



# MINUTES

## Council Meeting

6:00 PM - Monday, November 9, 2020  
City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, November 9, 2020, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

**COUNCILORS PRESENT:** Councilor Jason Kolb, Mayor Maxwell Gulette, Councilor Sheldon Ostlund, and Councilor Nicholas Seitz

**COUNCILORS EXCUSED:**

**STAFF PRESENT:** City Administrator Christina Regas, Police Chief Jace Grangruth, Golf Course Manager Jim Andersen, Assistant Liquor Store Manager Melissa Gulette, Public Works Supervisor Mike Schwanke, Liquor Store Manager Shawnda Lahr, and Fire Chief Brian Larson

**OTHERS PRESENT:** Stephen Rose & Gail Leverson, Widseth, Kendra Murray, Natasha Carlson, and one guest that did not sign in

### 1. CALL TO ORDER

- a. Roll Call  
Mayor Gulette called the meeting to order at 6pm and Administrator Regas took roll call.
- b. Pledge of Allegiance  
Mayor Gulette lead the meeting in the pledge of allegiance.

### 2. APPROVAL OF AGENDA

- a.

Jason Kolb moved to approve the agenda as presented Sheldon Ostlund seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gulette	For
Sheldon Ostlund	For
Nicholas Seitz	For

### 3. CONSENT AGENDA

*All items listed under the Consent Agenda, unless removed from the Consent Agenda shall be approved by one Council motion.*

- a. October 5, 2020 Blackduck City Council Meeting Minutes
- b. October 19, 2020 Blackduck City Council Work Session Minutes

- c. October 2020 Fund Balance Report - CARES Funding Transfers to City Departments & 2020 Budgeted Transfers
- d. October 2020 Bill Batch Report
- e. October 2020 Sewer Income Statement
- f. October 2020 Water Income Statement
- g. October 2020 Pine Tree Park Income Statement
- h. October 2020 Golf Course Income Statement
- i. October 2020 Liquor Store Income Statement
- j. September 2020 Lawful Gambling Report from the Blackduck Firemen's Relief
- k. Final Approval - November Part time hires
- l. Final Approval - Commercial Rehabilitation Satisfaction - Anderson Fabrics Outlet
- m. Final Approval - 2020 MV Credit - Agricultural Revenue
- n. Final Approval - CARES Funding Report for City of Blackduck - October

Jason Kolb moved to approve the consent agenda as presented Sheldon Ostlund seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Sheldon Ostlund	For
Nicholas Seitz	For

o.

**4. BLACKDUCK FORUM**

*Visitors may share their concerns with Council on any issue, which is not already on the agenda. Each person will have 3 minutes to speak. The Mayor reserves the right to limit an individual's presentation if it becomes redundant. The Mayor may also limit the number of individual presentations on any issue to accommodate the scheduled agenda items. All comments will be taken under advisement by the Council. No action will be taken at the time.*

- a. No one to speak on behalf of the Blackduck Forum.

**5. REPORTS OF COMMITTEES AND CITY STAFF**

**5.1. PUBLIC WORKS REPORT - MIKE SCHWANKE, PUBLIC WORKS SUPERVISOR**

- 5.1.1. Approval Needed - Application for Waiver of City Ordinance #213 - WCEC - 188 Main Street N.

Sheldon Ostlund moved to approve the application of waiver of City Ordinance #213 for 188 Main Street N. Jason Kolb seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Sheldon Ostlund	For

Nicholas Seitz

For

5.1.2. Report -

Schwanke reported the new street head lights have been put up and the replacement street light on MnDot 71 is back up. Schwanke stated the City discharging is complete and ready for winter. Mayor Gullette asked if the lines were blown out at the Wayside. Schwanke stated that will be winterized later in the week. Nothing further.

**5.2. LIQUOR STORE REPORT - SHAWNDA LAHR, LIQUOR STORE MANAGER**

5.2.1. Report -

Lahr reported October was a good month for business at the bar but noted Governor Walz would be announcing on Tuesday, November 10 new Covid-19 restrictions that include new hours of operation to reduce the spread of the virus. Lahr stated the bar closes at 11pm on the week days and 1am on the weekends. Lahr stated opening weekend of deer season was also very good for business. Councilor Ostlund asked when the new corner posts would be finished off. Lahr reported in the spring when there is warmer weather.

**5.3. LAW ENFORCEMENT REPORT - JACE GRANGRUTH, POLICE CHIEF**

5.3.1. Approval Needed - 2020-2021 Plow Season Towing Agreement - Bogart's Repair & Recovery

Jason Kolb moved to approve the towing agreement with Bogart's Sheldon Ostlund seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Sheldon Ostlund	For
Nicholas Seitz	For

5.3.2. Report -

Grangruth reported interviews for the eligibility list would be in November.

**5.4. FIRE DEPARTMENT REPORT - BRIAN LARSON, FIRE CHIEF**

5.4.1. Approval Needed - ARMER Radio Purchase

Jason Kolb moved to approve the purchase of 2 ARMER radios; rack charges; and installation from Roger's Two Way Radio from the Fire Department Special Equipment fund for \$7477.60 Sheldon Ostlund seconded the motion.

Chief Larson stated this purchase will begin the migration for the Blackduck Fire Department to satisfy the requirement to ARMER from Beltrami County.

Carried 4 to 0

Jason Kolb	For
Sheldon Ostlund	For
Maxwell Gullette	For

**5.5. GOLF COURSE REPORT - JIM ANDERSEN, GOLF COURSE SUPERINTENDENT & PAM EXNER, CLUB HOUSE MANAGER**

5.5.1. Final Review - Blackduck Golf Course Cart Shed Budget

Regas presented the final budget for the construction of the cart shed and stated payments for the funding would begin March 2021.

