



MINUTES

Council Meeting

6:00 PM - Monday, January 11, 2021
City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, January 11, 2021, 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, Assistant Liquor Store Manager Melissa Gulette, Public Works Supervisor Mike Schwanke, and Liquor Store Manager Shawnda Lahr

OTHERS PRESENT:

1. CALL TO ORDER

- a. Roll Call
Administrator Regas took roll call of the elected officials present to the regular council meeting.
- b. Pledge of Allegiance
Mayor Gulette led the meeting in the pledge of allegiance.

2. SWEARING IN OF NEWLY ELECTED OFFICIALS - CHRISTINA REGAS, CITY ADMINISTRATOR

- a. City of Blackduck Mayor - Maxwell Gulette
Administrator Regas swore in newly elected Mayor Maxwell Gulette.
- b. Blackduck City Council Members - Nicholas Seitz & Jason Kolb
Administrator Regas swore in newly elected officials Councilor Nicholas Seitz and Councilor Jason Kolb.

3. APPROVAL OF AGENDA

- a.

Jason Kolb moved to approve the agenda as presented and removing item 8.f. Sheldon Ostlund seconded the motion.

Carried 4 to 0

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

4. CONSENT AGENDA

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

- a. December 7, 2020 Blackduck City Council Regular Meeting & Truth in Taxation Minutes
- b. December 8 & 10, 2020 Personnel Committee Meeting Minutes & Recommendations
- c. December 2020 Fund Balance Report & Bond Payments for 2021 & Year-end Transfers
- d. December 2020 Bills
- e. December 2020 Sewer Income Statement
- f. December 2020 Water Income Statement
- g. December 2020 Pine Tree Park Income Statement
- h. December 2020 Golf Course Income Statement
- i. December 2020 Liquor Store Income Statement
- j. Month end Remittance Report for December 2020 - Blackduck Fines & Fees
- k. November 2020 LG216 Lawful Gambling Report from the Blackduck Firemen's Relief
- l. Final Approval - 2021 Intoxicating Liquor & Wine on/off sale Municipal Liquor License - The Pond
- m. Final Approval - City of Blackduck Personnel Committee - Communications Policy update
- n. Final Approval - Written Municipal Advisor Client Disclosure with the City of Blackduck pursuant to MSRB G-42 Ehlers
- o. Final Approval - League of MN Cities Trust Dividend Announcement
- p. Final Approval - Second Half 2020 LGA
- q. Final Approval - 2021 3.2 Malt Liquor or Wine License for Blackduck Bowling Lanes
- r. Final Approval - Beltrami County Multi-Hazard Mitigation Plan 2020
- s. Final Approval - Beltrami County Solid Waste 2021 Changes to Commercial Billing
- t. Final Approval - Proposal for Geotechnical Evaluation Services for the City "The Pond" Facility - Braun Intertec
- u. Final Approval - Proposal for Geotechnical Evaluation for the City Maintenance Facility - Braun Intertec
- v. Final Approval - Potential Refunding of Existing Bonds Report - Ehlers
- w. Final Approval - 2021 GM Financial Public Works Truck(s) Lease/Purchase Agreement

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

5. 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. There was no one present to speak on behalf of the Blackduck Forum.

6. PUBLIC HEARING - VACATION OF STREET(S)

(Mayor Gullette to close the regular meeting & open the public meeting - Vacation of Universal Drive SW)

a. Public Comment pursuant to MN Statute §412.851 - Petition to vacate Universal Drive SW between Orion Court SW and Milky Way Dr. SW and Orion Court SW & Milky Way Dr. SW in its entirety in the preliminary plat entitled Southern Duck Estates.

Mayor Gullette requested public feedback and questions regarding the petition to vacate streets in the Southern Duck Estates preliminary plat.

Questions:

Sheldon Ostlund asked if the street is vacated who is responsible for the service of the platted roads in the future if the properties are developed.

Answer:

Regas stated the property owner would be responsible for any improvements or services to the roads in the future once vacated.

Mayor Gullette requested public feedback a second time.

There was no feedback.

Mayor Gullette requested public feedback a third time.

There was no feedback.

Jason Kolb moved to close the public hearing and re-open the regular council meeting at 6:09pm
Sheldon Ostlund seconded the motion.

Carried 4 to 0

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

7. REPORTS OF COMMITTEES AND CITY STAFF

7.1. PUBLIC WORKS REPORT - MIKE SCHWANKE, PUBLIC WORKS SUPERVISOR

7.1.1. Report

Schwanke had nothing new to report to the City Council.

Councilor Kolb asked if the City had taken possession of the public works

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vehicles. Schwanke stated delivery is planned in the next week. Nothing further.

7.2. LIQUOR STORE REPORT - SHAWNDA LAHR, LIQUOR STORE MANAGER

7.2.1. Report

Lahr did not have much to report but noted year end inventory numbers were very good with less than a 1% shrinkage. Lahr stated not having the bar open for several weeks helped narrow down on hand inventory. Lahr stated the bar had re-opened that day and it was well received by the customers. Councilor Kolb asked if the bar would be closed at 8pm still. Lahr stated the bar would remain open until 10pm and take as much open time as allowed. Lahr stated she and Gullette toured the off-sale in Bagley and received good input from their liquor store manager. Gullette stated the Bagley Manager had good input as he presides as the MMBA President. Mayor Gullette asked if the bar would have a Super Bowl Party. Lahr was not certain provided how the restrictions constantly change but with 50% capacity the number of customers could still be a nice crowd.

