



# MINUTES

## Council - Work Session Meeting

6:00 PM - Monday, January 23, 2023  
City Hall, 8 Summit Drive, Blackduck MN

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The Council - Work Session of the City of Blackduck was called to order on Monday, January 23, 2023, 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, and Council member Ronald Fredrickson

**COUNCILORS EXCUSED:** Councilor Laurie Hamilton

**STAFF PRESENT:** City Administrator Christina Regas and Public Works Director Mike Schwanke

**OTHERS PRESENT:**

### 1 CALL TO ORDER

- a) Pledge of Allegiance  
Mayor Gullette dispensed with the pledge of allegiance.
- b) Roll Call  
Administrator Regas took roll call of those present to the meeting.

### 2 APPROVAL OF AGENDA

- a)

Donald Johnson moved to approve the agenda as presented Nicholas Seitz seconded the motion.

Carried 4 to 0

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

### 3 OLD BUSINESS

- a) Public Works / Public Safety Facility - Updates  
Regas provided updates on the facility project and reviewed Change Order Date #8 which highlights the date of occupancy due to the electrical disconnects needed for the state electrical inspector. No further discussion.
- b) Downtown Redevelopment Project - Main Street N. - updates

Regas reports the title commitment for the project has a federal tax lien on it in the name of the previous owner that she and Attorney Langel are working on removing to provide clear title.

c) Kitchigami Regional Library Capital Appropriation Project  
Nothing new to report - agenda item will remain in old business.

d) Limited DMV  
Regas reports the state is moving forward with ordering inventory for the office and city hall has received the bank account information for the office. Regas could not provide a solid opening date at this time but believes it to be soon. Nothing further.

e) City of Blackduck Annexation Process

Regas reports a small parcel description issue with the over-flow parking lot land for the DNR / MnDot ownership but Attorney Langel provided a work-around with the Office of Administrative Hearings to comply with the issue. OHA hearing date has not been set at this time. Nothing further.

f) HSEM & FEMA DR-4659 Disaster - updates  
Regas reports weekly Teams meetings with FEMA representative are in process to complete required paperwork for damage inventory projects at 100% completion are finished. Regas will be reporting wages and material costs to complete those projects in the coming weeks. Nothing further.

g) Blackduck Co-op MnDot Railbank Land Conveyance - updates  
Regas reports a recent Teams meeting with all stakeholders and the Attorney Langel provided insight to the next steps on the project including independent land valuation by the state and reviewing potential future traffic direction for ATV & Snowmobile travel on the railbank. Regas states the next Teams meeting is slated for April. All parties have agreed on the Exhibit approved by the City Council. Nothing further

h) Local Sales Tax Option - updates  
Regas reports the requests for Local Option Sales Tax have been sent to all the House and Senate Tax Committee members and Blackduck representative Matt Bliss and Senator Steve Green on January 20, 2023. Nothing further.

i) RFP for Engineering Services - update  
Regas provided a draft for the RFP for Engineering services and requested feedback of the council before advertising. Councilor Fredrickson asked how the RFP would be advertised. Regas reports the city will utilize the League of MN Cities website; the Bemidji Pioneer; the City of Blackduck website; and potentially MN Rural Water website. Board members did not have any additions or revisions to the draft and instructed Regas to move forward.

j) Old Duck Renovations  
Regas reports the request for services of Jensen Conservation was sent by email and the office is awaiting response. Regas reports a draft for a Round Up Grant is drafted and is awaiting the services from Jensen Con. to complete before submitting. Regas states the grant request will have insight to the project is just starting and will require additional fund raising prior to renovations. Nothing further.

#### **4 NEW BUSINESS**

a) Blackduck Area Kid's Ice Fishing Derby - Julie Juelson  
Regas provided a preview of a donation request for the Blackduck Area Kid's Ice Fishing Derby to be held in March. Regas states one of the organizers will be present to the February council meeting for a formal request and encourages the board members consider questions for the organizers at the meeting. Nothing further.

b) Bid Proposal for Meter Reading Hardware Update - Core & Main

Regas and Schwanke provided a report on the status of the current equipment utilized to read water meters. Regas reports the equipment is more than 12 years old and operating systems are not upgrading at this time. Regas provided a quote for replacement equipment and costs noting the original budgeted costs for the equipment is not enough. Regas stated that the requested equipment is not as high in price as the proprietary equipment and will be backwards compatible for the current radios used to read meters in the future. Board members were in favor of moving forward with the equipment acquisition, Regas will provide the proposal in the consent agenda for final approval February 6, 2023. Nothing further.

c) Downtown Business Snow Removal

Councilor Johnson asked for confirmation on snow removal policy for owners that have sidewalk in front of their owned property noting the city owns downtown property and should be maintaining the sidewalks. Regas and Schwanke both agreed snow removal is the owners responsibility of the owner and the city owned property downtown has been and is maintained. Schwanke continued stating there are many locations in the city that owners do not remove snow from their sidewalks and the city staff does it instead. Schwanke stated the recent snowfall today was not enough to clear and encouraged Councilor Johnson to provide response to the interested property owner to contact the public works department for clarity. Nothing further.

d) Elected officials attendance to meetings

Mayor Gullette requested the board members do their best to attend scheduled meetings to provide a quorum so the city can conduct business. Board members discussed reasons why some elected officials may miss meetings. Regas reminded the board members to do their best to communicate when they cannot attend a meeting and stated that personal lives are very important and understands absences happen. Nothing further.

## 5 ADJOURNMENT

a)

Donald Johnson moved to adjourn the meeting at 6:50pm Ronald Fredrickson seconded the motion.

Carried 4 to 0

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

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Christina Regas, City Administrator

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Maxwell Gullette, Mayor