5.5.2. Report -

Andersen reported the course closed on October 9th and the irrigation lines were blown out. Andersen stated the course had 7065 rounds played this season and that there could have been more but the board agreed to close on Tuesday and Wednesday's in late September and October. Andersen stressed the importance of addressing the staffing in the early and late portions of the season to avoid early shut down.

**5.6. LIBRARY REPORT - KELLY HANKS, HEAD LIBRARIAN**

5.6.1. November 17, 2020 - Blackduck Library Board Meeting

5.6.2. November 19, 2020 - Kitchigami Regional Library Board Meeting - Pine River

5.6.3. Report -

Murray was present and reported the Trunk or Treat went very well and the last regional meeting the board agreed to work on increasing hours of operation an some libraries. Councilor Ostlund asked if the library deck had been looked at yet. Schwanke stated it was looked at but not yet repaired.

**6. ADMINISTRATOR'S REPORT**

a. Approval Needed - City Building Remodeling & Rebuilding - Contract & Timeline Widseth - Stephen Rose

Funding Resources Report - Gail Levenson - Levenson reported to the City Council the path the administration has proceeded with for funding the projects. Levenson stated the public works building would pursue the Community Facility Loan from USDA would be the funding source and for the liquor store the source would be funded with a revenue bond.

Jason Kolb moved to approve the architect contracts with Widseth for the Pond addition and the construction of the public works/public safety building as presented and approve the recommended planning schedule for the buildings Sheldon Ostlund seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Sheldon Ostlund	For
Nicholas Seitz	For

b. Approval Needed - Resolution 2020-32 - Designating Polling Places for 2021 for the City of Blackduck

Sheldon Ostlund moved to approve Resolution 2020-32 - Designating polling places for 2021 for the City of Blackduck Jason Kolb seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Sheldon Ostlund	For
Nicholas Seitz	For

- c. Approval Needed - Resolution 2020-33 - Resolution establishing a meeting schedule for 2021

Sheldon Ostlund moved to approve Resolution 2020-33 - establishing a meeting schedule for 2021  
Maxwell Gullette seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Sheldon Ostlund	For
Nicholas Seitz	For

- d. Donation Request - Blackduck Areas Toys for Kids - Kendra Murray & Erica Naughton

Murray presented to the board the Blackduck Area Toys for Kids the request for funding for the 2020 Christmas year for the area children.

Jason Kolb moved to approve a donation from the liquor rent fund to the Blackduck Area Toys for Kids organization in the amount of \$4,000 Sheldon Ostlund seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Sheldon Ostlund	For
Nicholas Seitz	For

- e. Item for Consideration - Condemnation Process on Commercial Building(s) -  
Regas presented reports from the Blackduck Building Inspector and Gail Levenson regarding commercial buildings on Main Street that may need condemnation designation. Regas reviewed the reports with the council and requested future consideration once the owners of the buildings and City Attorney are approve moving forward. Regas stated the condemnation status will allow for the City of Blackduck to move forward with the process..

- f. Item for Consideration - 2021 Levy decrease Kitchigami Regional Library Operating Budget - City of Blackduck

Regas reported the Kitchigami Library Board approve a reduction of the 2021 requested levy of the City of Blackduck. Regas proposed to the City Council to consider reducing the preliminary levy or keeping the funding into the General fund to assist with repairs to the deck on the building.

Jason Kolb moved to approve keeping the approved preliminary levy amount in the Blackduck Library budget for 2021 to remain and not decrease it Sheldon Ostlund seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Sheldon Ostlund	For
Nicholas Seitz	For

- g. 2020 Performance Appraisal Process - November - December 2020
- h. November 11, 2020 - City Hall Closed - Observance of Veteran's Day
- i. November 13, 2020 6pm - Blackduck Certification of 2020 Municipal Election
- j. November 18, 2020 Noon - Blackduck Chamber of Commerce Meeting - Restaurant 71
- k. November 18, 2020 2pm - Blackduck Planning Commission Meeting
- l. November 23, 2020 6pm - Blackduck City Council Work Session
- m. November 26 & 27, 2020 - Blackduck City Hall Closed in Observance of Thanksgiving Holiday
- n. December 7, 2020 6pm - Blackduck City Council Regular Meeting
- o. December 7, 2020 6:15pm - Blackduck City Truth in Taxation Presentation -

**7. MAYOR AND/OR COUNCIL MEMBER REPORTS**

- a. Mayor Gullette - Gullette asked Natasha Carlson to join the City Council meeting to call out her dedication to the liquor store with the new message board. Gullette stated Carlson's efforts have been really great and recognized her successes.

**8. COMMUNITY EVENTS/GOOD THINGS HAPPENING**

- a. Employee Anniversary  
Jon Holliday - Fire Department 2012 - November 5, 2020  
Festus Rockensock - Fire Department 2005 - November 10, 2020  
Jace Grangruth - Police Department 2017 - November 15, 2020  
Brian Larson - Fire Department 2003 - December 1, 2020  
Lee Anderson - Police Department 2017 - December 4, 2020

**9. ADJOURNMENT**

- a.

Maxwell Gullette moved to adjourn the meeting at 8:00pm Jason Kolb seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Sheldon Ostlund	For
Nicholas Seitz	For

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City Administrator, Christina Regas

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Maxwell Gullette, Mayor