



# MINUTES

## Council Meeting

6:00 PM - Monday, October 9, 2023

City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, October 9, 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, Councilor Laurie Hamilton, and Council member Ronald Fredrickson

**COUNCILORS EXCUSED:**

**STAFF PRESENT:** City Administrator Christina Regas, Assistant Liquor Store Manager Melissa Gullette, Public Works Director Mike Schwanke, Director of Liquor Operations Shawnda Lahr, Fire Chief Brian Larson, and Golf Director Misty Frenzel

**OTHERS PRESENT:** Tim Ramerth, Widseth

### 1. CALL TO ORDER

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

### 2. APPROVAL OF AGENDA

- a.

Laurie Hamilton moved to approve the 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

### 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 11, 2023 Blackduck City Council Public Hearing Minutes
- b. September 11, 2023 Blackduck City Council Meeting Minutes

- c. September 19, 2023 Blackduck Personnel Committee Meeting Minutes
- d. September 20, 2023 Blackduck Planning Commission Meeting Minutes
- e. September 21, 2023 Kitchigami Regional Library Board Meeting packet (includes July 2023 minutes)
- f. FY 2022 Kitchigami Regional Library System Financial Statement & Supplemental Information
- g. September 25, 2023 Blackduck Personnel Committee Meeting Minutes
- h. September 25, 2023 Blackduck City Council Special Meeting Minutes
- i. September 25, 2023 Blackduck City Council Work Session Minutes
- j. October 4, 2023 - Blackduck Golf Board Meeting minutes
- k. September 2023 Fund Balance Report
- l. September 2023 Bill Batch Report
- m. September 2023 Sewer Income Statement
- n. September 2023 Water Income Statement
- o. September 2023 Pine Tree Park Income Statement
- p. September 2023 Golf Course Income Statement
- q. September 2023 Liquor Store Income Statement
- r. September 2023 Blackduck DMV Office Revenue Statement
- s. Q3 2023 General Fund Income Statement
- t. August 2023 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association
- u. Final Approval - EMER MGMT payment 2023 - initial FEMA DR-4659 payment
- v. Final Approval - 2023 Police Aid
- w. Final Approval - September 2023 Golf Course EX Go Cart Lease Payment
- x. Final Approval - 2024 Blackduck Municipal Liquor Store - The Pond - Intoxicating Liquor & Wine License
- y. ~~Final Approval - 2024 Blackduck Municipal Golf Course - Intoxicating Liquor & Wine License & supporting documents for the State of MN AGED~~
- z. ~~Final Approval - Contract for Municipal Rental Code Inspections Services - Township & Range, LLC~~
- aa. Final Approval - General Corporate License 2024-01 - Blackduck Theater
- ab. Council Information - September 2023 City of Blackduck Analytics Report - [www.blackduckmn.com](http://www.blackduckmn.com) website
- ac. Final Approval - Blackduck Fire Department Quote #2298297 APX 4500 Remote Mount 7/800MHz - equipment for new Pierce Fire Truck
- ad. ~~Final Approval - Quit Claim Deed eCRV ID#1587132 - Railbank Conveyance property - Blackduck Co-op land Conveyance~~
- ae. Final Approval - Main Street Commercial - Demolition Loan - Monitoring of Borrow Performance Report and updated Loan Amortization Schedule
- af. Final Approval - 2024 General Corporate License(s) 2024-01 & 2024-02 - Northern Amusement
- ag. Final Approval - New Part-time Employee Report - October 2023

Laurie Hamilton moved to approve the consent agenda removing items 'Y', 'Z' and 'AD' for further discussion Nicholas Seitz seconded the motion.

Carried 5 to 0

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

- ah. Consent Agenda Items Remove for Discussion  
Y. Final Approval - 2024 Blackduck Municipal Golf Course - Intoxicating Liquor & Wine License & supporting documents for the State of MN AGED

Councilor Johnson asked why there is a liquor license for the golf if the department is no longer serving alcohol anymore. Regas stated the golf course is serving alcohol - beer, and ready to go drinks all of which require a liquor license to sell. Regas further stated that now the golf course is under the municipal boundary the city is required to license the department.

- Z. Final Approval - Contract for Municipal Rental Code Inspections Services - Township & Range LLC

Councilor Fredrickson asked if the City hires the same company to provide the rental inspections as the inspections that have been completed on commercial buildings recently. Regas stated they are the same company and rental inspections are completed every two years in Blackduck. Fredrickson confirmed the City pays the vendor the inspection rate plus per diem and mileage. Regas confirmed. Fredrickson asked if there are other vendors closer than the current one to save costs on travel from Duluth and if the vendor does a good job. Regas stated Township and Range has been the City's choice since 2018 and has done a very thorough job. Regas further stated it was quite difficult to find a closer suitable replacement. Regas stated the vendor completes inspections contractually for several cities and the service is cheaper than hiring an inspector on staff. Regas further states that the Blackduck Administration office completes all the admin paperwork lowering the rate charged to Blackduck. Nothing further.

- AD. Final Approval - Quit Claim Deed eCRV ID#1587132 - Railbank Conveyance property - Blackduck Co-op Land Conveyance

Councilor Fredrickson asked for confirmation that the Quit Claim deed was for the Blackduck Co-op and at what stage the City was in the process. Regas stated the funding has been exchanged between the Blackduck Co-op and the City of Blackduck and the City of Blackduck and the State of Minnesota. Regas stated that the City is awaiting direction from the City Attorney at this point. Nothing further.

