



MINUTES

Council Meeting

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

The Council of the City of Blackduck was called to order on Monday, November 6, 2023, 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 Laurie Hamilton, and Council member Ronald Fredrickson

COUNCILORS EXCUSED: Councilor Donald Johnson

STAFF PRESENT: City Administrator Christina Regas, Assistant Liquor Store Manager Melissa Gulette, Public Works Director Mike Schwanke, Director of Liquor Operations Shawnda Lahr, and Golf Director Misty Frenzel

OTHERS PRESENT: John Winnett and Caleb Stradlie

1. CALL TO ORDER

- a. Roll Call
Regas took roll call of those present to the meeting.
- b. Pledge of Allegiance
Mayor Gulette 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 4 to 0

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

- b.

3. CONSENT AGENDA

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

- a. October 9, 2023 Blackduck City Council Meeting Minutes
- b. October 18, 2023 Blackduck Planning Commission Meeting Minutes
- c. October 19, 2023 Blackduck Fire Protection Area Meeting Minutes

- d. October 23, 2023 Blackduck City Council Work Session Minutes
- e. October 27, 2023 Blackduck Personnel Committee Meeting Minutes
- f. October 2023 Fund Balance Report
- g. October 2023 Bill Batch Report
- h. October 2023 Sewer Income Statement
- i. October 2023 Water Income Statement
- j. October 2023 Pine Tree Park Income Statement
- k. October 2023 Golf Course Income Statement
- l. October 2023 Liquor Store Income Statement
- m. October 2023 Blackduck DMV Office Revenue Statement
- n. September 2023 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association
- o. Final Approval - October 2023 Golf Course EZ Go Cart Lease Payment
- p. Final Approval - 2023 MV Credit - Agricultural
- q. Final Approval - Lead/Copper Tap Water Monitoring Report, PWSID 1040014
- r. Final Approval - Versatile Vehicles Quotation for purchase 2018 Golf Carts - Blackduck Golf Course
- s. Final Approval - MN DNR Surplus Fire Truck Agreement - Blackduck Fire Department purchase of 2013 GMC 3500
- t. Final Approval - Jon's Refuse waste removal agreement for services & termination of services from WM
- u. Final Approval - 2024 Special Revenue Fund(s) Operating Budgets
- v. Final Approval - Potential Refunding of Existing Bonds - Municipal Advisor Report for City of Blackduck
- w. Final Approval - Statement of Premium Audit Adjustment for period 2022 - 2023 - LMCIT WC Plan
- x. Final Approval - New Employee Hires November 2023
- y. Final Approval - FEMA DR4659 PW510 P4 Closeout report
- z. Final Approval = October 2023 City of Blackduck Website Analytics Report - Pinnacle Marketing Group

Laurie Hamilton moved to approve the consent agenda removing items 'N' and 'T' for further discussion Nicholas Seitz seconded the motion.

Carried 4 to 0

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

- aa. Removed Consent Agenda items:

N. September 2023 LG216 Lawful Gambling monthly rent report - Councilor Fredrickson requested details on the shortage from September. Lahr stated the amount that is short isn't a 'round' number and she could not comment a related

Council
November 6, 2023

reason for the amount. Lahr stated that the amount did not correlate to an amount to a pull tab price.

T. Jon's refuse waste removal agreement for services and termination of services from WM - Councilor Fredrickson requested more information on the reason(s) for terminating service from WM. Regas reports the city requests bids annually from refuse removal companies. Regas states the amount of this year's bids came in low enough to warrant the change in company. Regas further stated the agreements are only 1-year terms and will be reviewed in fall of 2024.

Ronald Fredrickson moved to approve removed consent agenda items 'N' & 'T' Laurie Hamilton seconded the motion.

Carried 4 to 0

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

ab.

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. There was no one present to speak on the forum.

5. REPORTS OF COMMITTEES AND CITY STAFF

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

5.1.1. Report -

Schwanke reports the public works staff are transitioning into winter services and had nothing new to report.

