



# MINUTES

## Council Meeting

6:00 PM - Monday, November 8, 2021

City Hall, 8 Summit Drive, Blackduck MN

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

**COUNCILORS PRESENT:** Mayor Maxwell Gullette, 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, Assistant Liquor Store Manager Melissa Gullette, Public Works Director Mike Schwanke, and Director of Liquor Operations Shawnda Lahr

**OTHERS PRESENT:** Tony Rossberg and Laurie Carrigan Blackduck Head Start, Kendra Murray and Erica Naughton Blackduck Area Toys for Kids

### 1. CALL TO ORDER

- a. Roll Call  
Roll call was taken by Administrator Regas 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.

Bobbie Jo Kewitsch moved to approve the agenda with the addition of 7.e.2 Website development proposal from Snapper Tail Nicholas Seitz seconded the motion.

Carried 5 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For
Bobbie Jo Kewitsch	For
Laurie Hamilton	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 11, 2021 Blackduck City Council Meeting Minutes

- b. October 11, 2021 Golf Board 2022 Budget Meeting Minutes
- c. October 25, 2021 Blackduck City Council Work Session Minutes
- d. October 2021 Fund Balance Report
- e. October 2021 Bill Report
- f. October 2021 Sewer Income Statement
- g. October 2021 Water Income Statement
- h. October 2021 Pine Tree Park Income Statement
- i. October 2021 Golf Course Income Statement
- j. October 2021 Liquor Store Income Statement
- k. Liquor Store Expansion / Remodel Project Fund Activity Report
- l. September 2021 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association
- m. October 2021 Month end Remittance Report for Blackduck Police Department - Fines & Fees
- n. Final Approval - 2021 Market Value Credit - Agriculture
- o. Final Approval - Full-time and Part-time Employees Hired
- p. Final Approval - 2022 Waste Management Service Agreements - Liquor, Pine Tree Park, and Golf
- q. Final Approval - Lead/Copper Tap Water Monitoring Report, PWSID 1040014 - City of Blackduck
- r. Final Approval - Combined Maintenance & Police Facility; Mirroring Construction Documents Proposal - Signed by USDA
- s. Final Approval - General Corporate License 2022-01 & 2022-02 Northern Amusement
- t. Final Approval - General Corporate Theater License - 2022-01 - Blackduck Movie Theater
- u. Final Approval - 2022 Intoxicating Liquor & Wine License for the City of Blackduck Municipal Liquor Store - The Pond
- v. Final Approval - 2022 City of Blackduck Labor Agreement International Union of Operating Engineers, Local 49
- w. Final Approval - City of Blackduck & Blackduck Fire Relief Association Pension Accounting Report 2021 GASB 68 for the City 2020 GASB 67 for the Relief Association

Bobbie Jo Kewitsch moved to approve the consent agenda as presented 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

x.

**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 present to speak for the Blackduck Forum.

**5. ORDINANCE AMENDMENT SECOND & FINAL READING**

- a. Ordinance 2021-03 - Amendment Second and Final Reading - An Ordinance Amending Chapter 3 Entitled "Salaries of Mayor and Councilor Members"

Donald Johnson moved to approve Ordinance 2021-03 as presented Bobbie Jo Kewitsch seconded the motion.

Carried 4 to 1

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

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

**6.1. PUBLIC WORKS REPORT - MIKE SCHWANKE, PUBLIC WORKS DIRECTOR**

6.1.1. Report -

Schwanke reported the following from the Public Works Department:

1. 180' of Sewer Main and two laterals to homes have been repaired on Carlson Ave. NE due to failing clay tile that was collapsed and discovered during camera lines.
2. JPHI have installed fixtures (sinks and toilets) and a new water heater at the Pine Tree Park restrooms and showers.
3. Pine Tree Park entry road is being widen for two-way traffic of campers and vehicles.
4. Pine Tree Park and the Wayside Rest Park are 'blown out' and closed down.
5. Beltrami County Highway department are grading the city gravel roads due to the City Grader needing repairs and the costs associated.

Nothing further

**6.2. LIQUOR STORE REPORT - SHAWNDA LAHR, DIRECTOR OF LIQUOR OPERATIONS**

6.2.1. Report -

Lahr provided updates from the Liquor Store -

1. Kitchen opening date is delayed due to a sink on backorder. Lahr is working on a work around to comply with MDH and the plumbers inspection.
2. The Pond is receiving good feedback on the improved off-sale and beer cave.

Nothing further.

**6.3. LAW ENFORCEMENT REPORT - ROBERT FRAIK, INTERIM POLICE CHIEF**

6.3.1. Full-time Patrol Officer Panel Interviews - November 18, 2021 - Blackduck Golf Course

Regas reported the panel interviews for the full-time patrol officer will be interviewing 5 candidates.

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

6.4.1. Golf Course Director Panel Interviews - December 2, 2021 - Blackduck Golf Course

Regas reported the golf board will interview 3 candidates for the golf director position.

6.4.2. Report -

Andersen reports the following from the golf course:

1. The course is winterized; all equipment has been winterized; reels for the mowers have been picked up from MTI for sharpening; snow fence is on the greens; the club house has been cared for the winter months.
2. New golf carts will have the power supply checked monthly by Regas and Erpelding so the battery life is not compromised.

Nothing further.

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

6.5.1. Report -

Regas reports the furniture purchase approved by the council in October has been ordered and shipped but the pedestal for the table was not included in the quote approved. Regas has priced out the pedestal at \$180 and it is on backorder for up to 2 months.

Nothing further.

