



# MINUTES

## Council Meeting

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

The Council of the City of Blackduck was called to order on Monday, March 8, 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 those present to the city council meeting.
- b. Pledge of Allegiance  
Mayor Gulette led the meeting in the pledge of allegiance.

### 2. APPROVAL OF AGENDA

- a.

Sheldon Ostlund moved to approve the agenda as presented Jason Kolb 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. February 8, 2021 Blackduck City Council Meeting Minutes
- b. February 17, 2021 Blackduck Planning Commission Meeting Minutes
- c. February 18, 2021 Blackduck Fire Protection Area Annual Meeting Minutes
- d. February 22, 2021 Blackduck City Council Work Session Minutes

- e. March 1, 2021 - Blackduck Golf Board Meeting Minutes
- f. March 4, 2021 Blackduck Revolving Loan Fund Committee Meeting Minutes and Recommendations
- g. February 2021 Fund Balance Report
- h. February 2021 Bills
- i. February 2021 Sewer Income Statement
- j. February 2021 Water Income Statement
- k. February 2021 Pine Tree Park Income Statement
- l. February 2021 Golf Course Income Statement
- m. February 2021 Liquor Store Income Statement
- n. Final Approval - LG216 Lawful Gambling Monthly Rent - Blackduck Fire Relief Association
- o. Final Approval - Update - City of Blackduck Police Department Use of Force & Deadly Force Police MN Statute §626.8452
- p. Final Approval - Sanitary Sewer Discharge Permit - 2021-01 - Karl Dobmeier

Jason Kolb moved to approve the consent agenda removing item(s) 'g' February 2021 Fund Balance Report for further discussion Sheldon Ostlund seconded the motion.

Carried 4 to 0

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

- q. Item 'g' February 2021 Fund Balance Report -  
 Councilor Kolb requested clarification of the fund balance of the Blackduck Golf Course that the amount was yearly loss or year to date loss. Regas stated the amount stated on the fund balance report is the cash balance of the fund to date and does not represent actual to date losses. Nothing further.

Jason Kolb moved to approve consent item 'g' February 2021 Fund Balance Report Sheldon Ostlund seconded the motion.

Carried 4 to 0

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

r.

**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. There was no one present to speak for the Blackduck Forum.

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

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

5.1.1. Report -

Schwanke reported his department has been preparing for Spring and dry weather and has very little to report. Councilor Kolb asked how the ponds are looking. Schwanke stated water levels were fine going into winter. Nothing further.

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

5.2.1. Report -

Lahr reported opening times during the week is still until 11pm and has been left to the bartenders based on customer numbers as this is a slower time. Lahr further stated although the sales are good right now the income statement does not reflect it due to the architect fees and installation of the heaters. Lahr further stated food sales are doing very well and take-out orders represent 25% of all food sales. Lahr further stated the hours the Pond sells most liquor are from 7pm-1am and most food sales do not include liquor. Lahr stated the food sales are occupying most of the day hours. Nothing further.

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

5.3.1. No report submitted.

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

5.4.1. No report submitted.

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

5.5.1. No report submitted.

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

5.6.1. No report submitted.

**6. ADMINISTRATOR'S REPORT**

- a. Approval Needed - Resolution 2021-06 - Resolution responding to a petition initiated by property owner for detachment of property from the City of Blackduck pursuant to MN §414.06

Sheldon Ostlund moved to approve Resolution 2021-06 Jason Kolb seconded the motion.

Carried 3 to 1

Jason Kolb	For
Maxwell Gullette	For
Sheldon Ostlund	Against

Nicholas Seitz For

- b. Approval Needed - Resolution 2021-08 - Resolution declaring sufficiency of petition and setting a public hearing on the proposed vacation all that part of Universal Dr. SW, Southern Duck Estates, according to the recorded plat thereof, not previously vacated by City of Blackduck Resolution 2021-03, as recorded January 13, 2021 by Document #A000595470

Nicholas Seitz moved to approve Resolution 2021-08 and set a public hearing for April 5, 2021 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 2021-09 - Resolution to appoint election judges for the 2021 Municipal Special Election(s)

Sheldon Ostlund moved to approve Resolution 2021-09 Jason Kolb seconded the motion.

Carried 4 to 0

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

- d. Approval Needed - LMCIT 2021 Annual Liability Coverage Waiver

Nicholas Seitz moved to approve the LMCIT 2021 Annual Liability Coverage Waiver Sheldon Ostlund 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 Formal Request for Deputy Registrar - Limited Driver & Vehicle Services Office

Regas reported the request for applying for a deputy registrar at City Hall would potential service an area that represents a population of up to 14,000 and could revenue to the general fund similar to Cass Lake (\$37,000 2020 numbers). Regas requested formal City Council support prior to sending a letter request to the State of MN Commissioners. Regas further stated she has spoken to Beltrami County Auditor/Treasurer and the request has the full support of the county. Regas further stated the benefit to the community would be enormous.

Maxwell Gullette moved to support the request to apply for a deputy registrar for Blackduck City Hall for a limited DMV Nicholas Seitz seconded the motion.

Carried 4 to 0

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

- f. 2021 Municipal Liquor Store Improvements - Proposed Property tax Abatement Schedule of Events - Ehlers  
Regas reviewed the proposed property tax abatement schedule for the addition to the Pond and the bidding schedule. Nothing further.
- g. United States Department of Commerce - 2020 Census - National Self-Response Rate - City of Blackduck  
Regas reviewed the 2020 Census national self-response rate of 69.87% for the City of Blackduck.
- h. March 10, 2021 - Blackduck Development Corp Meeting - City Hall  
Councilor Ostlund will attend.
- i. March 11, 2021 - The Pond Mandatory Pre-Bid Meeting - 2pm The Pond
- j. March 16, 2021 - Blackduck Library Board Meeting & Planning - City Hall 6pm  
Meeting will be available on Zoom and in-person.
- k. March 17, 2021 - Blackduck Chamber of Commerce Meeting - The Pond - Noon
- l. March 17, 2021 - Blackduck Planning Commission Meeting - City Hall 2pm
- m. March 22, 2021 - Blackduck City Council Work Session - City Hall 6pm
- n. March 25, 2021 - Blackduck Beach Project Meeting
- o. April 1, 2021 - The Pond - Open of Bids Date - 2pm City Hall
- p. April 5, 2021 - Blackduck City Council Meeting - City Hall 6pm
- q. February 26 - April 12, 2021 - Absentee Balloting for Special Election

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

- a. Annual Appointments to Committees -  
Councilor Kolb requested the annual appointments to committees and boards resolution be sent to the council.
- b. Personnel Committee Meeting -  
The Personnel Committee agreed to meet Monday, March 15, 2021 @ 2pm. Regas will send out a calendar reminder.

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

- a. Employee Anniversaries -  
Jim Andersen - Golf Course - 9 years - 2012  
Regas recognized the anniversary of Jim Andersen with the Blackduck Golf Course.

**9. ADJOURNMENT**

- a.

Jason Kolb moved to adjourn the meeting at 6:42pm Sheldon Ostlund 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