



MINUTES

Council Meeting

6:00 PM - Monday, August 9, 2021

City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, August 9, 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 Gullette, Councilor Nicholas Seitz, and Councilor Donald Johnson
- COUNCILORS EXCUSED:** Councilor Sheldon Ostlund
- STAFF PRESENT:** City Administrator Christina Regas, Golf Course Manager Jim Andersen, Assistant Liquor Store Manager Melissa Gullette, and Public Works Supervisor Mike Schwanke
- OTHERS PRESENT:** Misty Frenzel, Lori Lundberg, Charlie Anderson, and Donald E. Siegenthaler

1. CALL TO ORDER

- a. Roll Call
Administrator Regas took roll call of those present to the meeting.
- b. Pledge of Allegiance
Mayor Gullette led the meeting in the pledge of Allegiance.

2. APPROVAL OF AGENDA

- a.

Jason Kolb moved to approve the agenda as presented Nicholas Seitz seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	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. July 6, 2021 City Council Meeting Minutes
- b. July 15, 2021 Kitchigami Regional Library Board Meeting packet including Minutes from June 2021
- c. July 19, 2021 City Council Special Meeting Minutes

- d. July 19, 2021 City Council Work Session Meeting Minutes
- e. July 29, 2021 Blackduck Personnel Committee Meeting Minutes
- f. August 5, 2021 Blackduck Golf Board Meeting Minutes
- g. July 2021 Fund Balance Report - Recommended Transfers - 2021 Bond Payments
- h. July 2021 Bill Report
- i. July 2021 Sewer Income Statement
- j. July 2021 Water Income Statement
- k. July 2021 Pine Tree Park Income Statement
- l. July 2021 Golf Course Income Statement
- m. July 2021 Liquor Store Income Statement
- n. June 2021 LG216 Lawful Gambling Monthly Rent - Blackduck Fire Relief Association
- o. Final Approval - 2021 LGA First Half Payment & Small Cities Assistance for Streets
- p. Final Approval - 2021 First Half American Rescue Plan Funding
- q. Liquor Store Expansion / Remodel Project Fund Activity Report
- r. Final Approval - Golf Course Grant Extension Request and Approval Letters - Culvert installation #6 Bridge
- s. Final Approval - July - August 2021 New Hires
- t. Final Approval Needed - City of Blackduck Agreement for Services - Blackduck Golf Course - Recommendation from Personnel Committee

Jason Kolb moved to approve the consent agenda as presented Nicholas Seitz seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For

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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. Resident Donald E. Siegenthaler was present to the meeting to discuss his concern for the deficiencies in the Blackduck Bike path. Mr. Siegenthaler resides in an apartment building and is physically disabled. Mr. Siegenthaler stated he uses the City bike path often with his motorized wheelchair but has concerns for in his observation five or more deficiencies in the path where his wheel chair gets 'stuck'. Mr. Siegenthaler states there are other residents in his apartment building that have had issues with the bike path but did not wish to attend the meeting. Additionally, his parking lot when it rains a lot gets very muddy and when that happens he has issues making his way to the bike path. Mr. Siegenthaler stated he would like his concerns heard.

Mayor Gullette thanked Mr. Siegenthaler for his statements and would be under advisement.

5. ORDINANCE AMENDMENT FIRST READING

- a. Ordinance 2021-01 Amendment First Reading - An Ordinance Amending Chapter 3 Entitled "Administration" Amending Section 330.04 Entitled "Duties"

Administrator Regas presented the first reading of the amendments to Ordinance 2021-01 for Ordinance Section 330.04.

There were no questions or statements from the public after the first reading.

6. BLANDIN BEACH PROJECT UPDATE - MISTY FRENZEL

- a. Misty Frenzel reported the beach committee reports the septic tank was installed from Bemidji Sewer and Waterworks and all the interior materials have been ordered and received for the restroom. Frenzel stated Brian Pierce would be doing the labor on the project. Frenzel stated this year the project will complete the restroom and hopefully in 2022 the plans to build a gazebo. Councilor Johnson asked where all the money came from for the project. Regas and Frenzel both reported the funding came from Blandin Grants and local donations. Johnson asked if there is enough money to build the restroom/shower house. Frenzel reported the restroom will be a pit-toilet and have enough room for people to change there clothes etc. Regas stressed the importance for the City to understand all the funding came from private donations and grants. Mayor Gullette stated Bemidji Sewer and Waterworks are a local business and live near town. Frenzel stated Pierce will be contracting with JPHI for the plumbing installs and in the near future there will be a garbage can at the beach. Nothing further at this time.