**7. ADMINISTRATOR'S REPORT**

a. Council Consideration - Blackduck Head Start - Holiday Celebration Support

Rossberg and Carrigan presented to the council for consideration a 'winter wonderland' celebration scheduled for December 4, 2021 at the Wayside Rest Park -

Rossberg and Carrigan reports the event will include the following -

1. Music by Digital Jake
2. Hot Cocoa
3. Wagon Rides
4. Snowman build
5. Story times with Santa
6. Lighting up the park with LED holiday lighting.

The volunteers are present to request the City cover the cost of the electricity for the lighting for the months of December and January estimated at \$235 and permission to hold the event at the park.

Donald Johnson moved to approve the electricity costs for the winter wonderland event and to host the event at Wayside Rest Park Nicholas Seitz seconded the motion.

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Carried 5 to 0

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

b. Council Consideration - Donation Request from Toys for Blackduck Area Kids - Kendra Murray

Murray and Naughton requested a donation from the Liquor Rent fund in support for 2021 Blackduck Area Toys for Kids.

Donald Johnson moved to approve a donation from the liquor rent fund of \$4,000 to Blackduck Area Toys for Kids Bobbie Jo Kewitsch seconded the motion.

Carried 5 to 0

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

c. Approval Needed - Resolution 2021-27 - Resolution approving an excluded bingo license for the Blackduck Area Chamber of Commerce

Bobbie Jo Kewitsch moved to approve Resolution 2021-27 - Resolution approving an excluded bingo license for the Blackduck Area Chamber of Commerce 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

d. Council Consideration - Commercial Demolition Project Reconstruction Plans & Rendering Site Plans, Widseth

Blackduck City Council requested the rendering proposal be tabled for further discussion at the November work session.

Laurie Hamilton moved to approve entering into a agreement for Commercial Demolition Project Reconstruction Plans by Widseth for \$9,170.00 Maxwell Gullette seconded the motion.

Carried 5 to 0

Maxwell Gullette	For
Nicholas Seitz	For

Donald Johnson For  
Bobbie Jo Kewitsch For  
Laurie Hamilton For

e. Council Consideration - City of Blackduck Website Proposal - Pinnacle Marketing Group

Laurie Hamilton moved to approve entering into an agreement with Pinnacle Marketing Group to redevelop the City of Blackduck website and create 3 sites: City; The Pond; and Golf Course Nicholas Seitz seconded the motion.

Further discussion from Mayor Gullette recommended staying with Pinnacle for their services to keep the websites cohesive so all future marketing is consistent.

Carried 5 to 0

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

f. Approval Needed - Resolution 2021-28 - Resolution establishing a City Council meeting schedule for 2022

Nicholas Seitz moved to approve Resolution 2021-28 - Resolution establishing a City Council meeting schedule for 2022 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

g. Approval Needed - Resolution 2021-29 - Resolution approving the Language Access Plan to Improve access for limited English proficient persons in the City of Blackduck

Bobbie Jo Kewitsch moved to approve Resolution 2021-29 - Resolution approving the Language Access Plan to Improve access for limited English proficient persons in the City of Blackduck Nicholas Seitz seconded the motion.

Carried 5 to 0

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

- h. Council Consideration - 2022 Preliminary Levy Reduction - American Rescue Act Funding Support  
Regas reported the following for the 2022 Preliminary Levy Reduction:  
1. American Rescue Act Funding may be an eligible expense to re-hire police officers to pre-pandemic levels - Regas recommends using \$15,000 of the ARP Funds in 2022 levy.  
2. American Rescue Act Funding may have eligible expense to use up to 10% of the funding for administrative purposes - Regas recommends using \$4,000 of the ARP Funds in 2022 levy and 2023 levy.  
3. Regas requested support from the City Council to use the ARF for the 2022 levy to lower the levy to a 10.5% increase versus a 17.8% increase. The City Council supports the use of the ARP Funding and request Regas prepare the Truth in Taxation Report and final levy resolution with the reduction.

Nothing further.

- i. November 10, 2021 Blackduck Development Corporation Meeting - Blackduck City Hall 11am
- j. November 11, 2021 Veteran's Day - Blackduck City Hall Closed  
Mayor Gullette recommended residents attend the Veteran's Celebration and dinner held at Blackduck School on November 11, 2021.
- k. November 17, 2021 Noon - Blackduck Area Chamber of Commerce - Restaurant 71
- l. November 17, 2021 2pm - Blackduck Planning Commission Meeting - City Hall  
Regas cautioned the planning commission has not had business to approve in a few months and may not meet in November.
- m. November 22, 2021 6pm - Blackduck City Council Work Session
- n. November 25 - 26, 2021 - Blackduck City Offices Closed in Observance of Thanksgiving
- o. December 6, 2021 - Blackduck City Council Meeting and Truth in Taxation Public Hearing

## **8. MAYOR AND/OR COUNCIL MEMBER REPORTS**

- a. Nothing discussed.

## **9. COMMUNITY EVENTS/GOOD THINGS HAPPENING**

- a. Letter to Mayor Gullette - RideMN1 Ride Director - Waldan McFarlane  
Regas discussed the details of the letter.
- b. Letter to City of Blackduck - Thank you for Support of Chamber Night at the Golf Course
- c. Blackduck Area Chamber of Commerce Bingo - December 12, 2021 1-3pm @ The Pond
- d. Employee Anniversaries -  
Festus Rockensock - Fire Department 2005 - 16 years  
Brian Larson - Fire Department 2003 - 18 years  
Lee Anderson - Police Department 2017 - 4 years  
Mayor Gullette acknowledged the employees anniversaries.

## **10. ADJOURNMENT**

- a.

Donald Johnson moved to adjourn the meeting at 7:20pm Bobbie Jo Kewitsch seconded the motion.

Carried 5 to 0

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

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City Administrator, Christina Regas

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Maxwell Gullette, Mayor