



MINUTES

Council Meeting

6:00 PM - Monday, October 10, 2022
City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, October 10, 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 and Director of Liquor Operations Shawnda Lahr

OTHERS PRESENT: Tori Nipp, Tony Rossberg, and Miriam Osborn-Dougherty

1. CALL TO ORDER

- a. Roll Call
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 Laurie Hamilton 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. September 6, 2022 Blackduck City Council Meeting Minutes
- b. September 8, 2022 Blackduck Finance Committee Meeting Minutes
- c. September 8, 2022 Blackduck Personnel Committee Meeting Minutes

- d. September 15, 2022 Blackduck Personnel Committee Meeting Minutes
- e. September 19, 2022 Blackduck City Council Work Session Minutes
- f. September 21, 2022 Blackduck Planning Commission Meeting Minutes
- g. September 22, 2022 Blackduck Finance Committee Meeting Minutes
- h. September 26, 2022 Blackduck City Council Special Meeting Minutes
- i. September 22, 2022 KRLS Board Meeting packet includes FY21 Financial Statement & Supplementary Information
- j. September 2022 Fund Balance Report
- k. September 2022 Bill Report
- l. September 2022 Sewer Income Statement
- m. September 2022 Water Income Statement
- n. September 2022 Pine Tree Park Income Statement
- o. September 2022 Golf Course Income Statement
- p. September 2022 Golf Course 6-year comparison (*revenue / expense*)
- q. September 2022 Liquor Store Income Statement
- r. September 2022 Liquor Store 6-year Comparison (*revenue / expense*)
- s. September 2022 General Fund Income Statement
- t. Final Approval - September 2022 Business Credit Card(s) Payment Batch
- u. Final Approval - August 2022 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association
- v. Final Approval - 2022 Police Aid
- w. Final Approval - September new part-time employees
- x. Final Approval - Combine Maintenance and Public Safety Facility construction meeting notes and field report - September 22, 2022
- y. Final Approval - 2023 City of Blackduck Wage Scale - recommended by Personnel Committee
- z. Final Approval - IUO Local Union 49 - 2023 Blackduck Union Contract Proposal Changes - recommended approval of Blackduck Personnel Committee
- aa. Final Approval - Application for Outdoor Permit - Public Fireworks Display - Blackduck Boosters 9/16/22
- ab. Final Approval - Agreement for services City of Blackduck and Township and Range, LLC represented by Andrew Sharpe pertaining to the condition inspection of 17 Summit Ave. Blackduck, MN 56630
- ac. Final Approval - Pay Request 6 - Combined Maintenance / Public Safety Facility - City of Blackduck & TNT Construction Group LLC
- ad. Final Approval - Thein Well Invoice #8164 & #8165 for Well #5 & #8 unexpected repairs 2022
- ae. ~~Final Approval - LMCIT Claim #233775 - Irrigator damages & costs - Date of Occurrence - 8/26/2022~~
- af. Final Approval - City of Blackduck Communications Policy Revision - Personnel Committee Recommendation
- ag. Final Approval - Combined Maintenance and Public Safety Facility Construction meeting notes and field report - October 6, 2022

- ah. Final Approval - 2023 Waste Management Service Agreements - Liquor, Golf, Park(s), Beach, Maintenance

Ronald Fredrickson moved to approve the consent agenda removing item(s) 'ae.' for further discussion
Maxwell Gullette seconded the motion.

Carried 5 to 0

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

- aj. Item 'ae.' - LMCIT Claim #233775 - Irrigator damages & costs - Date of Occurance - 08/26/2022

Regas stated the claim was turned in due to damages & costs reported from an incident on 8/26/22. Regas reported a piece of farm equipment that was in the path of one irrigator once activated forced the irrigator to 'tip over' causing damage to the unit. Councilor Fredrickson asked if the damages reported included costs for the farm equipment. Regas reported it does not only City owned equipment. Nothing further.

Maxwell Gullette moved to approve consent agenda item(s) 'ae.' Ronald Fredrickson seconded the motion.

