



MINUTES

Council - Work Session Meeting

6:00 PM - Monday, July 25, 2022

City Hall, 8 Summit Drive, Blackduck MN

The Council - Work Session of the City of Blackduck was called to order on Monday, July 25, 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 Laurie Hamilton, and Council member Ronald Fredrickson

COUNCILORS EXCUSED:

STAFF PRESENT: City Administrator Christina Regas and Assistant Liquor Store Manager Melissa Gulette

OTHERS PRESENT:

1 CALL TO ORDER

- a) Call to Order
Roll was taken of those present to the meeting.
- b) Pledge of Allegiance
Mayor Gulette 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 Gulette	For
Nicholas Seitz	For
Donald Johnson	For
Laurie Hamilton	For
Ronald Fredrickson	For

3 OLD BUSINESS

- a) Public Works / Public Safety Facility Updates & Funding Recap
Regas reported on the progress meeting from July 14, 2022 and presented the council with a summary of funding spent to date on the project and answered questions relating to the project costs. Nothing further.
- b) American Rescue Plan Act Funding - Recommendation to transfer funds to Reserve fund

Regas recommended approving the transfer of ARP funding to the General Fund Reserve account at the August 8, 2022 regular meeting. Nothing further.

c) Blackduck Stump jumpers Project - Final Pay Application Submission

Regas reported final submission for reimbursement of the DNR grant was sent and reviewed the current position of the snowmobile club construction of the parking lot. Regas further provided insight into the delay of the lease agreement pending updates to the existing structure on the property. Regas stated the intent of the club to make updates to the structure to utilize it for future storage of machinery. Regas answered questions regarding the process from the council. Nothing further.

d) Downtown Redevelopment Project - Parcel Combination Request - Public Hearing Called 8/22/2022 & Updates

Regas provided a report on the project demolition status; any issues that have come up to date; and reports the planning commission agreement to start the parcel combination process for future development. Councilor Hamilton asked if water issues from Anderson Fabrics Outlet will continue for new builders coming in to develop. Regas stated the new development will need water runoff control and existing structures will need to address current water runoff for the location to be developed. Regas requested the council approve the recommended date for a public hearing for the combination process on August 22. Regas answered additional questions from the board regarding the project and the parcel combination process. Nothing further.

e) City Sales Tax

Regas reported the final date to provide to Beltrami County an approved resolution have the voters approve the city sales tax in the 2022 General election is August 26, 2022 if a Special Session is called by Governor Waltz. Regas reports City Attorney will be drafting the resolution for approval and stated Mayor Gullette will need to call a Special Meeting to approve the resolution on August 22, 2022 prior to the regular scheduled work session. Councilor Johnson and Councilor Hamilton both stated their knowledge of the Governor potentially calling a special session as several 'groups' are pushing the legislature to return to work. Mayor Gullette agreed to the date and plan of action to put the question on the ballot in November. Nothing further.

f) Kitchigami Regional Library Capital Appropriation Project - Update

Regas provided a letter drafted from City Attorney Langel to send to Deerwood Bank for intent to purchase the old bank building for the library with contingencies. Regas requested council support to send the letter to VP Grant Frenzel to continue the process. Councilor Fredrickson asked if a sight inspection will take place pending purchase of the building. Regas stated the language for an inspection is included in the letter. Council members agreed to send the letter to Deerwood Bank for further action. Nothing further at this time.

g) Blackduck Limited DMV

Regas reported reaching the Director of DVS Division recently and learned of several reasons why notification to the City of Blackduck was not provided. Regas stated the Director scheduled a meeting this week with the Commissioner of DPS whom has the sole authority to approve or deny DMV requests and Director Xiong would provide Regas with a decision later in the week. Nothing further.

h) Cemetery Vault Upgrades

No updates at this time.

i) Moon / Pafko Performance Stage - updates

No updates at this time.

j) City of Blackduck Property Annexation Process - updates

Regas reported the City Attorney has the resolution drafted to send to the Office of Administrative Hearings and has to finish reviewing the parcel deeds for the ponds property and the campground before sending it on. Nothing further.

k) April 2022 Beltrami County State of Emergency Flooding Event & MN Homeland Security & Emergency Mgmt - updates

