



MINUTES

Council Meeting

6:00 PM - Monday, March 7, 2022

City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, March 7, 2022, 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, Assistant Liquor Store Manager Melissa Gulette, Public Works Director Mike Schwanke, Director of Liquor Operations Shawnda Lahr, and Golf Director Misty Frenzel

OTHERS PRESENT: John Winnett, Jacob Lien, Dwight Kalvig

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

- a.

Nicholas Seitz moved to approve the agenda with the addition of invoice payable to Core and Main to item g. February 2022 Bill Report Bobbie Jo Kewitsch seconded the motion.

Carried 5 to 0

Maxwell Gulette	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. February 7, 2022 Blackduck City Council Meeting Minutes

- b. February 17, 2022 Blackduck Golf Board Meeting Minutes
- c. February 17, 2022 Blackduck Fire Protection Annual Meeting of Towns Minutes
- d. February 22, 2022 Blackduck City Council Work Session Minutes
- e. March 3, 2022 Personnel Committee Meeting Minutes
- f. February 2022 Fund Balance Report
- g. February 2022 Bill Report
- h. February 2022 Sewer Income Statement
- i. February 2022 Water Income Statement
- j. February 2022 Pine Tree Park Income Statement
- k. February 2022 Golf Course Income Statement
- l. February 2022 Liquor Store Income Statement
- m. January 2022 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association
- n. Final Approval - Volunteer Fire Relief Association Investment Report Card for 2020 - Office of the State Auditor
- o. Final Approval - LMCIT 2022 No-Fault Sewer Back-up and Water Main Break Coverage Certification
- p. Final Approval - Beltrami County Notice of Declining Funds - 2023 Development Fund Grant Applications
- q. Final Approval - Notice of Local Board of Appeal and Equalization Meeting for City of Blackduck - May 2, 2022 @ 9:00am
- r. Final Approval - City of Blackduck Valuation of OPEB Liability for Fiscal Year 2021
- s. Final Approval - LMCIT Property/Casualty Renewal Application & Optional Coverage Renewal Binder
- t. Final Approval - MOU between the City of Blackduck and the International Union of Operating Engineers, Local 49
- u. Final Approval - Serenity Living Solution, Inc. Satisfaction of Mortgage - City of Blackduck Revolving Loan Fund
- v.

Bobbie Jo Kewitsch moved to approve the consent agenda 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

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. BLACKDUCK CHAMBER OF COMMERCE - WOODCARVER'S & BACKWOODS BASH

- a. Council Consideration - Public Performance Stage Construction - Dwight Kalvig & Jake Lien

Kalvig and Lien presented to the City Council a project to construct a permanent performance stage at the Wayside Rest Park for Woodcarvers and Backwoods Bash events. Kalvig reported on donated funding committed for the project, costs for construction including labor, materials, electrical utilities, and proposed location. Those present to the council meeting asked questions regarding the project including future operating costs (insurance, maintenance, etc.). Kalvig and Lien stressed how the stage could attract additional events to Blackduck and enhance several local events held at Wayside Rest Park. Overall feedback from the City Council was positive and requested the item be moved to the next Council Work Session to discuss further. Regas recommended council members forward questions regarding the project to Kalvig and Lien to prepare for the work session.

6. PERSONNEL COMMITTEE RECOMMENDATION(S)

- a. Non-Union Personnel Policy Language amendment recommendations

Maxwell Gullette moved to approve recommended language changes to non-union City of Blackduck Employee Personnel Policies - 'Holidays' & 'Leaves' 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

7. REPORTS OF COMMITTEES AND CITY STAFF

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

- 7.1.1. Public Works Committee Request - Policy language needed for replacing outdated/non-working meters and radios.

Schwanke requested the public works committee meet to discuss language amendments to existing policy to support how the City will handle updates (battery) to outdated meters and radios. Schwanke stated the cost of the replacement parts will continue to be required every 10 years as technology is updated. Regas further stated there is no clear language that states which party is responsible for those costs which are now up to \$300 (*and over depending on size*) per radio without the meter(s). Regas stated the language does not clearly state if the owner is responsible for costs of replacement due to failure on the owner or the city to care for the unit(s). Regas stated the system is an efficiency for the city and customers.

The Public Works Committee agreed to a scheduled meeting Thursday, April 7, 2022 @ 3pm @ City Hall.

- 7.1.2. Report -

Schwanke reported his department has been moving snow and getting ready for spring thaw.

Mayor Gullette & Councilor Hamilton formally thanked Schwanke and his team for all the hard work moving and clearing snow. Gullette stated he has received several comments stating how pleased people were with the snow clearing.

