



BLACKDUCK CITY COUNCIL MEETING  
MONDAY FEBRUARY 4<sup>TH</sup>, 2019 @ 6PM  
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 6:00p.m. February 4, 2019. Meeting called to order by Mayor Patch and the Pledge of Allegiance was stated.

**ROLL CALL:**

**Councilors present:** Mayor Patch, Councilors Kolb, Sellon, Moore, and Gullette

**Councilors Absent:** none

**Staff Present:** City Administrator Christina Regas, Liquor Store Manager Head Bartender Melissa Gullette, and Public Works Supervisor Bob Klug

**Others Present:** Blackduck Snowmobile Club President, Max Burmeister

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

**CONSENT AGENDA** – Moved by Councilor Sellon and seconded by Councilor Moore to approve the consent agenda as submitted:

- a. January 7<sup>th</sup>, 2019 Council Meeting Minutes
- b. January 23<sup>rd</sup>, 2019 Personnel Meeting Minutes
- c. January 2019 Fund Balance Report & Scheduled Transfers & 2019 Bond Payments
- d. January 2019 Bills
- e. YTD January 2019 Income Statements
  - a. Water, Sewer, Pine Tree Park, and Golf Course
  - b. Liquor Store
- f. January 2019 Month End Remittance Report
- g. December 2018 LG216 Lawful Gambling Monthly Rent Report
- h. Final approval of January 2019 Part-time employees hired
- i. Final approval of 2019 Pay Equity Report to State of Minnesota
- j. Final approval of Revised Winter Maintenance Agreement with Beltrami County Highway Department
- k. One-Time Exception required reporting for the City of Blackduck
- l. 2019 Boundary & Annexation Survey Annual Response and contact update form
- m. Revolving Loan Fund Foreclosure Costs
- n. January 2019 Short Settlement Property Tax Statement
- o. LMCIT No-Fault Sewer Back-up and Water Main Break Coverage – 2019 renewal

Motion carried unanimously.

**BLACKDUCK FORUM** –

No one present to speak.



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---

**BLACKDUCK STUMPJUMPERS SNOWMOBILE CLUB** – Max Burmeister, Club President

1. Federal Recreational Trail Program 2019 Blackduck Snowmobile Grant Application Draft Request for Grant Support – Max Burmeister was present to request support from the City in the form of a resolution and have the City act as the fiscal agent for a grant request. Burmeister reported the snowmobile club has an opportunity to purchase property from Matt Sparby on the south end of the City in a commercial area for trail head parking. Councilor Gullette asked what all the club would do with the remaining acreage on the parcel after the parking lot is complete. Burmeister stated after the acquisition of the land and the parking lot is complete the club hopes to build a building to house all of the equipment the club uses to groom the state grant-in-aid trails, and to have a club house to hold required meetings and perhaps hold the snowmobile safety classes on/in. Councilor Sellon asked why the City would need to pass a resolution for the club. Regas stated the grant request is from the DNR and it is required that a governmental unit be the fiscal agent for the funds. Councilor Sellon asked if the City is responsible for the just the handling of the grant funds. Regas confirmed. Regas further stated the club is still responsible for the grant match of 25%. Regas further stated the grant funds are reimbursable so the club must fund the project first and then apply for the funds afterward. Councilor Gullette asked who would be responsible for the maintenance of the parking lot. Burmeister stated the club would be responsible for all the maintenance to the parcel and parking lot. Public Works Supervisor Klug asked if there will be bathrooms at the parking lot available to the public. Burmeister stated maybe in the future but in the immediate future no. Regas stated the grant requires the lot be public parking for 20 years to be approved and to provide care and maintenance. Councilor Gullette noted the section for the ADA requirements was left blank and asked for the details of that section. Regas stated that it was not completed but the grant is due on 2/28/19. Councilor Gullette asked if the Planning Commission had met to discuss the parking lot yet. Regas stated the commission meets on February 20<sup>th</sup>, 2019 at will be presented the plans then. Regas state the parcel is in a commercial zoned area and should not violate any City Zoning requirements. Councilor Gullette stated he is most concerned for future commercial construction in the area and if the use of the property for a trail head was the best option. Regas assured the Council the Commission will be presented the plan for the parcel use prior to submitting the grant application. Councilor Gullette stated he believes the idea of the parking was good, but had concerns for the location. Councilor Sellon asked for clarification of the location of the parcel. Burmeister stated it sits just south of the Rudnicki Tractor Ranch. Mayor Patch confirmed with Burmeister if the land was for sale and if Sparby was supportive of the project. Burmeister stated Sparby is in favor of the project and is willing to sell the parcel to the club for the construction of the parking lot and future building. Regas noted the Blue Ox Trail has no public parking in the Blackduck or immediate area and the closest is at Movil or the Sanford Center. Regas further noted having a public parking lot will allow for travelers to come to the City to utilize the trails all year round from a MN State Corridor. Burmeister reported from the research done, the lot was the best location for the project and it was important to the club to have the project inside the City of Blackduck. Klug asked the Council to consider if the club is non-profit and may not have to pay