Regas reported FEMA has approved Beltrami County request for declaration and entities will be reimbursed 75% from FEMA and 25% from State of Minnesota for Flooding damage. Regas has the reports from FEMA to submit and will begin work with public works to report manpower, materials, and use of machinery to complete needed repairs. Councilor Johnson noted his road had erosion and was not listed on the site report to FEMA. Regas apologized for the 'miss' of Carl Ave. SW and stated there may be potential to make corrections to the road and still be reimbursed from FEMA. Nothing further.

l) Blackduck Fire Department Chassis Purchase - RDO Truck Center - update

Regas reported the deposit for the Chassis has been sent to RDO Truck Center. Nothing further at this time.

m) Well #8 & Well #5 repairs - update

No updates at this time.

n) Personnel Committee Report - Liquor Store payroll update

Regas reported decisions of the Personnel Committee to address the payroll budget of the liquor store noting management reducing 50 weekly scheduled hours; reducing overlap of shifts; & adjusting shifts to later in the day. Regas further stated the committee discussed in detail the costs and benefits to having 5 full-time benefited employees and acknowledged the expense. Regas stated the committee will be reviewing the expenses and revenue of the department in a committee meeting scheduled for September 8th, 2022. Mayor Gullette asked Regas how the 'feeling' is on the issue. Regas stated she has spent over 19 years in retail management and any manager knows that when money is tight the first thing that is cut is payroll. Businesses need to do twice the work in half the time; efficiency is key and if someone isn't pulling their weight then that has to be considered. Councilor Hamilton stated that has been the food and beverage market forever. Regas stated that if the business was privately owned that would be the first consideration too. Regas further stated the Pond is entering into the busiest season of the year much like Black Friday - Woodcarver's Festival and Backwoods Bash and Deer Season are the most staffed time for the department. Nothing further at this time.

4 NEW BUSINESS

a) City of Blackduck Drug & Alcohol Testing & Drug-Free Workplace Act Policy for Non-Dot Employees - Revision

Regas reported the beginning processes on revising the City of Blackduck Drug and Alcohol Testing and Drug-Free Workplace Policy due to change of Minnesota law and cannabis and hemp use. Regas reviewed how utilizing the League of MN Cities Model Policy in conjunction with the current City policy and provided recommended revisions. Board members had questions regarding some of the existing language and Regas fielded those questions. Regas further stated that a draft would be sent to the City Attorney for final review before adoption. Councilor Johnson asked how residual 'highs' can be reported on to supervisors if someone has been using. Councilor Hamilton stated that it's the behavior that is reported on - the suspicion is different. Regas further stated the City always provided the policy for pre-employment screening and all staff is aware the restrictions. Councilor Hamilton further stated that there is prescription medication that people can't operate machinery if prescribed. The board members agreed there would additional updates to review prior to adoption by the council. Nothing further at this time.

- b) State of Minnesota Joint Powers Agreement between Department of Public Safety, BCA and the City of Blackduck Police Department - renewal
Regas stated the council will be approving a resolution and renewal of a Joint Powers Agreement between DPS - BCA and the Blackduck PD at the August regular meeting.
- c) Finance Committee Meetings for 2023 Levy Process - Schedule - August 11, 2022 @ 3- 2pm - City Hall (every other Thursday after)
Regas provided a preliminary schedule for the 2023 Budget Finance meetings for the committee to attend. Councilor Seitz requested the time be moved up to 2pm instead of 3pm. Nothing further at this time.
- d) Other New Business - Regas provided updates on the following new business items -
 - 1. HCF Voting - Regas stated the Healthcare Facility Voting for the primary election would be scheduled on August 2 and would require City Hall closing part of that day.
 - 2. HRA 2022 Levy update - Regas stated the levy for the HRA was not deposited corrected when stated in the July regular council meeting. Regas provided a corrected report to the City Council for review.
 - 3. Blackduck City Council updated group photo - Regas requested the board remain after adjournment for a group photo for the new website.
 - 4. Greater Bemidji Board to attend Council meeting - Regas reports attending a meeting with Greater Bemidji board members and Dave Hengel stating the board's interest in attending a city council meeting to bridge the relationships with Blackduck. Regas states Hengel and the board members are very interested in assisting Blackduck with economic growth and promotion noting the service Greater Bemidji provides the entire county. Mayor Gullette stated Mayor Prince from Bemidji would be in attendance as well.

5 ADJOURNMENT

a)

Laurie Hamilton moved to adjourn the meeting at 7:47pm Donald Johnson seconded the motion.

Carried 5 to 0

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

Christina Regas, City Administrator

Maxwell Gullette, Mayor