income statement shows a positive net profit YTD. Councilor Gulette gave the liquor store team a 'good job' on the March gambling variance report. Lahr reported that after the team meeting the team implemented additional checks and balances to improve the process. Councilor Moore stated it appears they took away a lot from the conference. Mayor Patch asked if some of the regular employees would benefit from attending the conference other than the leadership staff. Gulette reported taking back good customer service training that can be offered in-house to the current staff. Nothing further.



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LAW ENFORCEMENT REPORT – Jace Grangruth, Police Chief

1. Report – Chief Grangruth reported the new squad is in and should be picked up Tuesday for decals and be on the road Wednesday.
2. Final approval – Blackduck Police Department Sexual Assault Investigation Policy – Moved by Mayor Patch and seconded by Councilor Kolb to approve the Sexual Assault Investigation Policy as presented. Grangruth noted the removal of a City evidence collection policy stating if the City were to adopt one it would need constant revisions and so he removed that line from the sexual assault policy. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.

FIRE DEPARTMENT REPORT – Brian Larson, Fire Chief

1. Final approval – Madilyn Oothoudt – New volunteer Fire fighter – Moved by Councilor Moore and seconded by Councilor Kolb to approve Madilyn Oothoudt in the position of Volunteer Firefighter. Chief Larson stated Oothoudt was interviewed and fills the requirements needed for the fire department and requested the council approve Oothoudt. Councilor Kolb asked how many vacancies are still available. Larson noted Oothoudt brings the department to 22 noting 3 additional openings. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.

GOLF COURSE REPORT – Jim Andersen, Golf Course Superintendent

1. Report – Andersen stated he and the staff are hoping to open either late this week or early next week depending on mother nature. Andersen reported a staff meeting has been held and believes the golf course has a good staff this year. Mayor Patch asked if the course is open to foot traffic now. Andersen stated not yet due to the extreme wet Spring. Andersen reported Terry Anderson will be out to work on the pump for the irrigation system Tuesday to replace the bearings, and Toro will be in to work on the fairway mower. Mayor Patch asked if the leak off the well house will be repaired too. Andersen stated it will be difficult to get to the leak until the water level drops. Regas reported the memberships are at 36 to date which is only down 7 from 2018. Councilor Gullette asked for the price of a membership. Andersen stated Family is \$650; married couple is \$540; an individual is \$450; and a twilight is \$250. Gullette asked what is offered to the school teams. Andersen stated the golf teams pay a family membership and then in the summer the players on the roster receives a member card to play in the summer. Andersen stated he hopes to see more youth play since Tiger Woods won the PGA. Nothing further.

LIBRARY REPORT – Kelly Hanks, Head Librarian

1. Report - Hanks provided for Council a summary of the 2018 library visits for the year showing an increase. Hanks noted the microfilm machine has been out of order for more than a year so the usage of the machine will reflect a large increase from KRLS. Hanks provided the Summer reading program information for 2019 noting there should be an increase in children in the program due to opening the it to 4 and up. Hanks provided a new listing of board members for the Council to approve. Hanks stated Kendra Murray is still the Regional board member and there is a new head of the KRLS beginning in August and the replacement that was hired is Stephanie Johnson who already works in the KRLS system. Mayor Patch asked if the summer reading program has flyers up in town yet. Hanks stated she typically waits until later to post the information. Hanks did



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report the library will be holding tours of the facility beginning next week with the 2nd grade. Councilor Gulette asked if the storage shed in the rear of the library has been secured. Hanks stated it has not and will need to. Mayor Patch asked Regas to ask maintenance to work on securing the shed. Regas further asked Hanks to watch the outside water spickets in case the water is left on again by someone. Patch asked if the handles are left on when not in use. Hanks stated they have been removed in 2018 but then needed to put them back on. Patch asked if Regas could find out if an inside shut off could be installed in the library to avoid future issues. Regas will look into the shut off and report back. Gulette asked how the library fundraiser went and Hanks reported bringing in close to \$1,000 which is the best done as of yet. Nothing further.

