



MINUTES

Council Meeting

6:00 PM - Monday, April 4, 2022

City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, April 4, 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 Bobbie Jo Kewitsch, and Councilor Laurie Hamilton

COUNCILORS EXCUSED: Councilor Donald Johnson

STAFF PRESENT: City Administrator Christina Regas, Public Works Director Mike Schwanke, Director of Liquor Operations Shawnda Lahr, and Golf Director Misty Frenzel

OTHERS PRESENT: Planning Commissioner John Winnett, Jessie Sparby, Rachael Merrill and Eric Gustafson Blackduck Coop, Jacob Lien

1. CALL TO ORDER

- a. Roll Call
Administrator Regas took roll call 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.

Nicholas Seitz moved to approve the agenda as presented Bobbie Jo Kewitsch seconded the motion.

Carried 4 to 0

Maxwell Gullette	For
Nicholas Seitz	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. March 7, 2022 Blackduck City Council Meeting Minutes
- b. Kitchigami Regional Library Board Meeting Packet - including board meeting minutes from January 27, 2021
- c. March 16, 2022 Blackduck Planning Commission Meeting Minutes

- d. March 17, 2022 Blackduck Golf Board Meeting Minutes
- e. March 21, 2022 Blackduck City Council Work Session Minutes
- f. March 2022 Fund Balance Report
- g. March 2022 Bill Report
- h. March 2022 Sewer Income Statement
- i. March 2022 Water Income Statement
- j. March 2022 Pine Tree Park Income Statement
- k. March 2022 Golf Course Income Statement
- l. March 2022 Liquor Store Income Statement
- m. Final Approval - March 2022 Business Credit Card(s) Payment Batch
- n. February 2022 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association
- o. Final Approval - 2021 State Fire Aid - Paid to Blackduck Fire Relief Association
- p. Final Approval - MOU between City of Blackduck & Local 49 Union - all signatures received
- q. Final Approval - Appraisal Report for City of Blackduck from LMCIT for Asset Management of the Blackduck Liquor Store improvements
- r. Final Approval - Service Agreement between Club Caddie Holdings Inc. and the Blackduck Golf Club
- s. Final Approval - New & Rehired Employees for City of Blackduck
- t. Final Approval - Pay Equity Compliance 2022 for the City of Blackduck
- u. Final Approval - USDA Rural Development letter acknowledging the award of the contract(s) for combined maintenance and police facility project
- v. Final Approval - Notice of Award between TNT Construction & City of Blackduck for combined maintenance and police facility
- w. Final Approval - Letter of Support from Deerwood for Limited Driver & Vehicle Services Office for City of Blackduck
- x. Final Approval - City of Blackduck 2021 Drinking Water Report - Consumer Confidence Report
- y. Final Approval - Bill of Sale between City of Blackduck & Mary Joan Lange for the purchase of 1999 International CC 40S Dump Truck

Bobbie Jo Kewitsch moved to approve the consent agenda as presented Nicholas Seitz seconded the motion.

Carried 4 to 0

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

z.

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 to speak.

5. REPORTS OF COMMITTEES AND CITY STAFF

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

- 5.1.1. Council Consideration - Blackduck Street Department 772D Grader
Schwanke provided to the council for consideration pictures of a John Deere 772D Grader for sale to upgrade from the City of Blackduck current unit. Schwanke provided details of the unit to the board including number of hours on the machine and knowledge of service records. Cost of the unit from seller is set at \$80,000. Council was presented high, average, and low costs of similar units for sale that Schwanke researched. Schwanke requested feedback from the board to move forward with potential sale. City Council members discussed their concerns for financially supporting the purchase of the unit. Regas stated her department would like time to research options for funding the unit. Discussion was concluded stating the Public Works Committee would further discuss the purchase of the unit at the scheduled committee meeting on April 7, 2022 @ 3pm. Nothing further.
- 5.1.2. April 7, 2022 3pm Blackduck City Hall - Public Works Committee Meeting
Items to discuss include revisions to policy for water meter replacement costs and the purchase of JD Grader. Nothing further.

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

- 5.2.1. Report -
Lahr provided for review a progression of gross sales over the previous 5 years showing how sales are improving. Lahr announced events that will be held at the Pond in the coming weeks to keep traffic coming in. Mayor Gullette asked if all the security cameras are up and re-installed since the remodel. Lahr stated some were relocated but they are all up. Regas stated there were estimates provided to improve the system when the remodel took place but the city agreed to hold off on the improvements.

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

- 5.3.1. Report -
Frenzel reported grounds staff started work; Polar will begin work on the restroom floors this week; there will be a staff appreciation on April 13 at the club house; and the council is open to attend the staff appreciation at 5pm. Frenzel stated public works has been assisting with the flooring in the club house. Regas stated a member provided great feedback on the changes to the new golf website. Frenzel and Lahr both stated the URL's are no 'live' yet for both new websites.

5.4. LIBRARY REPORT - KELLY HANKS, HEAD LIBRARIAN

- 5.4.1. Council Consideration - Kitchigami Regional Library System - Capital Appropriation Policy & Directive -

Council Hamilton provided a report from recent meetings with the local library board. Hamilton stated the local board reviewed the idea list for improvements to the library building and potentially purchasing a different building. Hamilton stated she and Hanks will tour the old Wells Fargo building with the President of Deerwood bank on April 11 to see if a relocation is a suitable option to spend the library funds on. Schwanke will provide estimates for improvements to the existing building for any expansion options to the local board later in April. Regas recommended inviting the local library board to the next work session on April 18th to discuss all options for spending the funding with both boards.

