



# MINUTES

## Council Meeting

6:00 PM - Monday, August 8, 2022

City Hall, 8 Summit Drive, Blackduck MN

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The Council of the City of Blackduck was called to order on Monday, August 8, 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 Laurie Hamilton, and Council member Ronald Fredrickson

**COUNCILORS EXCUSED:**

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

**OTHERS PRESENT:** Miriam Osborn-Dougherty, Blackduck Library Board Member

### 1. CALL TO ORDER

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

### 2. APPROVAL OF AGENDA

- a.

Laurie Hamilton moved to approve the agenda with the addition of Team Lab invoice to item 3.g. July 2022 Bill Report Nicholas Seitz seconded the motion.

Carried 5 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For
Laurie Hamilton	For
Ronald Fredrickson	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. July 11, 2022 Blackduck City Council Meeting Minutes
- b. July 19, 2022 Blackduck Personnel Committee Meeting Minutes

- c. July 20, 2022 Blackduck Planning Commission Meeting Minutes
- d. July 21, 2022 Kitchigami Regional Library Board Meeting packet - includes minutes from June 2022 meeting
- e. July 25, 2022 Blackduck City Council Work Session Meeting Minutes
- f. July 2022 Fund Balance Report
- g. July 2022 Bill Report
- h. July 2022 General Fund Income Statement with department expenses
- i. July 2022 Sewer Income Statement
- j. July 2022 Water Income Statement
- k. July 2022 Pine Tree Park Income Statement
- l. July 2022 Golf Course Income Statement
- m. July 2022 Liquor Store Income Statement
- n. Final Approval - July 2022 Business Credit Card(s) Payment Batch
- o. Final Approval - June 2022 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association
- p. Final Approval - First half 2022 Local Government Aid
- q. Final Approval - 2021 TIF Reports to OSA and Annual Disclosure of Tax Incremental Districts for 2021
- r. Final Approval - FY 2022 Fund Statement Balance - Blackduck Trestle & Trails Fund - Northwest Minnesota Foundation
- s. Final Approval - Survey Services Agreement - Northwestern Survey and City of Blackduck - Blackduck Cemetery
- t. Final Approval - Satisfaction of Mortgage - Blackduck Family Foods/Fellows, LLC & City of Blackduck 2019
- u. Final Approval - 2022-2023 Blackduck Co-op Pre-buy Propane Contract - City of Blackduck Departments
- v. Final Approval - Payment 2 - Dobmeier Excavating & Septic Service Plus Demolition Contract - City of Blackduck
- w. Final Approval - Public Works / Public Safety Facility pay request #4 to TNT Construction -
- x. Final Approval - Field Report & Progress Meeting #4 - Public Works / Public Safety Facility - July 28, 2022

Laurie Hamilton moved to approve the consent agenda as presented Ronald Fredrickson seconded the motion.

Carried 5 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For
Laurie Hamilton	For
Ronald Fredrickson	For

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**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 to speak on behalf of the Blackduck Forum.

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

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

5.1.1. Report -

Schwanke provided report on his departments stating no major items to report. The campground, ponds, and water plant have been active with maintenance and his department has been doing his best to keep up on daily activities running short-handed. Council Fredrickson asked how the well casing replacements are coming. Schwanke stated Thien Well could not provide a clear timeline for service. Schwanke stated several vendors he works with are having supply chain issues still including street paint for curbs. Nothing further.

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

5.2.1. Report -

Lahr reported the bar has had good feedback on weekly and daily specials; the kitchen staff is working better and better; staff reduction of hours will provide some intrusion of employees and the staff is working hard to not make a difference on the customer service. Lahr stated payroll is reduced and being closely reviewed. Hours of operation reduced is not affecting the customer but has been a learning curve for staff. Bash planning is in the works and catering for a recent wedding at Northern Escape Venue is starting again after the pandemic. Lahr has trained on the website from Pinnacle and has updated some hours of operation and pictures on the website. Nothing further.

**5.3. FIRE DEPARTMENT REPORT - BRIAN LARSON, FIRE CHIEF**

5.3.1. August 18, 2022 @ 6pm - Blackduck Fire Department Protection Area Annual Budget Meeting - Blackduck City Hall

Regas reported the annual budget meeting is August 18 and the packet will be provided by email later in the week. Regas encouraged city representation to the meeting. Nothing further.