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

5.2.1. Report -

Lahr reports deer opener first weekend sales are down about \$1400 from 2022 stating Saturday bar sales were weaker but on Friday the bar was so busy people had to leave that wanted to come and sit. Lahr is hoping for a better second weekend for sales. Lahr states October was a strong sales month and is hoping for good sales in November and December to finish the year strong. Lahr shared google reviews with the board members. Lahr reported Clarity Glass is waiting for parts to begin working on the beer cooler door. Nothing further.

5.3. FIRE DEPARTMENT REPORT - BRIAN LARSON, FIRE CHIEF

5.3.1. December 14, 2023 @7pm - Fire Protection contract Negotiations of towns - follow-up meeting - documents and meeting notice.

Report -

Regas reports the department has taken possession of the DNR truck and transferred ownership and the old tanker chassis is now at public works.

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

5.4.1. Report -

Frenzel reports the Golf Course was voted #2 in Bemidji Chamber's - 'Best of Bemidji' of which was a great surprise and honor to be behind the #1 golf course - Bemidji Town & Country Club. The board thanked Frenzel for the dedication and stated the recognition is well-deserved.

5.5. LIBRARY REPORT - KELLY HANKS, HEAD LIBRARIAN

5.5.1. Report -

Council member Hamilton reports nothing this month and had no feedback from recent library meetings. Mayor Gulette and Council member Seitz stated they have heard good feedback on the entrance improvements from the public.

6. BLACKDUCK PERSONNEL COMMITTEE

- a. Approval Needed - wage increase to administration staff for completion of title certification (see meeting minutes from September 25, 2023)
- b. Approval Needed - Job Descriptions - Deputy Clerk and City Administrator

Laurie Hamilton moved to approve the wage increases to the city administrator and deputy clerk as recommended and approve the updated job descriptions for the positions Nicholas Seitz seconded the motion.

Carried 4 to 0

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

7. ADMINISTRATOR'S REPORT

- a. Approval Needed - City of Blackduck Maintenance Equipment Project - Beltrami County Grader = CF Grant Closing documents
Regas provided updated possession timeline for the CAT Grader from Beltrami County Highway department. Regas requested final approval of USDA CF closing paperwork.

Nicholas Seitz moved to approve the Blackduck Road Grader letter of conditions from USDA and final closing paperwork Laurie Hamilton seconded the motion.

Carried 4 to 0

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

- b. Council Information - Historic Duck Restoration Funding Progress Report
Regas provided updated funding progress on the project.
- c. November 7, 2023 - County Special Election
- d. November 10, 2023 - Blackduck Office closed in observance of Veteran's Day
- e. November 20, 2023 Public Hearing - CUP Permit Request
- f. November 20, 2023 - Public Information Meeting - Wellhead Protection Plan Amendment, Part 1, COB
- g. November 20, 2023 @ 6pm - Blackduck City Council Work Session
- h. November 23 & 24, 2023 - Blackduck City Offices closed in observance of Thanksgiving
- i. December 11, 2023 @ 6pm - Blackduck City Council Regular Meeting
- j. December 11, 2023 @ 6:15pm - Blackduck City Council Truth in Taxation Public Hearing

8. MAYOR AND/OR COUNCIL MEMBER REPORTS

- a. Veteran's Day Dinner and Concert - Council member Fredrickson reports the Veteran's Day dinner and concert will be on Thursday, November 9th @ 5pm and encouraged the public to attend.

9. COMMUNITY EVENTS/GOOD THINGS HAPPENING

- a. November 15, 2023 @ Noon - Blackduck Area Chamber of Commerce meeting - The Pond

10. ADJOURNMENT

- a.

Nicholas Seitz moved to adjourn the meeting at 6:30pm Ronald Fredrickson seconded the motion.

Carried 4 to 0

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

City Administrator, Christina Regas

Maxwell Gullette, Mayor