



MINUTES

Council - Work Session Meeting

6:00 PM - Monday, September 20, 2021
City Hall, 8 Summit Drive, Blackduck MN

The Council - Work Session of the City of Blackduck was called to order on Monday, September 20, 2021, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

COUNCILORS PRESENT: Mayor Maxwell Gulette, Councilor Nicholas Seitz, Councilor Donald Johnson, Councilor Bobbie Jo Kewitsch, and Councilor Laurie Hamilton

COUNCILORS EXCUSED:

STAFF PRESENT: City Administrator Christina Regas, Golf Course Manager Jim Andersen, Public Works Supervisor Mike Schwanke, and Assistant Liquor Store Manager Melissa Gulette

OTHERS PRESENT: Curt Meyer, Widseth, Kevin Erpelding, Golf Board member

1 CALL TO ORDER

- a) Roll Call
Roll call was taken of those present to the work session.
- b) Pledge of Allegiance
Mayor Gulette dispensed with the pledge of allegiance.

2 APPROVAL OF AGENDA

- a)

Bobbie Jo Kewitsch moved to approve the agenda with the request of New Business b. Blackduck Golf Course to be addressed prior to Old Business Laurie Hamilton seconded the motion.

Carried 5 to 0

Maxwell Gulette	For
Nicholas Seitz	For
Donald Johnson	For
Bobbie Jo Kewitsch	For
Laurie Hamilton	For

3 OLD BUSINESS

- a) Public Works / Police Facility Updates
Regas provided the council and new board members current updates on the project noting no new actions have been taken on the project. Regas reported the building has been requested to 'flip-flopped' placing the public works department on the

westside of the building and police on the east. This change will need approval of USDA but will not take long to approve. Nothing further.

- b) Liquor Store Remodel / Addition Updates
Regas and Melissa Gulette provided updates on the project.
- c) American Rescue Plan Act Funding -
Regas provided information on the ARP Funding to the board reporting no new business or actions needed at this time. New board members requested Regas provide more information and documentation from LMC. Regas will email out most recent information. Nothing further.
- d) Blackduck Stumpjumpers Public Parking Lot - Update
Regas provided updates on this project reporting acquisition of the property has been completed and the city is awaiting a draft of a long-term lease between the city and the snowmobile club. Nothing further.
- e) Downtown Redevelopment Project - Updates
Regas provided updates on the project reporting the demolition will not happen until 2022 but asbestos removal will begin late September.
- f) City Sales Tax - Regional Significance - Curt Meyer, Widseth
Meyer presented to the board how his business will assist in drafting a regional significance report to assist with the approval of a city sales tax. Meyer requested the board members send him by email their ideas to be added to the listing of projects the city would like to be added to the regional significance report portion of the request. Meyer stated his team has a better understanding of what is covered and what is not. Regas will provide the board the current CIP adopted in 2018 and the email address of Meyer. Meyer stated he will begin on the draft in October and would have a good wish list formulated by the October or November work session. Nothing further.
- g) Ordinance Section 310.01 Council Pay - Ordinance Amendment Draft
Regas reviewed the proposed amendments to Ordinance §310 Salaries of Mayor and Council Members. The board discussed further amendments and Regas noted those for the first reading scheduled for October 11, 2021. Regas will post the public notice for the amendment. Nothing further.
- h) Resolution 2021-01 - Revision - Standing Committees
Regas reviewed vacancies in standing committees and the board members adjusted those positions to support new board members. Regas will revise the resolution and provide it for approval on October 11, 2021.