Maxwell Gullette moved to approve removed consent agenda items 'Y', 'Z', and 'AD' Laurie Hamilton seconded the motion.

Carried 5 to 0

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

- ai.
- aj.

**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  
Regas did not read the Ordinance into the record as there were no changes.

Mayor Gullette called for questions from the public.

There were no questions from the public.

- 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 did not read the Ordinance into the record as there were no changes.

Mayor Gullette called for questions from the public.

There were no questions from the public.

**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 for the forum.

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

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

6.1.1. Report -

Schwanke attended by Zoom and reported the following from his department:

1. Library updates are being worked on this week including the side entrance, rear deck, and front entrance.
2. Pine Tree Park Campground is being winterized today along with the Golf Course Irrigation.
3. FEMA gravel roads are nearing completion.
4. Irrigating for Wastewater is nearing completion.
5. Water Tower exterior cleaning is now completed.

Nothing further.

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

6.2.1. Report -

Lahr had the following to report:

1. Upcoming events include a Wine Tasting on October 19th and a Halloween Party.
2. Beer Cooler Door updates from Clarity has provided another option to avoid a replacement of the door. Lahr reports the vendor provided another way to keep the door dry to keep the mechanism working properly.
3. Sales have not slowed - most traffic on some days is slower but in general sales are still up. Staff is preparing for Deer Season and Early Ice Fishing.
4. Councilor Johnson asked for an update on THC Beverage sales. Lahr reports the product is in and selling and Regas states the product line is represented on the income statement.

Nothing further.

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

6.3.1. Council Approval Requested - Blackduck Fire Department Truck Purchase

Fire Chief Larson was present to request approval of the purchase of a truck that will serve the department to haul wet hoses after fire calls instead of using volunteers personal vehicles.

Ronald Fredrickson moved to approve the purchase of a used truck for the department from the Special Equipment Fund for \$14,8000 Nicholas Seitz seconded the motion.

Carried 5 to 0

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

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

6.4.1. Report -

Frenzel was present to report the following -

1. Golf Board met last week and identified action items for 2024.
2. The irrigation system was blown out today and the aeration of the greens will happen Wednesday.
3. Tuesday, October 10, 2023 is the last day for golfing.
4. Frenzel listed for sale 3 old gas carts and has offers on 2.
5. Staff is pulling everything off the course this week closing up.
6. Frenzel reports that 2023 shows traffic is up for rounds played.
7. Frenzel reports she has contacted Versatile and has confirmed purchase of 3 - 2018 electric carts to replace the 3 gas carts that are currently being sold.

Nothing further.

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

6.5.1. nothing to report this month.

**7. BLACKDUCK PERSONNEL COMMITTEE**

a. Approval Needed - Job Description Revisions - Blackduck Public Work Director

Nicholas Seitz moved to approve the revisions of the public works director job description Laurie Hamilton 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 - 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

Laurie Hamilton moved to approve Ordinance 2023-01 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 2023-02 - An Ordinance amending Chapter 9, General Regulations, Health & Safety; Nuisances, adding section 900.39 to the City Code to regulate managed natural landscapes

Ronald Fredrickson moved to approve Ordinance 2023-02 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 - Resolution 2023-16 - Resolution establishing a meeting schedule for 2024

Laurie Hamilton moved to approve Resolution 2023-16 Ronald Fredrickson seconded the motion.

Carried 5 to 0

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

d. Council Consideration - Donation request - Blackduck Area History and Arts Center

Laurie Hamilton moved to approve a donation for \$830.00 to the Blackduck History and Art Center Nicholas Seitz seconded the motion.

Carried 5 to 0

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

e. Council Consideration - Donation Request - Blackduck Area Toys for Kids

Nicholas Seitz moved to approve a donation to the Blackduck Area Towys for Kids Organization for \$2,000 Laurie Hamilton seconded the motion.

Carried 4 to 1

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

f. Council Information - Community Resource Connections - Blackduck Food Fund @ Leevers Family Foods

g. October 18, 2023 @ 2pm - Blackduck Planning Commission Meeting

h. October 19, 2023 @ 6pm - Blackduck Fire Protection 2024 Contract Meeting - Blackduck City Hall

i. October 23, 2023 @ 6pm - Blackduck City Council Work Session

j. October 26, 2023 - Healthcare Facility Voting - Beltrami County Special Election 2024

k. November 6, 2023 @ 6pm - Blackduck City Council Meeting

l. November 7, 2023 Special County Election Day

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

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

- a. October 18, 2023 @ Noon - Blackduck Area Chamber of Commerce Meeting - The Pond
- b. Opioid Steering Committee Learning Sessions - October 30, 2023 5:30pm - Blackduck Golf Course  
Mayor Gulette and Councilor Johnson stated they would be in attendance.

**11. ADJOURNMENT**

- a.

Donald Johnson moved to adjourn the meeting at 6:41pm Ronald Fredrickson seconded the motion.

Carried 5 to 0

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

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City Administrator, Christina Regas

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Maxwell Gulette, Mayor