**5.4. GOLF COURSE REPORT - MISTY FRENZEL, GOLF COURSE DIRECTOR**

5.4.1. Report -

Frenzel reported the course has been busy and has had good comments on the condition of the course; the irrigation system is working correctly now; club house is busy and the new snack shack on Hole 5 is getting worked on. Frenzel stated a recent tournament utilized it and it was a good service to have. An updated 6-year revenue comparison was provided for review and discussion.

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

5.5.1. Report -

Miriam Osborn-Daugherty had preliminary numbers of about \$1,000 in book sales from the Woodcarvers event. Traffic was down this year compared to 2021 which could have affected the sales.

**6. ADMINISTRATOR'S REPORT**

- a. Approval Needed - Resolution 2022-17 - Resolution approving state of Minnesota joint powers agreements with the City of Blackduck, Minnesota on behalf of its City Attorney and Police Department

Laurie Hamilton moved to approve Resolution 2022-17 Nicholas Seitz seconded the motion.

Carried 5 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For
Laurie Hamilton	For
Ronald Fredrickson	For

- b. Council Consideration & Approval Needed - Revision - Letter of Intent - City of Blackduck and Deerwood Bank - Notes from City Attorney  
Regas provided requested revisions for consideration of the Blackduck Library intent to purchase property from Deerwood Bank. Members of the board requested clarification of the Transfer Restriction and which property Deerwood Bank was requesting. Board members was provided the option of contacting the City Attorney for clarification of an email provided listing additional costs to the City that could be incurred in the purchase of the building. The revision of the letter of intent revisions were discussed and agreed to by council motion.

Nicholas Seitz moved to approve the revised letter of intent between the City of Blackduck and Deerwood Bank with clarification of the transfer restriction property location Laurie Hamilton seconded the motion.

Further discussion on the transfer restriction Council member Fredrickson agreed to the letter after clarification of the property. Regas agreed to clarify the location; report to the City Council; revise the letter; and further send the letter to Deerwood Bank. Mayor Gullette requested the tax payers of Blackduck be allowed to make public comment and feedback at the next work session or prior to closing of the property.

Carried 5 to 0

Nicholas Seitz	For
Laurie Hamilton	For
Maxwell Gullette	For
Donald Johnson	For
Ronald Fredrickson	For

- c. August 10, 2022 @ 11am - Blackduck Development Corp Meeting - Blackduck City Hall
- d. August 12 & 25, 2022 @ 10:30am - Blackduck Public Works / Public Safety Facility Construction Meetings - City Hall - **NOTE UPDATED DATE**

- e. August 11 & 25, 2022 @ 2pm - 2023 Budget Finance Committee Meetings - City Hall
- f. August 18, 2022 @ 9:30am - Blackduck Ambulance Board Meeting - Blackduck City Hall
- g. August 22, 2022 6pm - Public Hearing Blackduck City Council - City of Blackduck Land Combination Request
- h. August 22, 2022 @6pm - Blackduck City Council Work Session
- i. September 5, 2022 - Blackduck City offices closed in observance of Labor Day
- j. **TUESDAY**, September 6, 2022 @ 6pm - Blackduck City Council Meeting

**7. 2022 ELECTION HIGHLIGHTS**

- a. August 2 - August 16, 2022 - Local City Elected Official filing period for 2022 General Election
- b. August 9, 2022 - Minnesota State Primary Election - Blackduck Precinct Polls open 7am - 8pm
- c. September 23, 2022 - Absentee ballots available for Minnesota state General Election
- d. October 18, 2022 - Voter pre-registration closed for MN General Election
- e. November 1, 2022 - Blackduck Precinct Healthcare Facility Absentee Voting
- f. November 8, 2022 - Minnesota State General Election - Blackduck precinct polls open 7am - 8pm
- g. November 14, 2022 - November General Election Canvassing results Blackduck

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

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

- a. August 20, 2022 - Blackduck Backwoods Bash
- b. August 21, 2022 - Blackduck Drakes Scramble - Blackduck Golf Course
- c. August 26, 2022 - Blackduck Golf Course Grill n' Chill
- d. September 7, 2022 - Blackduck Chamber After-hours Meet up - Liquor Lodge

Laurie Hamilton moved to adjourn the meeting at 6:52pm Donald Johnson seconded the motion.

Carried 5 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For
Laurie Hamilton	For
Ronald Fredrickson	For

**10. ADJOURNMENT**

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City Administrator, Christina Regas

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Maxwell Gullette, Mayor