7. REPORTS OF COMMITTEES AND CITY STAFF

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

- 7.1.1. Council Consideration - Pine Tree Park Interior Restroom / Showers Improvement Estimates

Schwanke provided to the board for consideration his amended budget for the interior remodel of the campground restrooms and showers. Schwanke stated the materials and labor have increased from the estimates received in 2019 from JPHI & Polar Insulating. Schwanke stated the increase of the remaining work to complete the interior work is \$11,939 and by approving this overage the cash balance of the pine tree park fund would reduce to slightly under \$10,000 (an amount the fund has not been at in sometime). Schwanke stated in 2022 after the Beltrami County Grant the account would replenish the fund to about \$21,000 which is adequate to operate under and then once the campground opens again in Spring of 2022 the fund would begin to revenue fees again. Regas clarified to the board members that the project is half completed (exterior work) and paid for and what Schwanke is asking approval on is the difference between the exterior work and interior work. Councilor Johnson asked if flush toilets will be installed. Schwanke stated no.

Jason Kolb moved to approve the increase budgeted amount of \$11,939 to complete the interior upgrades to the campground restrooms and showers Donald Johnson seconded the motion.

Regas reported to the board the original plan was to split the project into fund years due to the original budget amounts. Schwanke stated if approved the work will be completed in 2021. Kolb requested videos/pictures on the City website.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For

Donald Johnson moved to approve the increase of \$1120 to the Wayside Rest Budget to complete the flooring upgrades to the restrooms. Jason Kolb seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For

7.1.3. Report -

Schwanke reported plans to jack up and relevel one gazebo at the campground and re-blocked. Schwanke stated without much mowing the staff has been working on other projects this summer. Councilor Johnson stated after speaking with the director of Head Start recently and stated the director does not like the material in their playgrounds at the school due to how much water they hold when it rains and the children like to put them in their mouths. Johnson further stated the director would prefer to have the type of wood chips installed like the city did and wished to pass the information on to Schwanke. Schwanke stated more chips would be installed when they pack down but the improvements appear to be receiving good feedback.

Councilor Seitz asked if the Frog at the playground at Pine Tree Park was fixed. Schwanke reported it was fixed but then the weld broke again so he needs to find a more permanent solution.

Mayor Gullette asked if the materials near the maintenance garage are leftover from the County Highway Department improvements to CSAH 47 & CSAH 92. Schwanke stated those materials are some of what was 'swept up' after the project was completed and it is only good for some projects because it is so fine. Schwanke stated the material is being installed on the field road at the irrigation property to allow a smoother path for the irrigators to drive on and to reach the irrigators.

Nothing further.

6.1.2. Council Consideration - Proposal from Polar Insulating for Wayside Rest flooring improvements

Schwanke reported the estimated costs to improve the flooring in the restrooms at the Wayside Rest would cost \$3120.00. Schwanke stated this estimate from Polar Insulating can be supported by the existing Park budget of the General Fund except \$1120.00. Schwanke is requesting approval of the increase to his budget to complete the flooring improvements while Polar is working on the campground improvements.

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

7.2.1. Report -

ASM Gullette reported sales have been good and construction is going well and timely. Gullette reported KA is completing the ceiling down the hallway and in the office now and the addition. Gullette reported the pull tab machines are in and when the current boxes are gone the machines will take over. Councilor Kolb asked for clarification of the number of machines being installed. Gullette reported there will be 2 machines that will hold 4 boxes of pull tabs.

Mayor Gullette asked for a status of Backwoods Bash Plans for the Pond. ASM Gullette reported the plans are in process stating the construction timing had the bar flooring to be ripped up and installed during that time period and that has since been revised.

Nothing further.

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

7.3.1. Report -

Andersen reported the new carts are being used quite a lot and have received many good comments about them. Andersen stated he is nervous of miss-use of the carts but that is something they deal with all the time. Andersen reported the irrigation system is now working better on the control panel so the fairways can be watered overnight which provided conditions to fertilize them. Andersen further reported TORO will return and provide an estimate to make needed improvements to the pump system for the irrigation. Andersen stated the packet from TORO will be mailed to the City and the estimates for those improvements would not include electrical.

Mayor Gullette asked for a report on the John Deer 777 rough mower. Andersen stated it is out of commission as there is a hole in the block so at this time the course is using the public works 777. Andersen further stated his is working with Kevin Erpelding to find a more suitable mower for the roughs that is wider and has a 96" or wider deck that will cut mowing time. Mayor Gullette asked if this process should be discussed by the golf board. Regas stated she planned to hold another golf board and would reach out to the members. Gullette stated his concern to work on this item of business to prepare for the 2022 season.

