



BLACKDUCK CITY COUNCIL MEETING  
MONDAY, MARCH 9, 2020 @ 6:00PM  
REGULAR COUNCIL MEETING MINUTES

---

**CALL TO ORDER:** The City Council of the City of Blackduck met in Regular Council Meeting at Blackduck City Hall at 6:00pm March 9, 2020. Meeting called to order by Mayor Patch and the Pledge of Allegiance was stated.

**ROLL CALL:**

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

**Councilors Absent:** Roth

**Staff Present:** City Administrator Christina Regas, Public Works Supervisor Mike Schwanke, Liquor Store Manager Shawnda Lahr and Lead Bartender Melissa Gullette, Police Chief Jace Grangruth, and Librarian Kelly West

**Others Present:** Bob Klug Jr., and Jennifer Parker of the Blackduck American

**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 Gullette and seconded by Councilor Moore to approve the consent agenda. Motion carried unanimously.

- a. February 10, 2020 Council Meeting Minutes
- b. February 13, 2020 Blackduck Fire Protection Annual Meeting of Towns
- c. February 26, 2020 Public Hearing Minutes USDA Community Faculties Grant Request
- d. February 26, 2020 City Council Work Session Minutes
- e. February 2020 Fund Balance Report & Scheduled Transfers & 2020 Bond Payments
- f. February 2020 Bills
- g. February 2020 Water income statement
- h. February 2020 Sewer Income Statement
- i. February 2020 Pine Tree Park Income Statement
- j. February 2020 Golf income statement
- k. February 2020 Liquor store income statements
- l. February 2020 Month End Remittance Report
- m. December 2019 & January 2020 Lawful Gambling Report from the Blackduck Firemen’s Relief LG216
- n. Final Approval – Order Approving Detachment – MBAU Administrator D-613 Order

**BLACKDUCK FORUM** –

*No one present to speak.*

**PUBLIC WORKS REPORT** – Mike Schwanke, Public Works Supervisor

1. Report – Mike Schwanke reported that February was a quiet month for his department with the snow stopping. Schwanke stated his department has worked on equipment a preparing for spring; all the fire hydrants in the City have 5’ markers on them; and just small projects. Mayor Patch stated he had questions regarding the golf course and what public works was working on. Schwanke stated Jim Andersen requested some dead trees be removed. Nothing further.



BLACKDUCK CITY COUNCIL MEETING  
MONDAY, MARCH 9, 2020 @ 6:00PM  
REGULAR COUNCIL MEETING MINUTES

---

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

1. Action Needed – Labor Bids for Ladies Bathroom & Wall updates – John Joy & Gene Theisen – Moved by Mayor Patch and seconded by Council member Moore to approve a bid from Gene Theisen to resurface the north wall in the bar and completed updates in the women’s restroom. Mayor Patch asked if there would be more outlets on the north wall. Lahr stated no the electrical quotes are to pull out the outlets so they are flush with the new wall. Lahr further stated the coverings stated on the quotes she has determined would be best to use the same as the others in the bar to be uniform. Councilor Kolb asked Lahr which contractor she recommends to move forward with. Lahr recommended moving forward with Theisen as this contractor completed the work for the kitchen wall. Lahr stated both contractors are very good. Regas asked Lahr based on the discussion from the work session to include the installation of a baby changing station was considered to be added into the quotes for materials noting the materials list did not reflect it. Lahr stated yes it would be a good idea to add to the materials and labor cost but should not be more than a few hundred dollars. Regas recommended the station be installed in the women handicap stall. Lahr agreed due to available space. Lahr further agreed it is a good idea to install the changing station since the bar is leaning the business more toward families now with the increase of the menu. Lahr further stated five years ago, she would not have seen the benefit but now they serve chicken strips and that menu item is very children focused. Mayor Patch stated the stations do not take up much space when folded up. Councilor Kolb stated about 2-4 inches. Mayor Patch asked if the Pond would install a changing station in both women and men’s room or does the bar just need one available. Regas stated she believed just one needed to be available. Lahr stated yes one would be installed in the women handicap stall. Councilor Kolb asked if a station would be installed in both men’s and women restrooms. Regas stated for the bid in question the discussion is only for the women room at this time however there would need to be a plan in place to accommodate the men’s room for a station. Mayor Patch stated the men’s room would be a tough place to install one. Councilor Gullette stated if the state makes it mandatory for all public restrooms to have stations then the City would need to install one anyway. Gullette stated the cost to install a station is not high. Patch stated he has seen them above the toilet where they can fold up then one could be added in the men’s stall. Lahr stated yes that could be a possibility, there would not have any remodeling to do, and the City would just need to find a contractor to install it in the tile. Mayor Patch stated he believed the public works staff could install one. Mayor Patch *jokingly* stated the Schwanke would probably just make it lean so they would fall and roll off. Lahr stated that was a good point and the placement would work. Regas stated that with the low cost of the station and the installation the managers have the authority to put one in the men’s room later. Councilor Paige agreed and the plan sounds like a good one. Moved by Mayor Patch and seconded by Councilor Moore to approve the bid and materials quote from Gene Theisen for the liquor store wall and restroom updates. Motion carried unanimously.
2. Report – Nothing further to report.

