



MINUTES

Council Meeting

6:00 PM - Monday, September 11, 2023
City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, September 11, 2023, at 6:09pm, 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, Assistant Liquor Store Manager Melissa Gulette, Public Works Director Mike Schwanke, Director of Liquor Operations Shawnda Lahr, and Deputy Clerk Paige Watson

OTHERS PRESENT: Tim Ramerth, Widseth and Tony Rossberg, Blackduck

1. CALL TO ORDER

- a. Roll Call
Administrator Regas took roll call of those present to the meeting.
- b. Pledge of Allegiance
Mayor Gulette let the meeting with the pledge of allegiance and a moment of silence was observed for the lives lost on 911.

2. APPROVAL OF AGENDA

a.

Ronald Fredrickson 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. CONSENT AGENDA

All items listed under the Consent Agenda, unless removed from the Consent Agenda shall be approved by one Council motion.

- a. August 7, 2023 Blackduck City Council Meeting Minutes

- b. August 16, 2023 Blackduck Planning Commission meeting minutes
- c. August 17, 2023 Blackduck Finance Committee Meeting minutes
- d. August 21, 2023 Blackduck City Council Work Session minutes
- e. August 22, 2023 Liquor Committee Meeting minutes
- f. August 22, 2023 Blackduck Public Works Committee minutes
- g. August 24, 2023 Blackduck Fire Protection Meeting Minutes
- h. August 31, 2023 Blackduck Finance Committee meeting minutes
- i. September 7, 2023 Blackduck Personnel Committee Meeting minutes
- j. July 2023 Supplemental Bill Batch
- k. August 2023 Fund Balance Report
- l. August 2023 Bill Batch Report
- m. August 2023 Sewer Income Statement
- n. August 2023 Water Income Statement
- o. August 2023 Pine Tree Park Income Statement
- p. August 2023 Golf Course Income Statement
- q. August 2023 Liquor Store Income Statement
- r. August 2023 Blackduck DMV Office Revenue Statement
- s. July 2023 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association
- t. Final Approval - Month End Remittance for August 2023 - Blackduck Police Department
- u. Final Approval - August 2023 Business Credit Card payment batch
- v. Final Approval - August Golf Course EX Go Cart Lease payment
- w. Final Approval - Part-time and Seasonal New Hires
- x. Final Approval - General Obligation Bond 2023A & 2023B Invoices for service - Taft Stettinius & Hollister LLP
- y. Final Approval - Minnesota Healthcare Consortium Statewide Pool Renewal for City of Blackduck for 2024
- z. Final Approval - Beltrami County Natural Resource Management - Invoice for tax forfeited properties - 81.00011.01
- aa. Final Approval - Conditional approval for conveyance of Railbank property #2022-0002 adjacent to 365 Cedar Ave SE to the City of Blackduck for Blackduck Co-op Services Inc.
- ab.

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

4. ORDINANCE READING(S)

- a. Ordinance 2023-01 - An Ordinance amending Chapter 13, General Offenses, adding section 1300.07 to the City Code to regulate public use of cannabis products
Administrator Regas read Ordinance 2023-01 into the record

Mayor Gullette asked the public for questions.

Councilor Johnson asked if hemp-derived beverages may be sold at festivals such as at the beer tent during Backwoods Bash or will the Liquor store only sell those products in the off-sale. Lahr reported that the sale of hemp-derived beverages would only be sold in the off-sale. Regas stated the Ordinance did not prevent the sales of the beverages.

Mayor Gullette asked the public for questions for a second time.

There were no questions.

Mayor Gullette asked the public for questions for a third and final time.

There were no questions.

- b. Ordinance 2023-02 - An Ordinance amending Chapter 9, General Regulations Health & Safety Nuisances, adding Section 900.39 to the City Code to regulate managed natural landscapes
Administrator Regas read Ordinance 2023-02 into the record.

Mayor Gullette asked the public if there were any questions.

There were no questions.

Mayor Gullette asked if there were any questions for a second time.

There were no questions.

Mayor Gullette asked if there were any questions for a final time.

There were no questions.

5. 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 forum.

6. REPORTS OF COMMITTEES AND CITY STAFF

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

6.1.1. Report -

Schwanke reports the interior of the water tower was cleaned and inspected and is awaiting the report and findings; the exterior of the water tower cleaning is delayed due to the contractor and paint samples for future repainting of the water tower will be provided. Schwanke reports a water main break on 3rd Street SE and Railroad Ave but is since repaired and the water plant had power issues that resulted in a new 200 amp breaker being replaced after the plant being completely off-line. Schwanke reports the new planter at the Wayside Rest is completed for the Garden Club and gravel roads that need correction from the FEMA disaster had work beginning. Schwanke ended his report stating that Pine Tree Park Campground would close for the season on October 8, 2023.

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

6.2.1. Report -

Lahr reports August sales were good and the department is up year to date. Lahr reports September 2023 is against two weddings catered last year and the department is working on promotions to make up the difference in sales. Lahr continued reporting having elements repaired on the new Flat-top Grill in the kitchen and issued with the new fridge that are now repaired. Mayor Gullette asked for an updated on the beer cooler door. Lahr reported a quote for a push-style door installed by Clarity Glass has been provided to the Liquor Committee and awaiting approval of the members.