ADMINISTRATOR'S REPORT – Christina Regas, City Administrator

1. Resolution 2019-02 – Resolution revision of annual appointments and designations for 2019 - Moved by Mayor Patch and seconded by Councilor Sellon to approve Resolution 2019-02 revising the library board member(s) adding Katie Click, Nance Kunkel, and Amy Granland; removing the Public Works Supervisor Bob Klug Jr.; removing Golf Board Member Dawn Jourdan; and adding Golf Clubhouse Manager Pam Exner. Motion carried unanimously.
2. Resolution 2019-10 – Resolution authorizing PERA Contributions for qualifying part-time police officers for The City of Blackduck - Moved by Councilor Gulette and seconded by Councilor Kolb to approve Resolution 2019-10 authorizing PERA contributions for qualifying part-time police officers for 2019. Motion carried unanimously.
3. Pre-Construction Meeting for MNDot State Hwy 71 – May 9, 2019 @ 10am - Regas noted until May 6 she intended on attending the Pre-Construction meeting on May 9 @ 10am but has a conflict needing to hold a Revolving Loan Fund Committee meeting at the same date and time. Regas stated if another staff member or elected official can attend in her absence then that would be ok. Regas reported the meeting is for the contractors and engineers and not a 'town hall' type meeting but more information regarding the project and some timelines. Councilor Moore asked to have the information emailed to her and she would try to attend the meeting. Councilor Gulette asked if City Hall would still be closed if Regas will not be in attendance. Regas stated no City Hall would be open. Nothing further.
4. DEED Small Cities Summit/Main Audit – June 4, 2019 – City Hall - Regas reported that DEED will be present on June 4 to complete an audit on the City of Blackduck for the Housing Rehab funds received in 2016 during the road project. comprehensive grant. Mayor Patch asked if the 'Punch List' for the Summit and Main project has started. Regas stated it has made progress this week and the residents should see the mailboxes being replaced and moved and shaping and seeding started.
5. Reminder City Hall Closed May 10, 2019 - Regas reported City Hall will be closed May 10 since she will be at a MCFOA board meeting and Gail Landowski is at training. Nothing further.
6. Special Council Meeting May 20th, 2019 @ 6pm - PWS final interviews - Regas requested Mayor Patch call a Special Council meeting for May 20th @ 6pm to conduct the second and final round of interviews for the Public Works Supervisor position. Regas requested Council be at City Hall by 5:45pm prior to the first interview to prepare. Regas further requested council members that have not been involved in panel interviews in the past to stick to the interview guide that will be provided to be fair to the candidates. Regas stated she will not be conducting the interviews but acting only as the Administrator to the Council that day. Mayor Patch asked Regas to explain why Council should adhere to the interview guide only. Regas stated the questions being asked of the candidates should all be the same for both candidates. Regas reported to the Council the



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Personnel Committee interviewed a total of 9 candidates 7 of which very qualified and 5 already licensed operators. Regas further stated if the Council is present early then that will provide them with enough time to read through the resumes and applications. Mayor Patch stressed the importance of having a full council at the interviews. Councilor Kolb stated his schedule will be tentative until that day. Councilor Sellon asked if the interview questions could be reviewed prior to. Regas stated she will send the document out next week. Mayor Patch officially called a Special Council meeting for May 20, 2019 @ 6pm. Councilor Gullette asked if the candidate that is offered a position if they need a union rep to be present to negotiate an offer. Regas stated no because the public works is already in the union and should not need additional representation.

7. Reminder City Hall Closed in Observance of Memorial Day May 27, 2019 - Regas reminded that government offices are closed on May 27, 2019.
8. Reminder June 4, 2019 Council Meeting - Regas reminded Council of the June regular council meeting and noted the date is a Tuesday.
9. Annual Spring Council City Wide Tour – Date tentative date June 6th, 2019 - Regas reminded Council of the annual spring council city wide tour is still on the calendar.
10. Work Session for May - Mayor Patch asked if Council needs to schedule a work session in May. Regas stated not at this time.