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

1. Report – Chief Grangruth has nothing to report. Administrator Regas stated that she has a concern that the law enforcement center was ‘egged’ recently. Mayor Patch stated he heard the Hungry Duck Restaurant was part of that. Chief Grangruth stated he believed that the restaurant was just innocent bystanders since the building is right next to the LEC. Councilor Kolb asked if



BLACKDUCK CITY COUNCIL MEETING  
MONDAY, MARCH 9, 2020 @ 6:00PM  
REGULAR COUNCIL MEETING MINUTES

---

the LEC has outside cameras. Chief Grangruth stated no. Councilor Gulette asked when the egging occurred. Chief Grangruth stated about 3am March 7, 2020. Councilor Kolb asked if the Police department has it in the budget to install outside cameras. Chief Grangruth stated most likely not in 2020. Grangruth stated although he would like to have them until the City has long-term goals on buildings and locations he would prefer to hold off. Grangruth further stated with needed equipment committed in the budget for 2020 such as AED's and Body Cameras, surveillance video cameras will have to wait. Gulette asked where the department is on the waiting period for the implementation of body cameras. Grangruth stated the department is almost complete. Grangruth stated the need to wait to hear from the BCA before purchasing the cameras but the hardest part (waiting period) is complete. Nothing further.

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

1. Report - Regas reported to Council the completion of an AFG grant request to FEMA for funds to replace the department SCBA's for the volunteers. Regas stated if awarded 80% of the cost would be funded for 21 sets. Nothing further.

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

1. Report – Regas stated the golf board meeting rescheduled due to illness. Mayor Patch reported the board's plans to hold a Chili Cook-off on April 16, 2020 as a fundraiser for the cart shed. Patch stated the Northome Muni would help. Lahr asked if the cook-off is open to everyone. Regas stated yes with a traveling trophy. Kolb asked if there would be a buy-in fee for contestants. Patch stated a free will donation for the contestants and attendants would be free will. Patch stated his feedback from the Northome Muni used to have a charge and now that it is a few-will they have a larger attendance. Nothing further.

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

1. Report – Hanks reported that the statistics for 2019 showed the highest numbers of all libraries in Kichigami Region. Hanks stated the numbers for check-ins, checkouts and hold show the numbers, which does not include foot traffic. Hanks stated the new director wishes to speak with Regas to put more hours back for Wednesday and Saturday. Hanks stated the library technology has not been updated to Windows 10 due to issues with the computers that have Windows 10 save public information and they are not supposed to. Hanks stated disappointment for the public that is using the library computers to do their taxes with Turbo Tax since the software is only compatible without Windows 10. Hanks further stated the library board purchased a laptop for the public to use and it is on private browsing mode. Hanks stated the library has a new Legacy Program Organizer, Carol Christianson and it has been very successful with more programs scheduled than ever before. Hanks stated the tax prep is coming up March 28, @ 8:30am and the program is first-come first-server. Hanks stated Spring Brunch is coming up and there are baskets coming in which was the biggest fundraiser in 2019. Parker asked when the Brunch is scheduled and Hanks stated it is not on the calendar yet. Mayor Patch requested the brunch be placed on Blackduck365. Regas stated that Hanks is an administrator on the page and has been posting Library events currently. Regas reminded Hanks the City put funding into the 2020 budget for technology and to reach out when the library is ready to purchase. Regas asked Hanks how the carpets in the building looks. Hanks stated much better. Parker asked if the carpets were



BLACKDUCK CITY COUNCIL MEETING  
MONDAY, MARCH 9, 2020 @ 6:00PM  
REGULAR COUNCIL MEETING MINUTES

cleaned or replaced. Regas stated cleaned. Hanks stated the book shed is not accessible at this point due to snow and will need to switch ends. Schwanke stated he would have a look at the shed. Mayor Patch thanks Hanks for coming in and noted the next scheduled board meeting is March 17, 2020. Nothing further.

**BLACKDUCK BLANDIN GROUP –**

1. Report – Public Water Work Permit – MN DNR Blackduck Beach #2019-3238 – Regas reported to Council the work permit for the beach excavation was approved by the DNR and the time limits inside the OHWM of April 1 – June 30, 2020 during spawn. Regas stated if mother nature cooperates and the contractor can get in still in March then the sand area for the beach may be excavated and material brought in. Regas further stated that outside the regular high water mark, work can move forward during the spawn time but road restrictions need removal first. Nothing further at this time.