Carried 5 to 0

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

- ai.

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. Tony Rossberg reported the wayside rest bathrooms would benefit from have changing tables for infants.

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

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

5.1.1. Report -

Lahr reports the following new promotions coming up:

1. 10% discounts for Seniors and Veterans on Wednesdays (62 and older)
2. Wine Stock-up Event - October 15 & 16th BOGO 1/2 off event
3. Acoustic Hicks for Halloween Party on October 31th.

Lahr further states the store and bar have been busy over the weekends with the nice weather.

Nothing further.

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

5.2.1. October 20, 2022 @ 2pm - Blackduck Golf Board Meeting - Blackduck Golf Course Report -

Regas reports the course and staff are working on closing procedures for the date of October 12.

5.3. LIBRARY REPORT - KELLY HANKS, HEAD LIBRARIAN

5.3.1. 2022 Trunk or Treat - October 31, 2022 - Wayside Rest Park Report -

Osborn provided an updated for Hanks. Hanks is at the KRLS completing training on Building Resilience and Marketing for the library and touring headquarters. Osborn reports the following:

1. Mandi Rossberg was hired as the new assistant librarian and starts October 11.
2. Trunk or Treat is scheduled for 10/31 and will request the wayside restrooms to be open for that date. Gullette asked if there are trophies this year. Osborn stated she will check.
3. After School Movie for October 18th.
4. Summer reading program items left over will be used for a craft the night of the movie.

Nothing further.

6. ADMINISTRATOR'S REPORT

a. Council Approval Needed - Blackduck Area Chamber of Commerce Public Funds donation Request - Miriam Osborn-Dougherty

Osborn presented a request for a donation for the Chamber liability insurance for 2022 - 2023 coverage year. Osborn reports the coverage provides insurance for Chamber sponsored events including Backwoods Bash and Woodcarvers. Osborn reports the insurance is \$622.

Regas provided a summary of the current balance of the liquor rent fund of \$10,472 and to date the City has donated \$6,600 in 2022 with a budget of \$4,000. Lahr states the money that is added to the fund comes from the rent revenue from selling pull tabs in the bar.

Donald Johnson moved to approve the donation of \$622 to the Blackduck Area Chamber of Commerce
Nicholas Seitz seconded the motion.

Carried 4 to 0

Maxwell Gulette	Abstained
Nicholas Seitz	For
Donald Johnson	For
Laurie Hamilton	For
Ronald Fredrickson	For

- b. Council Consideration - Donation Request - Blackduck Area Toys for Kids - Tori Nipp
 Nipp presented a summary of the past two years events and the number of kids served. Nipp stated 267 kids were served in 2021 with a budget of \$40/child + \$15/child. Nipp states that any amount the city can donate towards the organization will be helpful.

Mayor Gulette states in 2020 and 2021 the amount donated from the City was \$4,000 each year and provided the projects and state of the city he would not recommend that amount again. Gulette also stated that in 2020 during COVID the concern for how many parents would be working was unknown. Gulette states the program is wonderful and suggests donating half of the amount donated in the past.

Maxwell Gulette moved to donate \$2,000 from the liquor rent fund to Blackduck Toys for Kids Ronald Fredrickson seconded the motion.

Carried 5 to 0

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

- c. ~~Council Consideration & Approval Requested - Resolution 2022 22 - Resolution acknowledging support for Phillip Patch to convey state rail bank property from the Minnesota Department of Transportation for private ownership - Phillip Patch, Resident~~

- d. Council Consideration - Support for 2022 Blackduck Glow in the Snow - Tony Rossberg
 Rossberg provided updates on new ideas for the 2022 Glow in the Snow and requested support from the City of Blackduck to use the wayside rest and to pay the electric bill for the lights. Rossberg stated the date for the 2022 event will be November 26th.

Laurie Hamilton moved to support the Glow in the Snow event and pay for electrical bill for the lighting Nicholas Seitz seconded the motion.