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

6.3.1. Council Report -

Regas provided a supplied report from Director Frenzel. Mayor Gullette thanked Tony Rossberg for his efforts on the Pond and stated the new sign looks very nice. Mayor Gullette requested Regas and Frenzel schedule a golf board meeting in the near future. Council member Hamilton thanked Rossberg for his efforts on the Pond as well and stated the course and pond look very nice. The council members appreciated the report and pictures.

6.4. LIBRARY REPORT - KELLY HANKS, HEAD LIBRARIAN

6.4.1. Report - nothing to report

7. BLACKDUCK PERSONNEL COMMITTEE

a. Approval Needed - Personnel Policy(s) Adoption of New and Revised policies

Laurie Hamilton moved to approve the Earned Safe and Sick Time, Holidays, and updated non-DOT and DOT Drug Safe Workplace and drug testing policies as submitted 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. Approval Needed - 2024 International Union of Operating Engineers Proposal

Ronald Fredrickson moved to approve the 2024 International Union of Operating Engineers Proposal 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

c. Approval Needed - 2024 City of Blackduck Wage Scale (includes MN DOL min. wage increase)

Nicholas Seitz moved to approve the 2024 City of Blackduck Wage Scale including MN DOL min. wage increase 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

d. Approval Needed - Job Description Revisions - Administration Department

Deputy Clerk Watson addressed the Mayor and Council requesting a closed door meeting with the council to discuss her job description prior to approval. Mayor Gullette and Council members agreed to the closed door meeting prior to the adjournment of the regular meeting by MN Statute §13D.05 subd. 3(a) regarding the job performance of the Deputy Clerk - parties that will be allowed to be present will be the City Council, City Administrator, and Deputy Clerk.

Laurie Hamilton moved to table the motion to approve the revised job descriptions for the City Administrator and Deputy Clerk Donald Johnson seconded the motion.

Carried 5 to 0

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

8. ADMINISTRATOR'S REPORT

a. Approval Needed - Resolution 2023-14 - A Resolution to appoint election judges for the 2023 Beltrami County Special Election

Laurie Hamilton moved to approve Resolution 2023-14 a Resolution to appoint election judges for the 2023 Beltrami County Special election 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. Approval Needed - Ordinance 2023-03 - An interim ordinance establishing a moratorium on the sale of cannabis

Nicholas Seitz moved to approve Ordinance 2023-03 - an interim Ordinance establishing a moratorium on the sale of cannabis Laurie Hamilton seconded the motion.

Carried 5 to 0

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

c. Approval Requested - The Cemetery Workstation proposal for Lakeview Cemetery - All Funeral Services & the City of Blackduck

Maxwell Gullette moved to approve the agreement of services with All Funeral Services for Lakeview Cemetery Laurie Hamilton seconded the motion.

Councilor Fredrickson states the services are expensive and would prefer to wait on approving a large budget commitment. Time Ramerth of Widseth states his company may provide GIS services to include the cemetery and can provide an alternative option for review.

Failed 2 to 3

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

d. Council Consideration - Black Duck Restoration request for commitment of funds - Liquor Rent Fund

Regas provided for review two grant requests to fund the restoration of the Historic Black Duck from Jensen Conservation and is forming a plan to request private donations to assist with gap financing. Regas requested the City Council commit \$2,000 from the Liquor Rent Fund to the project when the restoration is completed. Lahr recommended finding a non-profit source that could hold a fundraiser that the

Pond could host to raise money. Councilor Johnson suggested placing jars at the local businesses asking for spare change to 'save the duck'.

Laurie Hamilton moved to approve the commitment of \$2,000 from the Liquor Rent Fund for the Historic Black Duck restoration Donald Johnson seconded the motion.

Carried 5 to 0

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

- e. September 14, 2023 @ 2pm - 2024 Financial planning - Finance Committee meeting - City Hall
- f. September 20, 2023 @ 2pm - Blackduck Planning commission meeting
- g. September 25, 2023 @ 6pm - Blackduck City Council Work Session
- h. [September 25, 2023 @ 6pm or 7:30pm - Special Meeting to approve the Preliminary Levy - Preceding or immediately after City Council Work Session](#)
The Council agreed to hold the Special Meeting preceding the City Council Work Session
- i. November 7, 2023 - Beltrami County Special Election

9. MAYOR AND/OR COUNCIL MEMBER REPORTS

10. COMMUNITY EVENTS/GOOD THINGS HAPPENING

- a. Deputy Clerk Watson reported the United Way Coat Drive will be held at City Hall on the 1st Thursday of October from 3-6pm and the public is invited.

Donald Johnson moved to close the regular meeting and open the requested closed meeting for performance evaluation of the Deputy Clerk job description MN Statute §13D.05 subd. 3(a) at 7:08pm Laurie Hamilton seconded the motion.

Carried 5 to 0

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

Ronald Fredrickson moved to close the closed meeting and re-open the regular meeting at 7:54pm Laurie Hamilton seconded the motion.

Carried 5 to 0

Maxwell Gullette	For
Nicholas Seitz	For

Donald Johnson	For
Laurie Hamilton	For
Ronald Fredrickson	For

11. ADJOURNMENT

a.

Laurie Hamilton moved to table the approval of the job descriptions for the administration department until after the Personnel Committee has opportunity to re-convene to discuss the descriptions further. Donald Johnson seconded the motion.

Further request by the City Council to request the Personnel Committee meet as soon as possible.

Carried 5 to 0

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

Nicholas Seitz moved to adjourn the regular meeting at 7:58pm Donald Johnson 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