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

1. Resolution 2020-12 – Resolution adopting a long-term plan to repay the liquor store fund for negative cash balances of the Blackduck Golf Course fund – Moved by Mayor Patch and seconded by Councilor Gullette to approve Resolution 2020-12. Councilor Kolb asked if the City has a running total of how much the Golf course is currently in the negative. Regas reported to Kolb the amount listed on the Fund Balance report in the Consent Agenda stated \$130,000. Motion carried unanimously.
2. Resolution 2020-13 – Resolution supporting the 2020 Census Partnership – Moved by Councilor Gullette and seconded by Councilor Moore to approve Resolution 2020-13. Regas stated the importance of have a complete count in the upcoming 2020 Census that begins on April 1, 2020. Regas noted supplied slide presentation for informational use on the procedures and mandates for the Census. Regas further noted the importance of a complete count for proper representation at the state and federal level for funding for projects in the future. Regas strongly recommended the City Council support the resolution. Motion carried unanimously.
3. Resolution 2020-01 Revisions Needed – *No Action taken due to absence of Council Member Roth*
4. Blackduck Area History & Art Center – Letter to City Council – Regas summarized a letter from the Blackduck Area History & Art Center to the City Council thanking the City for the continued financial support. No action needed.
5. MCFOA Annual Conference – March 16-19, 2020 St. Cloud – Regas reminded the Council of her attendance to MCFOA conference.
6. City Council Work Session – March 23, 2020 @ 6pm – Regas reminded the Council of the next council work session date.
7. LMC Safety & Loss Control Workshops – Bemidji Sanford Convention Center – March 25, 2020 – Regas informed Council of the LMC Safety & Loss Workshops coming up in Bemidji. Regas stated there is an Administrative, Police, and Public Works track.
8. Reminder April 6, 2020 City Council Meeting – Regas reminded the Council of the next Regular Council Meeting.
9. Board of Review Meeting for City of Blackduck – April 27, 2020 @ 9am Blackduck City Hall – Regas reminded the Council and public of the upcoming Board of Review Meeting with the County Assessor’s office. Regas stated the meeting is open to the public of Blackduck and that no appointments are necessary.



BLACKDUCK CITY COUNCIL MEETING  
MONDAY, MARCH 9, 2020 @ 6:00PM  
REGULAR COUNCIL MEETING MINUTES

---

**MAYOR AND/OR COUNCIL MEMBER REPORTS** – Mayor Patch & Council

1. Reports – Councilor Gullette – Councilor Gullette wished to recognize the success of the Bears Wrestling Team at state noting Trevor Jansen took 1<sup>st</sup> Place in his weight division, which has not happened since 1980. Parker stated that when it happened in 1980 the Blackduck team was not combined with Cass Lake. Mayor Patch further noted the Smid took 3<sup>rd</sup> Place in his weight division.

*No further reports from Council Members.*

**COMMUNITY EVENTS/GOOD THINGS HAPPENING** – Councilor Moore read into the minutes the following Community Events and Good Things Happening:

1. City of Blackduck Employee Anniversaries –
  - a. Jim Andersen – 9 years – March 2012 (Golf Course)
  - b. Jon Ross – 15 years – March 2005 (Fire Department)
2. Blackduck Development Corporation Meeting – March 11, 2020 @ 11am
3. Blackduck Chamber Meeting – March 18, 2020 @ Noon @ The Pond
4. Chamber Bingo @ The Pond – March 22, 2020 @ 3-5pm – Regas noted the time of the bingo event may change and stated it may start earlier but was uncertain at that time.
5. Blackduck Planning Commission Meeting – March 25, 2020 @ 2pm
6. 2020 Spring Clean-up Event – May 16, 2020 – 8-11am – **REGISTRATION REQUIRED** – Regas noted a few inquiries on the spring clean up about old furniture is allowable. Regas stated she is asking the County for more information. Councilor Kolb stated a mattress is \$10 so he imagines a couch will be more. Councilor Moore stated its \$28 for a mattress and noted she just took one in. Mayor Patch asked if the event is curbside pick-up. Regas stated yes and noted the public need to call into City Hall and register for the event so the City knows how much manpower is needed and what the public is asking to have picked up. Councilor Gullette asked if the public is responsible for putting the items on the curb. Regas stated yes. Councilor Kolb asked how many volunteers are needed. Regas stated at this time not many but she will provide information as the date gets closer. Nothing further.

**OTHER NEW BUSINESS** –

1. Rental Inspections – Mayor Patch asked if the 2020 Rental Inspections have begun. Regas stated that started today and the inspector will be in town this week and next.

**ADJOURN** – Moved by Councilor Moore and seconded by Councilor Gullette to adjourn the meeting at 6:36pm. Motion carried unanimously.

---

Christina Regas, City Administrator

---

Rudy Patch, Mayor