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---

property taxes on the parcel, should it not go in front of the Planning Commission. Burmeister stated he called Beltrami County Assessor office and a representative stated that a 501C-3 is taxable for property taxes. Regas stated the City would further research the status for the property taxes. Councilor Kolb asked if the lot will be bituminous. Burmeister stated it will be the crushed quarry dust. Klug stated the Planning Commission might recommend public bathrooms. Mayor Patch stated the intention is to have port-a-johns accessible much like the public landings. Councilor Gullette requested the club strongly consider providing public restrooms and when doing so ensure they are also ADA compliant. Regas stated the ADA regulations for the grant will be stipulated when submitted.

2. Resolution 2019-05 – Moved by Councilor Sellon and seconded by Councilor Gullette to approve Resolution 2019-05 Supporting a grant application made to the MN DNR for the Federal Recreational Trail Program by the Blackduck Stumpjumpers Snowmobile Club & acknowledging the City of Blackduck to act as the fiscal agent on behalf of the grant noting the Planning Commission must approve of the project placement. Hearing no further discussion, Mayor Patch called for a vote on the motion. Motion approved unanimously.

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

1. Report – Klug reported his team is training to get some needed maintenance completed but the cold weather and snow have slowed the processes down. Klug further stated his department has not received too many calls regarding frozen water lines and that was under their house. Nothing further.

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

1. Report – Gullette was present to report the Super Bowl Party went well and was attended well. Gullette noted next year the Pond may offer more food or a larger variety. Gullette stated the Pond will be holding a Sweetheart Dance on February 16, 2019. Councilor Gullette asked if the Pond received any negative feedback from being closed early due to the cold weather. Gullette stated most customers were understanding. Councilor Gullette asked who won the TV during the Super Bowl. Councilor Kolb stated Jessica Wilcowski. Nothing further.

**LAW ENFORCEMENT REPORT** – Jace Grangruth, Police Chief  
Report submitted

**FIRE DEPARTMENT REPORT** – Brian Larson, Fire Chief

1. Fire Protection Meeting of Towns – February 28, 2019 @ 6pm – City Hall – Regas submitted the documents sent for the annual meeting of towns for the fire protection area. Mayor Patch requested a Councilor attend the meeting. Councilor Moore volunteered. Nothing further.

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

1. Golf Board Meeting – February 21, 2019 @ 4:30pm – Golf Course Club House – Regas reported the Golf Board will be meeting the end of February, and will begin advertising for summer staff. Councilor Gullette asked if there will be additional staff hired to assist in the club house in 2019.



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---

Regas confirmed and noted the Personnel Committee will need to approve of a Club House Manager position that will be full-time working along with the Course Superintendent for the whole season. Councilor Gullette went on record he hopes the City is not ‘throwing good money after bad’ on the golf course. Regas stated the candidate that fills the position must be the right person. Nothing further.

**LIBRARY REPORT** – Kelly Hanks, Head Librarian

1. Report – Councilor Gullette reported he attended the Friends of the Library meeting in January but there was not enough in attendance for a quorum. Councilor Gullette further stated the Library Board cannot find the by-laws for the board. Regas noted the meetings had with Hanks has brought to light the Friends of the Library board are paying for more than what is believed the Kitchigami Regional board is to pay for. Regas noted items such as computer hardware and other technology is not funded by Kitchigami. Regas recommended the library board meet with Miran from Kitchigami. Councilor Gullette agreed noting the board does an amazing job supporting the library. Nothing further.