8. ADMINISTRATOR'S REPORT

a. Approval Needed - Flag Retirement Drop Box Purchase

Nicholas Seitz moved to approve the purchase of a flag retirement drop box from the liquor rent fund for \$1923.00. Jason Kolb seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For

b. Approval Needed - Donation Request from Blackduck Area Chamber of Commerce - Liability Insurance

Jason Kolb moved to approve a donation the Blackduck Area Chamber of Commerce for their annual liability insurance coverage in the amount of \$586.00 from the liquor rent fund Maxwell Gullette seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For

c. Approval Needed - Resolution 2021-16 - Resolution Approving an Excluded Bingo License for the Blackduck Area Chamber of Commerce

Maxwell Gullette moved to approve resolution 2021-16 approving an excluded bingo license for the Blackduck Area Chamber of Commerce Donald Johnson seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For

d. Approval Needed - Resolution 2021-17 - Resolution calling for a public hearing on proposed property tax abatements - Demolition / Redevelopment Project Funding

Jason Kolb moved to approve resolution 2021-17 calling for a public hearing on proposed property tax abatements for the demolition/redevelopment project funding of Main Street North Nicholas Seitz seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For

e. Approval Needed - Resolution 2021-18 - Resolution designating the Municipal Golf Course Fund as a Special Revenue Fund

Jason Kolb moved to approve resolution 2021-18 designating the municipal golf course fund as a special revenue fund Nicholas Seitz seconded the motion.

Carried 4 to 0

Jason Kolb	For
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Maxwell Gullette For
Nicholas Seitz For
Donald Johnson For

f. Final Approval - Master Lease Agreement & Supporting Documents with Resolution - TCF Bank Golf Cart Lease

Maxwell Gullette moved to approve the master lease agreement and supporting documents with TCF Bank for the Golf Cart Lease Nicholas Seitz seconded the motion.

Carried 4 to 0

Jason Kolb For
Maxwell Gullette For
Nicholas Seitz For
Donald Johnson For

g. Approval Needed - Resolution authorizing the negotiation, execution, and delivery of Lease #008-0777379-301 between the City of Blackduck and the Huntington National Bank

Nicholas Seitz moved to approve a resolution authorizing the negotiation, execution, and delivery of Lease #008-0777379-301 between the City of Blackduck and the Huntington National Bank Jason Kolb seconded the motion.

Carried 4 to 0

Jason Kolb For
Maxwell Gullette For
Nicholas Seitz For
Donald Johnson For

h. Approval Needed - Resolution 2021-19 - Resolution approving the temporary removal of a council member and declaring a temporary vacancy

Donald Johnson moved to approve resolution 2021-19 approving the temporary removal of a council member and declaring a temporary vacancy Jason Kolb seconded the motion.

Carried 4 to 0

Jason Kolb For
Maxwell Gullette For
Nicholas Seitz For
Donald Johnson For

i. Approval Needed - Resolution 2021-01 - Revision - Resolution of Annual Appointments and Designations for 2021

Nicholas Seitz moved to approve resolution 2021-01 amending annual appointments and designations for 2021 Jason Kolb seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For

- j. August 11, 2021 @ 11am - Blackduck Development Corp - City Hall
- k. August 18, 2021 @ 12pm - Blackduck Area Chamber of Commerce - Restaurant 71
- l. August 18, 2021 @ 2pm - Blackduck Planning Commission Meeting - City Hall
- m. August 19, 2021 9:30am - BAAI Ambulance Board Meeting - City Hall
- n. August 23, 2021 @ 6pm - Blackduck City Council Work Session
- o. August 25, 2021 1pm - Finance Committee Meeting - 2022 Budget Meeting
Council member Seitz will attend.
- p. August 26, 2021 @ 6pm - Blackduck Fire Protection Annual Budget Meeting of Towns
- q. September 6, 2021 - City Offices Closed in observance of Labor Day
- r. September 7, 2021 @ 6pm - Blackduck City Council Regular Meeting

9. MAYOR AND/OR COUNCIL MEMBER REPORTS

- a. Council member Kolb announced this would be his last meeting as a city councilor. His family is moving.
Mayor Gullette and Administrator Regas thanked Councilor Kolb for his dedication to the City Council and wished he and his family well in the future.
- b. Mayor Gullette announced Woodcarver's was very well attended; the Community Picnic was nice; and the recent Car Show had a nice draw of attendees.

10. COMMUNITY EVENTS/GOOD THINGS HAPPENING

- a. August 21, 2021 - ALL DAY - Blackduck Backwoods Bash
- b. 2nd Annual Backwoods Bash Tug-of-War Challenge invite to participate
- c. August 22, 2021 - Blackduck Drakes Scramble - Blackduck Golf Course
Tee-off is 11:30am.
- d. Pine Tree Park Campground Feedback -
Feedback from a recent camper was read.

11. ADJOURNMENT

- a.

Jason Kolb moved to adjourn the meeting at 7:03pm Donald Johnson seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For

City Administrator, Christina Regas

Maxwell Gullette, Mayor