Carried 5 to 0

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

- e. Approval Needed - Resolution 2022-23 - Resolution supporting the establishment of a deputy registrar office in the City of Blackduck

Nicholas Seitz moved to approve Resolution 2022-23 - Resolution approving the establishment of a deputy registrar office in the City of Blackduck Laurie Hamilton seconded the motion.

Carried 5 to 0

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

- f. Council Consideration - Call Public Hearing November 7, 2022 to consider the adoption of a Spending Plan for Tax Increment Financing District #1-4 & #1-6 - Todd Hagen, Ehlers

Regas requested the City council call a public hearing on November 7, 2022 to adopt a spending plan for TIF district #1-4 & #1-6.

Maxwell Gullette moved to call a public hearing on November 7, 2022 Nicholas Seitz seconded the motion.

Carried 5 to 0

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

- g. Council Consideration - Call a Special Meeting on October ~~22~~24, 2022 preceding the scheduled work session to hear the first reading of Ordinance #2022-01: an Ordinance of the City of Blackduck, Minnesota, amending Chapter 15 entitled "Land Use and Subdivision Ordinance" and final reading on November 7, 2022.

Regas reported an amendment to Ordinance Chapter 15 entitled "Land Use and Subdivision Ordinance" will be needed and requested the council approved calling a special meeting on October 24, 2022 for the first reading.

Maxwell Gullette moved to call a special meeting on October 24, 2022 to hear the first reading of an amendment to Ordinance Chapter 15 Nicholas Seitz seconded the motion.

Carried 5 to 0

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

- h. Council Information - Black Duck Repairs Needed - representing on behalf of citizens, Christina Regas
Regas reported on the state of the original Black Duck as supplied by a resident and how it is need of repairs. The council agreed to discuss the topic further at the work session.
- i. October 12, 2022 @ 11am - Blackduck Development Corp Meeting - Blackduck City Hall
- j. October 19, 2022 @ 2pm - Blackduck Planning Commission Meeting - Blackduck City Hall
- k. October 20, 2022 @ 8am - Blackduck Personnel Committee Meeting - Blackduck City Hall
- l. October 20, 2022 @ 9:30am - Blackduck Ambulance Board Meeting - Blackduck City Hall
- m. October 20, 2022 @ 10:30am - Blackduck Combined Maintenance & Police Facility Construction Meeting - Blackduck City Hall
- n. October 21, 2022 @ 9:30am - FEMA Recovery Scoping Meeting DR-4659 - Blackduck City Hall
- o. October 24, 2022 @ 6pm - Blackduck City Council Work Session - Blackduck City Hall
- p. November 3, 2022 @ 10:30am - Blackduck Combined Maintenance & Police Facility Construction Meeting - Blackduck City Hall
- q. November 7, 2022 @ 6pm - Blackduck City Council Regular Meeting - Blackduck City Hall

7. 2023 GENERAL ELECTION

- a. October 18, 2022 - Voter pre-registration closes for November General Election
- b. November 1, 2022 - Blackduck Healthcare Facility Absentee Voting
- c. November 5 & November 7, 2022 - County Auditors offices open for absentee voting
- d. November 8, 2022 - Minnesota State General Election (*includes municipal and school board*)
- e. November 14, 2022 @ 6pm - City of Blackduck Canvassing of General Election - City Hall

8. MAYOR AND/OR COUNCIL MEMBER REPORTS

- a. Mayor Gulette will be speaking at the Blackduck Senior Center October 11, 2022 @ 3:30pm the public is invited.

9. COMMUNITY EVENTS/GOOD THINGS HAPPENING

- a. Community Event Coordinator - Cian Verbridge
- b. October 19, 2022 @ noon - Blackduck Area Chamber Meeting - Blackduck Golf Course

10. ADJOURNMENT

- a.

Donald Johnson moved to adjourn the meeting at 7:00pm Laurie Hamilton seconded the motion.

Carried 5 to 0

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

City Administrator, Christina Regas

Maxwell Gullette, Mayor