Nothing further.

7.2. LIQUOR STORE REPORT - SHAWNDA LAHR, DIRECTOR OF LIQUOR OPERATIONS

7.2.1. Report -

Lahr provided to the board a summary of raw sales for the liquor store of 2022 to show the increases in sales since the addition was completed. Lahr stated the increases are showing 12% increases in January over 2021 and 16% increases in February over 2021.

Lahr further reported scheduled March events at the Pond including: Chamber Bingo, the Empty Cooler Band, St. Patty's Day and Ruebens, and Spring Fling.

Mayor Gullette thanked Lahr and her team for using the Message Board to promote Booster and Community Events. Lahr reported receiving compliments on the Pond burgers from visitors recently.

Mayor Gullette requested feedback on the LG216 report. Lahr and Melissa Gullette reported having a recent meeting with the Gambling Manager and provided to the board a summary of how the Pond had shortages. M. Gullette stated the reporting moving forward would be tighter and more timely.

Nothing further.

7.3. GOLF COURSE REPORT - MISTY FRENZEL, GOLF COURSE DIRECTOR

7.3.1. Approval Needed - Club Caddy Point of Sale System and Hardware Quote from Beltrami County MIS

Bobbie Jo Kewitsch moved to approve the purchase of hardware and POS software from Club Caddy for the Golf Course Nicholas Seitz seconded the motion.

Discussion by Councilor Kewitsch requested information from Frenzel on other software vendors. Frenzel stated there were others researched and that was reported at the February work session. Frenzel stated Club Caddy was less expensive than others and had better support.

Carried 5 to 0

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

7.3.2. Report -

Frenzel reported she is working with MDH to approve the changes to the kitchen and reported the flooring would need to be updated so she is waiting

for estimates on required flooring. Frenzel further stated she is waiting for other plumbing quotes for the installation of the 3-compartment sink.

7.3.3. March 17, 2022 @ 10am - Blackduck Golf Board Meeting - Club House

8. ADMINISTRATOR'S REPORT

- a. Approval Needed - Resolution 2022-01 - Revision 02 - Resolution of Annual Appointments and Designations for 2022

Maxwell Gullette moved to approve Resolution 2022-01 - Revision 02 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

- b. Approval Needed - Resolution 2022-07 - Resolution Re-Establishing Polling Places for 2022

Laurie Hamilton moved to approve Resolution 2022-07 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

- c. Council Information - Revised Letter of Conditions - City of Blackduck & USDA - Blackduck Public Works / Public Safety Project Funding - Mayor Gullette and Administrator Regas meet with USDA Representative Bokovoy March 8, 2022 @ 9:30am

Administrator Regas reported to the City Council that USDA has approved the value engineering changes to the Public Works Public Safety Project and the Letter of Conditions and subsequent documents were ready for approval and review of Mayor Gullette. Regas stated the process for the project is moving forward timely and bid award should be ready very soon.

- d. Council Information - Blackduck Limited Deputy Registrar - Letter of Support

Regas provided to the city council a letter of support provided to DPS for the requested Limited DMV made in 2021 to assist the approval process.

- e. March 9, 2022 @ 11am - Blackduck Development Corp Monthly Meeting - Blackduck City Hall

- f. March 9, 2022 1pm - Minnesota House Tax Committee Hearing - Local Sales Tax Bills

- g. March 16, 2022 @ Noon - Blackduck Area Chamber of Commerce Regular Meeting - The Pond

- h. March 16, 2022 @ 2pm - Blackduck Planning Commission Meeting - Blackduck City Hall
- i. March 17, 2022 Kitchigami Library Board Meeting - Pine River
- j. March 21, 2022 @ 6pm - Blackduck City Council Work Session
- k. April 4, 2022 @ 6pm - Blackduck City Council Regular Meeting
- l. 2022 Blackduck Rental Inspections - March 7-9, 2022 & April 4-6, 2022

9. MAYOR AND/OR COUNCIL MEMBER REPORTS

- a. Nothing discussed.

10. COMMUNITY EVENTS/GOOD THINGS HAPPENING

- a. March 20, 2022 @ 1pm Blackduck Chamber of Commerce BINGO @ The Pond
Mayor Gulette reported the Chamber is seeking additional volunteers to assist at this event.

11. ADJOURNMENT

- a.

Laurie Hamilton moved to adjourn the meeting at 7:06pm Donald Johnson seconded the motion.

Carried 5 to 0

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

City Administrator, Christina Regas

Maxwell Gulette, Mayor