



MINUTES

Council - Work Session Meeting

6:00 PM - Monday, March 21, 2022

City Hall, 8 Summit Drive, Blackduck MN

The Council - Work Session of the City of Blackduck was called to order on Monday, March 21, 2022, 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: Public Works Director Mike Schwanke, Assistant Liquor Store Manager Melissa Gullette, Deputy Clerk Paige Watson, and Golf Director Misty Frenzel

OTHERS PRESENT: Jacob Lien, Dwight Kalvig

1 CALL TO ORDER

- a) Roll Call
Deputy Clerk Watson took roll call of those present to the work session
- 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 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

3 OLD BUSINESS

- a) Public Works / Police Facility- Resolution 2022-08
Watson reported provided the required Resolution sent by Angela Bokovoy of the USDA. Mayor Gullette informed the group that this resolution was required by the USDA due to the change in funding amounts.
- b) American Rescue Plan Act Funding - Televising

Watson did not have any updates on the project at this time.

c) Blackduck Stumpjumpers Public Parking Lot - Updates

Watson did not have any updates on the project at this time.

d) Downtown Redevelopment Project.- Update

Councilor Johnson inquired if a bid already existed for the demolition project. Mayor Gulette stated that an asbestos bid had been received and the work completed, not the reconstruction and demolition. Councilor Kewitsch stated interest in seeing a more detailed breakdown of costs in this bid. Councilor Hamilton agreed she would like to see this breakdown. Mayor Gulette inquired if Watson was aware of any other information. Watson had none and reported to the group the following: JD is hoping to complete this summer and internal funding would need to take place. Watson reports that a more detailed breakdown of costs will be requested of JD Construction and provided at the next regularly scheduled meeting.

Councilor Johnson states he would like to know the total costs on this project from the beginning to date. Watson will gather and provide this number at the next regularly scheduled meeting.

e) City Sales Tax -

Watson did not have any updates on the project at this time.

f) Blackduck Website Redevelopment- Update

Watson reported that the Beta website will be held until Regas' return. Frenzel reports a member of the Golf Board spoke to an upper management professional in Pinnacle and they were able to speed up the process and the Pond and Golf Course have already received their Beta of each respective site. Council requests that Watson collect the total paid costs for the site development and if the BDC and Chambers donations have been received.

g) Kitchigami Regional Library - Updates

Councilor Hamilton reports the KRL Board and the Blackduck Library Board has not had an opportunity to meet on this subject due to schedule conflicts. Councilors Kewitsch and Hamilton agreed to gather a quote for items to use the budget surplus.

h) Blackduck Limited DMV- Update

Watson did not have any updates for this project at this time.

i) Blackduck Planning Commission Board Member Vacancy- Update

Watson reported the appointment of John Wilson Winnett to the Planning Commission Board. Curt Cease was appointed President at that time as well.

j) Pinnacle Marketing Progress

Frenzel states that she and Jake Lein are working on a short video showcasing Blackduck throughout history and today to be used on any city website. Nothing further.

4 NEW BUSINESS

a) Credit Card Policy Revision

Mayor Gulette inquires if board would like to adjust the current policy. Schwanke states three departments are in need of credit cards, Golf, Liquor and Fire Dept. Councilor Hamilton states the process if getting more credit cards and a higher limit it not complex and should be easy for the city to complete.

Council requested revisions are as follows.

1. All department heads including Fire, Golf and the liquor will receive credit cards.

2. The Limits for those cards are as follows with a total credit line of \$40,000.

a. Liquor- \$ 5,000 Limit. Signer: Shawnda Lahr, Pond Supervisor

- b. Golf - \$ 5,000 Limit. Signer: Misty Frenzel, Golf Director
- c. Fire - \$ 5,000 Limit. Signer: Brian Larson, Fire Chief
- d. Police- \$ 5,000 Limit. Signer: Robert Fraik, Police Chief
- e. Admin. - \$5,000 Limit. Signer: Christina Regas, City Administrator
- f. Public Works- \$ 15,000 Limit. Signer: Michael Schwanke, Public Works Supervisor

3. City Council determines which departments receive cards and what those limits are.

4. Remove verbiage in current policy under *Type of Purchases- " Purchases may be made for any direct department purchase, but are primarily intended for conference registrations, travel arrangements, etc."*

Council requests Watson create a policy draft to present at the next regularly scheduled council meeting to be approved.

- b) Donation from BDC for Golf Course Renovations- Resolution 2022-09 .
Frenzel reported the donation of \$15,000 to the Golf Course for renovation received from the Blackduck Development Corp. Watson presented resolution 2022-09 for the purpose of donating \$15,000 for the renovation of the Golf Course. Watson will include the resolution at the next regularly scheduled City Council meeting.
- c) Spot Annexation- Open Dialogue
Mayor Gullette presented the proposal of annexing the Cemetery, Golf Course and Wastewater Ponds and Pine Tree Park. Councilors present agreed that these parcels should be annexed. Mayor Gullette also proposed the annexation of more property to provide the City a larger foot print to grow.
- d) Wayside Rest Stage Update-
Schwanke requests the materials used be minimal maintenance. Kalvig agrees and cites the plans to use minimal maintenance materials. Council agrees to postpone donation until a later date once funding is exhausted. Kalvig thanks Council for allowing stage to be placed onto Wayside Rest Property. Council directs Watson to provide a resolution in support of this project to be approved at the next Council meeting.
- e) Cemetery Vault-
Schwanke reports the poor condition of the cemetery vault and the need for conversation to make those repairs or possibly replace the vault. Council directed Watson to add this item to the next Work Session meeting.
- f) Covid Relief funding update-
Council would like to see an updated detail of Covid Relief funds and donations. Watson will provide details at next work session.
- g) Garden Club Planter condition at Wayside Rest-
Schwanke reports the poor state of planter boxes at the wayside rest. Schwanke would like to thank the members of the garden club for their annual purchase of all the flowers for city planters and maintaining. Schwanke states the hope of receiving a donation from the Liquor Rent Fund to repair/replace the existing planter at Wayside Rest.
Council directs Watson to provide a resolution at the next Council meeting to donate \$3,500 from the liquor rent fund to the Garden Club.
- h) Oscar Avenue condition update-
Schwanke cites the poor condition of Oscar Ave. Schwanke reports the avenue was never designed to hold large trucks consistently and provides the following for the Council to consider.
 1. Repairing a portion of the Avenue for approximately \$71,000.
 2. Removal and replacement the remainder with gravel \$72,000.

Council directs Watson to put this matter on the next work session agenda for consideration.

- i) Request for Playground equipment at Wayside Rest-
Schwanke reports the need for playground equipment at the Wayside Rest and provided the council with a number of options for swing sets. Council directs Watson to provide quotes from Schwanke and put this item on the next regularly scheduled work session for consideration.
- j) Grader 1976 Model John Deer- Update
Schwanke reports the Grader will need repair, or replacement. Schwanke states the Mccoy construction company quoted \$7,000 to open up the machine and determine if it could be repaired and may not work. Schwanke cites the high price is due to the part no longer being manufactured for this model and new parts would need to be fabricated onsite. Mayor Gullette requested this item be added to the next Council meeting.

Bobbie Jo Kewitsch moved to adjourn the work session at 9:06pm 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

5 ADJOURNMENT

Christina Regas, City Administrator

Maxwell Gullette, Mayor