Mayor Gullette asked about the status of the new furnace. Lahr stated the vendor was still working on the installation.

Nothing further.

7.3. LAW ENFORCEMENT REPORT - JACE GRANGRUTH, POLICE CHIEF

7.3.1. No report provided.

7.4. FIRE DEPARTMENT REPORT - BRIAN LARSON, FIRE CHIEF

7.4.1. No report provided.

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

7.5.1. No report provided.

7.6. LIBRARY REPORT - KELLY HANKS, HEAD LIBRARIAN

7.6.1. No report provided.

8. ADMINISTRATOR'S REPORT

a. Approval Needed - Resolution 2021-01 - Resolution of annual appointments and designations for 2021

Elected Officials and department heads discussed the appointments of committees and Councilor Nicholas Seitz was nominated for Vice Mayor for 2021.

Jason Kolb moved to approve Resolution 2021-01 with the following elected official appointments: Mayor Gullette appointed to the following boards and committees:

1. Public Safety
2. Golf Board
3. Revolving Loan Fund

Councilor Kolb appointed to the following boards and committees:

1. Personnel
2. Finance

Councilor Ostlund appointed to the following boards and committees:

1. Park and Trails
2. Safety

Councilor Seitz appointed to the following boards and committees:

1. Public Works
 2. Liquor
 3. Library (Blackduck & Kitchigami)
- 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 2021-02 Updated - Resolution adopting a schedule of Fees and Charges for various services, licenses, & permits for the City of Blackduck, MN for 2021

Sheldon Ostlund moved to approve Resolution 2021-02 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 2021-03 - Resolution authorizing the vacation of streets in the preliminary plat entitled Southern Duck Estates

Jason Kolb moved to approve Resolution 2021-03 Maxwell Gullette seconded the motion.

Carried 4 to 0

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

- d. Approval Needed - Resolution 2021-04 - Resolution Acknowledging Donation from the Blackduck Fire Relief Association

Sheldon Ostlund moved to approve Resolution 2021-04 Nicholas Seitz seconded the motion.

Carried 4 to 0

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

- e. Approval Needed - City of Blackduck Conflict of Interest / Code of Ethics Policy for Elected Officials, Member of City Boards, Commissions, and Committees for 2021

Nicholas Seitz moved to approve the City of Blackduck Conflict of Interest / Code of Ethics Policy for 2021 Sheldon Ostlund seconded the motion.

Carried 4 to 0

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

- f. ~~Council Consideration - Property Owner Petition for Detachment of Property from City of Blackduck - Parcel #81.00061.00 - Joseph Wilhelmi II~~

This item was pulled from the agenda.

- g. Council Consideration - Proposal for Professional Funding Services for Proposed Commercial Building Demolition Project - Widseth - Gail Leverson

Jason Kolb moved to approve the proposal for professional services for a commercial demolition project Sheldon Ostlund seconded the motion.

Carried 4 to 0

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

- h. Approval Needed - Resolution 2021-05 - Resolution approving the application for and commitment to financial support for the Minnesota Demolition Loan Program for Commercial Property in the City of Blackduck

Jason Kolb moved to approve Resolution 2021-05 Sheldon Ostlund seconded the motion.

Carried 4 to 0

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

- i. January 5 - 19, 2021 - Special Election Filing Period - Blackduck City Council Seat
- j. January 13, 2021 11am - Blackduck Development Corp Meeting - City Hall
- k. January 18, 2021 - Martin Luther King Jr. Day - Government Offices Closed
- l. January 20, 2021 Noon - Blackduck Chamber of Commerce Meeting - Zoom Call
- m. January 20, 2021 - 2pm - Blackduck Planning Commission Meeting - City Hall
- n. January 25, 2021 6pm - Blackduck City Council Work Session - City Hall
- o. February 8, 2021 6pm - Blackduck City Council Regular Meeting

- p. Notice of Public Hearing - February 8, 2021 @ 6pm - USDA Rural Development informational meeting for Public Facilities Building
- q. Notice of Public Hearing - February 8, 2021 @ 6:30pm - ISD#32 Land Combination Application
- r. February 8 - 12, 2021 - City of Blackduck 2020 On-Site Audit - Miller McDonald
- s. April 13, 2021 - Blackduck Special Election - City Hall
- t. April 26, 2021 @ 9am - Blackduck Local Board of Appeal & Equalization Meeting

9. MAYOR AND/OR COUNCIL MEMBER REPORTS

- a. Nothing discussed.

10. COMMUNITY EVENTS/GOOD THINGS HAPPENING

- a. Regas announced City Hall would be closed January 15, 2021 for interior improvements to the ceiling and lighting.

11. ADJOURNMENT

- a.

Sheldon Ostlund moved to adjourn the meeting at 7:13pm Jason Kolb seconded the motion.

Carried 4 to 0

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

City Administrator, Christina Regas

Maxwell Gullette, Mayor