4 NEW BUSINESS

- a) 2022 General Fund Budget Preliminary Recommendation
Regas presented minutes from the Finance Committee's meetings to determine the proposed levy for 2022. Those topics discussed included the following: details of the proposed 2022 General Fund Revenue and Expenditure Budget(s); highlights for each General Fund department operating budget changes; the 2022 City Debt payments; and example of how the proposed levy increase affects a residential tax payer.
Regas reported a proposed increase to the total levy over 2021 of 17.75% which presents an average increase to a tax payer of \$99 per residential home. Regas stressed the importance of how the increase over 2020 (pre-pandemic) is \$31 and that the 2021 budgets were kept low due in part to the pandemic and the uncertainty of the economy.
Council members discussed the proposed increase and its affect on city and budgets. Council members did not request changes to the proposed levy as it was presented by the Finance Committee.
- b) Blackduck Golf Course - Capital Improvements & Purchases to consider

1. Rough Mower

2. Pump Drives improvements for irrigation system

Rough Mower - Erpelding reported to the board regarding a rough mower purchase for the Blackduck Golf Course. Erpelding discussed how the course needs a replacement rough mower and he researched a mower that more suitably supports the needs of the course. Erpelding suggests the city council discuss and approve a budget of a used mower (*John Deer 1600*) that he and Schwanke found several machines being sold on the internet with varied hours of use and price. Erpelding suggests pre-authorizing \$20,000 for a good used mower with low miles. Councilor Seitz recommended to be cautious on older equipment that may have maintenance issues and asked if the city completes all maintenance. Erpelding states he always requests maintenance records on machines he purchases.

Regas recommended the council pre-authorize a purchase of a used machine for a set price range that can be held with a small deposit prior to the October 11, 2021 council meeting so additional research can begin. Councilor Seitz asked if the purchase can wait until Spring or if new will be a better path. Erpelding stated the course could finish the season off with the existing mower but a plan must be put in place for replacement. Seitz was in favor of a used machine if the unit selected is well maintained for the short term.

Erpelding and Regas will work together to report to the city council prior to the next council meeting to find an appropriate mower with low hours and cost.

The topic of servicing the golf equipment was discussed in detail for whom is responsible for servicing mowers and equipment. Andersen reports he and his staff completes scheduled maintenance; notates dates of when filters are replaced on the parts; does not complete a maintenance or service log; and when repairs are beyond the scope of he and his staff the repairs are sent out to local repair shops and/or vendors like Toro are used.

Irrigation Pump Drives -

Andersen provided the city council with a quote from TORO to update the 40 year old clay valve system in the pump house which is the heart of the irrigation system. Andersen is requesting approval to update the system, and the estimated costs from TORO are \$7529.39. The board discussed approving the updates and requested scheduling the updates for 2022. Nothing further.

c) City of Blackduck Communications Policy - recommended revisions

Regas presented a revision to the City of Blackduck Communications Policy recommended from the Personnel Committee. Regas stated revisions provide the city-provided cell phone or reimbursement amount with the addition of the Deputy Clerk position of \$40.00 (data and voice); and the deletion of the Public works staff as the Public Works Director has requested city-provided phones for that department. Nothing further.

d) City of Blackduck Police Administration Agreement - Robert Fraik

Regas presented a draft of a Police Administration Agreement with Part-time Officer Robert Fraik. Regas reported Officer Fraik has agreed to fill the administration role of CLEO for the Blackduck Police Department that is required by state statute to retain a police department in the absence of a full-time Chief of Police. Regas provided the details of the agreement including compensation and recommended the City agree to the terms. The City Council board members did not have any issues with agreement but requested clarification the compensation would return to the part-time wage after the agreement expires. Regas stated that although that is already the agreement with Fraik it is her future recommendation the City of Blackduck revise the current wage for part-time officers for the department to assist in hiring and retaining experienced level officers in the future.

e) City Council Fall Tour of the City - discuss and schedule

Mayor Gullette requested newly elected officials work with Schwanke to have a 'tour' of city properties and other locations like the irrigation ponds and fields. Schwanke agreed to work with the council members on individual levels. Nothing further.

f) Chamber Golf Night - September 22, 2021

Mayor Gullette recommended all council members attend the Chamber Golf Night and Social.

5 ADJOURNMENT

a)

Maxwell Gullette moved to adjourn the meeting at 8:35pm Laurie Hamilton seconded the motion.

Carried 5 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For
Bobbie Jo Kewitsch	For
Laurie Hamilton	For

Christina Regas, City Administrator

Maxwell Gullette, Mayor