**ADMINISTRATOR’S REPORT** – Christina Regas, City Administrator

1. Resolution 2019-06 – Resolution amending Resolution 2018-28 – incorrect adopted date – Moved by Mayor Patch and seconded by Councilor Sellon to approve Resolution 2019-06. Motion carried unanimously.
2. Resolution 2019-07 – Resolution amending Resolution 2018-27 – incorrect adopted date – Moved by Councilor Sellon and seconded by Councilor Moore to approve Resolution 2019-07. Motion carried unanimously.
3. Assessment Agreement between City of Blackduck and Beltrami County – Regas reported the annual agreement for assessment service from Beltrami County needs approval.
  - a. Approval of Agreement – Moved by Mayor Patch and seconded by Councilor Moore to approve the assessment agreement between City of Blackduck and Beltrami County. Councilor Sellon asked for clarification of the agreement. Regas reported the agreement is to contract with Beltrami County to review the assessed property values of the City of Blackduck in the absence of the City having an Assessor on staff. Mayor Patch asked if the fee has changed much over the years. Regas stated not much. Hearing no further discussion, Mayor Patch called for a vote on the motion. Motion carried unanimously.
  - b. Notification of Board of Review Meeting for Hines, City of Blackduck, & Funkley Township – April 22, 2019 @ 9:00am @ City Hall of Blackduck
4. Update – Beltrami County Tobacco Licensing & Sales Ordinance – Consideration of Restricting Sales to Age 21 & over – January 22, 2018 @ 5:15pm – Regas provided to Council an update from the Public Hearing on Tobacco Licensing in Beltrami County. Regas noted conversations from all business owners in Blackduck prior to the public hearing summarizing overall the businesses were against the increase in age that it may be a customer disappoint. Regas further reported when the ordinance will take affect and reported the date was not announced yet. Regas further asked Beltrami County if people 18-20 will be grandfathered in noting the County stated there would be no one grandfathered in. Nothing further.
5. City Hall Taxidermy Animals – donated by O.E. Jamtaas – decedents request for waterfowl – Regas reported to Council interest by the Jamtaas family to retain some of the donated taxidermy animals at City Hal requesting permission to release the animals. Councilor Sellon asked when the animals were donated. No one present could state when. Regas reported the family is



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---

willing to pay to have the animals shipped and agreed to allow the City to keep the Black Duck. Council was in favor of releasing the requested animals to the family. Nothing further.

6. Annual Spring Council City Wide Tour – Date TBA – overview – Regas requested Council discuss at the next work session to hold an annual Spring council City wide tour to review the City Streets, any potential public nuisances, etc. Klug stated when the City did it last the Council utilized a school van. Mayor Patch was in favor of the tour. Councilor Gulette asked if the Planning Commission will attend too. Regas stated she would discuss it with the commission at the February meeting. Nothing further.
7. Reminder City offices closed February 18, 2019 President's Day
8. Request February 19, 2019 Work Session
9. Reminder 2019 Newly Elected Official Conference – February 22-23, 2019 in Brainerd
10. Reminder March 4, 2019 Council Meeting
11. 2019 MCFOA Conference March 19-22, 2019 – Christina Regas

**COMMUNITY EVENTS/GOOD THINGS HAPPENING –**

1. City of Blackduck Employee Anniversaries –
  - a. Melissa Gulette - 5 years (February 2014 - Liquor Store)
2. Blackduck Development Corporation Meeting –February 13, 2019 @ Good Samaritan Community Room
3. Blackduck Chamber Meeting – February 20, 2019 @ Restaurant 71
4. Blackduck Stumpjumper Drag Race – Blackduck Lake – February 23, 2019
5. Blackduck Chamber Appreciation Dinner – Pour Willies – February 25, 2019 – Regas invited all staff and elected officials to the rescheduled Chamber Appreciation Dinner. Nothing further.
6. Northern MN Beef & Livestock Expo – Blackduck School – February 9<sup>th</sup>, 2019 9am-5pm

**OTHER NEW BUSINESS –**

1. Fire Hydrant Snow Removal – Councilor Kolb requested from Public works to clarify the responsibility of snow removal to City fire hydrants noting his concern for several hydrants being buried in snow falls and any potential fires of homes. Mayor Patch noted it is the land owner's responsibility. Klug noted the City encourages the land owners to go out and shovel them out and open up around them. Kolb reported he has seen several in town where the tops cannot be seen at all. Klug further reported when public works has all the streets cleaned up from snow then they will go out and dig them out as well. Mayor Patch reported the volunteer fire fighters will dig them out as well but they may wait for public works to get the real heavy snow off first then the fire fighters will dig the rest out by hand. Councilor Kolb asked if the removal is in an Ordinance. Klug stated he would look into it but believed it was part of the snow removal policy. Nothing further.

**ADJOURN –** Moved by Mayor Patch and seconded by Councilor Sellon to adjourn the meeting at 6:52pm. Motion carried unanimously.

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Christina Regas, City Administrator

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Rudy Patch, Mayor