MAYOR AND/OR COUNCIL MEMBER REPORTS –

1. Councilor Kolb - Councilor Kolb requested to know who is ‘stepping up’ in Klug’s absence. Regas stated Rae Burmeister is filling in as much as possible and taking water and wastewater samples; Gail Landowski is completing the reporting for those samples; and those two with Regas are completing the utility meter readings. Councilor Kolb asked who is taking care of road maintenance. Regas stated only Burmeister and Brown. Kolb asked is there a schedule of what is going to get done. Regas stated not at this time that she can report. Kolb reported 500 holes in the dirt roads today and washed out in several places. Kolb reported he bottomed out his car. Regas reported Brown was filling potholes and grading last Thursday and Friday but it started raining again making it difficult. Regas asked for Kolb and the Council to understand public works has one less person on staff and has a large list of items to complete in May including opening Pine Tree Park, Wayside Rest Park, and the Cemetery. Mayor Patch asked if public works is helping with the sprinkler system at the golf course too. Regas stated yes. Kolb stated he is frustrated that many back roads are in very poor condition. Regas stated that in several areas around the City frost is still not out of the ground which makes grading very difficult. Mayor Patch asked if cones could be placed on Oscar where the worst spots are located. Mayor Patch also stated that running a grader on the rural roads makes it worse. Kolb understood the reasons but stated that is a lot of residents hearing ‘so what we can’t help you’ and stated there has got to be something more the City can do. Mayor Patch asked if City Hall has received many phone calls regarding the potholes and frost heaves. Regas stated she has not received any calls. Gullette stated he receives complaint but his neighborhood is always bad in the Spring and the frost is still coming out of the ground. Councilor Kolb asked when the City will start striping the roads. Regas reported the painting typically does not happen until in the summer when it warms up. Councilor Sellon asked if the streets get painted every year. Mayor Patch stated yes.
2. Councilor Moore - Councilor Moore stated she recently signed up for a plot in the community garden and believes it is a really great thing to have in town. Moore asked if there is a tentative date the garden will be ready to plant. Regas stated Jeff Roberts volunteers his time to till up the



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land and noted last week the land is still very wet and that he can't get his tractor into town yet but hopes to by the end of the month.

3. Councilor Sellon - Councilor Sellon had no questions to report.

COMMUNITY EVENTS/GOOD THINGS HAPPENING – Councilor Moore read the Community events and Good things Happening into the record.

1. City of Blackduck Employee Anniversaries –
 - a. **Rudy Patch – 7 years – May 2012 (Fire Department)** Patch stated his anniversary years is incorrect and requested it be corrected to 11 years.
 - b. **Chris Brown – 6 years – May 2013 (Public Works)**
 - c. **Leo Gross Jr. – 10 years – May 2009 (Fire Department)**
 - d. **Fletcher Cauchon – 9 years – May 2008 (Fire Department)**
 - e. **Matt Landis – 9 years – May 2008 (Fire Department)**
 - f. **Rae Burmeister – 19 years - May 2000 (Public Works)**
 - g. **Andy Thienes – 21 years – May 1998 (Fire Department)**
 - h. **Jim Peasley – 28 years – May 1991 (Fire Department)**
 - i. **Don Anderson – 43 years – June 1976 (Fire Department)**
 - j. **Shawnda Lahr – 10 years - June 2009 (Liquor Store)**
2. Blackduck Development Corporation Meeting – May 8, 2019 @ Good Samaritan Community Room – 11am - Regas noted a change of location to City Hall.
3. Blackduck Chamber City Wide Garage Sale – May 11th, 2019 - Regas the Chamber has 18 sign-ups.
4. Blackduck Chamber Meeting – May 15, 2019 @ The Pond - noon -
5. Blackduck Chamber Ditch Clean up – May 15, 2019 @ 5:30pm Shamrock Storage -
6. Blackduck Spring Clean-up Event – May 11, 2019 8am-11am – Blackduck City Garage -Regas stated more volunteers are needed to help the event work stating the after the items are brought in the volunteers need to bring them up to the transfer station and unload them all. Councilor Kolb asked if we will accept the items that will be charged. Regas stated yes because the Development Corp and the City agreed to share costs associated with the event. Mayor Patch stated everyone is encouraged to help out that day. Councilor Moore confirmed that household garbage will not be accepted. Regas confirmed.
7. Blackduck Planning Commission Meeting – May 15, 2019 @ 2pm @ City Hall -
8. Backwoods Bash Boil – May 18, 2019 @ 5pm @ Fire Hall -Regas noted she is selling tickets they are \$20/person. Mayor Patch stated the Bash Boil is the only fundraiser for the Bash done each year.

OTHER NEW BUSINESS – No new business.

ADJOURN – Moved by Mayor Patch and seconded by Councilor Sellon to adjourn the meeting at 7:30pm. Motion carried unanimously.

Christina Regas, City Administrator

Rudy Patch, Mayor