



# MINUTES

## Council - Work Session Meeting

6:00 PM - Monday, November 22, 2021

City Hall, 8 Summit Drive, Blackduck MN

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The Council - Work Session of the City of Blackduck was called to order on Monday, November 22, 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 and Public Works Director Mike Schwanke

**OTHERS PRESENT:**

### 1 CALL TO ORDER

- a) Roll Call  
Administrator Regas took roll call of those present.
- b) Pledge of Allegiance  
Mayor Gullette dispensed with the pledge of allegiance.

### 2 APPROVAL OF AGENDA

- a)

Nicholas Seitz moved to approve the agenda as presented 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

### 3 OLD BUSINESS

- a) Public Works / Police Facility Updates  
Proposed Bid Open Date(s) - January 20 or February 3, 2022 (Advertised December into January)  
Review of City cash Contributions -

Regas reviewed potential bid opening dates of either January 20th or February 3, 2022. Regas will have the agreed date by the December Council meeting to begin advertising.

Regas reviewed the out of pocket cash contributions for the City of Blackduck and how those cash contributions affect the City fund balances. Regas further reviewed the 2022 water and sewer rate studies including utility debt obligations and how that additional debt affects the current rates for council consideration.

- b) Liquor Store Remodel / Addition Updates  
Regas provided the current fund balance of the liquor store project and the additional out-of-pocket change order expenses for the remodel.
- c) American Rescue Plan Act Funding  
The board members discussed options to use the ARP Funding the best way by making improvements to the City lift stations. Schwanke is working on gathering estimates to make those improvements.
- d) Blackduck Stumpjumpers Public Parking Lot - Updates  
Regas provided a draft of the lease agreement with the snowmobile club for review. Regas will work with the club president to provide a final draft for approval of the city council. Regas stated the club will still need to work on the construction of the parking lot.
- e) Downtown Redevelopment Project - Updates  
Regas provided the rendering proposal from Widseth for council consideration. The board members discussed other ways to gain a rendering of a building by college interns or high school students to save funding.
- f) City Sales Tax - Regional Significance  
Regas reported she will meet with Curt Meyer on the regional significance report for the city sales tax resolution. Regas will send the report to the council once she has it from Widseth.
- g) Blackduck Website Redevelopment  
Regas reported a preliminary meeting for the reconstruction of the website(s) was held; the Blackduck Development Corp has donated \$3,000 to the City of Blackduck to aid in the redevelopment and the re-launch of the website may not happen for 6-8 weeks.  
The board members requested the web designer provide costs to improve the reservation system of the campground and place it on the website so people can see what is reserved,
- h) Kitchigami Regional Library - Budget Surplus  
Councilor Hamilton reported the surplus for the City of Blackduck Library of \$65,683 would be returned to the Blackduck Library for the good of the library and would need council approval. Board members present discussed several items of repair to the Library including the main door and ADA ramp; Handicap door and ramp; interior updates including carpeting, lighting, restrooms, etc. Regas will provide to the current board members the minutes from the committee meeting held between the council members, library board members and public would be sent for review.
- i) Blackduck Limited DMV -  
The board members present asked for an update on the request to the state to provide a 'limited' DMV in City Hall. Regas reported she has had no updates on the request since July, but would reach out for further details and report back to the board by email.

#### **4 NEW BUSINESS**

- a) Resolution 2022-01 - Resolution of Annual appointments and Designations for 2022

Board members present agreed to keep the most recent designations consistent for 2022.

- b) Resolution 2022-02 - Resolution adopting a schedule of fees and charges for 2022  
Board discussed 2022 fees and charges and recommended increasing water and sewer volume rates to \$0.00685 per gallon. No other changes were made.
- c) Resolution 2022-03 - Resolution to appoint election judges for 2022  
Board members agreed to the election judges for 2022 and recommended approval at the next regular council meeting.
- d) Truth in Taxation Report Draft for December 6, 2021  
Board members discussed the truth in taxation report draft provided by Administrator Regas and requested no changes for the December 6th public meeting.
- e) PER & ER - Results of Camera-ing City Sewer Lines  
Board members were provided most recent report from VEIT from City sewer lines that were camera-ed for deficiencies and discussed several areas of concern.
- f) OSA - Analysis of Municipal Liquor Store Operations - 2020  
Board members were provided the report from the Office of the State Auditor for discussion on Liquor Store Operations from 2020 for discussion.

## **5 BLACKDUCK HRA**

- a) Sale of HRA property -  
Board members were provided follow-up from the last meeting noting the party interested in a property owned by the Blackduck HRA was recommended to provide a written offer to the city to purchase. No further action at this time.

## **6 ADJOURNMENT**

- a)

Laurie Hamilton moved to adjourn the meeting at 8:10pm Donald Johnson 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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Christina Regas, City Administrator

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Maxwell Gullette, Mayor