5.4.2. April 19, 2022 Local Blackduck Library Board Meeting

6. ADMINISTRATOR'S REPORT

- a. Council Approval Needed - Resolution 2022-08 - Resolution acknowledging a donation from the Blackduck Development Corporation for the purpose of renovating the Blackduck Golf Course

Nicholas Seitz moved to approve Resolution 2022-08 - Resolution acknowledging a donation from the BDC for the purpose of renovating the Blackduck Golf Course Laurie Hamilton seconded the motion.

Carried 4 to 0

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

- b. Council Approval Needed - Resolution 2022-09 - Resolution approving an excluded Bingo License for the Blackduck Area Chamber of Commerce

Bobbie Jo Kewitsch moved to approve Resolution 2022-09 - Resolution approving an excluded Bingo License for the Blackduck Chamber of Commerce Nicholas Seitz seconded the motion.

Carried 4 to 0

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

- c.
- d. Council Consideration - Donation request from the Blackduck After-Prom Committee - Jessie Sparby Committee member

Maxwell Gullette moved to approve a donation to the Blackduck After-Prom for 2022 from the Liquor Rent Fund for \$1,500 Nicholas Seitz seconded the motion.

Carried 4 to 0

Maxwell Gullette	For
Nicholas Seitz	For

Bobbie Jo Kewitsch For
Laurie Hamilton For

- e. Council Consideration & Approval Requested - Resolution 2022-10 - Resolution acknowledging support for the Blackduck Cooperative Ag Services Company to convey state rail bank property from the MnDot for Economic Development - Rachel Merrill, Manager Blackduck Coop

Nicholas Seitz moved to approve Resolution 2022-10 - Resolution acknowledging support for the Blackduck Coop Ag Services Company to convey state rail bank property from MnDot for economic development Laurie Hamilton seconded the motion.

Carried 4 to 0

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

- f. Council Approval Needed - Blackduck Garden Club donation request - Sara Anderson

Laurie Hamilton moved to approve a donation from the liquor rent fund to the Blackduck Garden Club for improvements to the Wayside Rest planters for \$3,500 Nicholas Seitz seconded the motion.

Carried 4 to 0

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

- g. Council Approval Needed - USDA Form RD 1942-47 Loan Resolution - authorizing and providing for the incurrence of indebtedness for the purpose of providing a portion of the cost of acquiring, constructing, enlarging, improving, and/or extending its Combined Maintenance and Police Facility

Maxwell Gullette moved to approve USDA Form RD 1942-47 Loan Resolution Bobbie Jo Kewitsch seconded the motion.

Carried 4 to 0

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

- h. Council Approval Needed - Memorandum of Understanding between the Blackduck Park/Moon Performance Stage Cohort and the City of Blackduck regarding projects in Wayside Rest Park

Nicholas Seitz moved to approve a memorandum of understanding between the Blackduck Pafko /Moo Performance Stage Cohort and the City of Blackduck Laurie Hamilton seconded the motion.

Carried 4 to 0

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

i. Council Approval Needed - City of Blackduck Credit Card Policy Revised

Bobbie Jo Kewitsch moved to approve revisions to the City of Blackduck Credit Card Policy Laurie Hamilton seconded the motion.

Carried 4 to 0

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

j. Council Approval Needed - City of Blackduck Purchasing Policy Revision(s)

Bobbie Jo Kewitsch moved to approve revisions to the City of Blackduck Purchasing Policy Laurie Hamilton seconded the motion.

Carried 4 to 0

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

k. April 13, 2022 @ 11am Blackduck Development Corporation meeting - Blackduck City Hall

l. April 18, 2022 @ 6pm - Blackduck City Council Work Session - Blackduck City Hall

m. April 20, 2022 @ Noon - Blackduck Area Chamber of Commerce Meeting - Hungry Duck Restaurant

n. April 20, 2022 @ 1pm - Blackduck Revolving Loan Fund Committee Meeting - Blackduck City Hall

o. April 20, 2022 @ 2pm - Blackduck Planning Commission Meeting - Blackduck City Hall

p. April 21, 2022 @ 9:30am - BAAI Board of Directors Meeting - Blackduck City Hall

q. May 2, 2022 @ 9am - Local Board of Appeal and Equalization Meeting - Blackduck City Hall

r. May 9, 2022 @ 6pm - Blackduck City Council Regular Meeting - Blackduck City Hall

7. MAYOR AND/OR COUNCIL MEMBER REPORTS

8. COMMUNITY EVENTS/GOOD THINGS HAPPENING

- a. April 20, 2022 @ 6pm - Blackduck Chamber Spring Social - Blackduck Golf Course
- b. May 1, 2022 @ 1pm - Blackduck Chamber Bingo - The Pond
- c. Blackduck Firemen's Fish Fry - April 24, 2022 from 11am-1pm - Blackduck Fire Hall
- d. Golf Grill n' Chill - April 29, 2022 @6pm - Blackduck Golf Course

9. ADJOURNMENT

- a.

Bobbie Jo Kewitsch moved to adjourn the meeting at 6:55pm Laurie Hamilton seconded the motion.

Carried 4 to 0

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

City Administrator, Christina Regas

Maxwell Gullette, Mayor