



MINUTES

Council Meeting

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

The Council of the City of Blackduck was called to order on Monday, December 11, 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, and Public Works Director Mike Schwanke

OTHERS PRESENT: Tim Ramerth and Caleb Strandlie of Widseth, Chris Dirkes, Jeff and Kathy Oelke of 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 led the meeting with the pledge of allegiance.

2. APPROVAL OF AGENDA

- a.

Nicholas Seitz 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

3. CONSENT AGENDA

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

- a. November 6, 2023 Blackduck City Council Meeting Minutes
- b. November 16, 2023 Kitchigami Regional Library Board Meeting packet (includes minutes from September)
- c. November 20, 2023 Blackduck City Council Public Hearing Minutes

- d. November 20, 2023 Blackduck City Council Work Session Minutes
- e. November 30, 2023 Personnel Committee Meeting Minutes
- f. November 2023 Fund Balance Report & Transfers
- g. November 2023 Bill Batch Report
- h. November 2023 Sewer Income Statement
- i. November 2023 Water Income Statement
- j. November 2023 Pine Tree Park Income Statement
- k. November 2023 Golf Course Income Statement
- l. November 2023 Liquor Store Income Statement
- m. ~~November 2023 Blackduck DMV Office Revenue Statement~~
- n. ~~October 2023 LG216 Lawful Gambling Monthly Rent Report – Blackduck Fire Relief Association~~
- o. Final Approval - September 2023 Business Credit Card Payment
- p. Final Approval - October 2023 Business Credit Card Payment
- q. Final Approval - November 2023 Business Credit Card payment
- r. Final Approval - FEMA DR4659 Final payment
- s. Final Approval - 2023 Fire State Aid & Supplemental Fire State Aid
- t. Final Approval - New Employee Report - December 2023
- u. Final Approval - 2024 Agreement of Services - Melissa's Cleaning & The Pond
- v. Final Approval - City of Blackduck & Blackduck Fire Relief Association Pension Accounting Report - 2023 GASB 68 for the City & 2022 GASB 67 for the Relief Association
- w. Final approval - Agreement for Services - City of Blackduck & Miller McDonald - 2023 Financial Statement & Single Audit (Facility Project)
- x. Final Approval - December 2023 2nd half property tax settlement statement
- y. Final Approval - 2024 Liquor and Wine License for Blackduck Bowling Lanes
- z. Final Approval - City of Blackduck Website Analytics Report - November 2023
- aa. Final Approval - Corrective Quitclaim Deed - Blackduck Coop Railbank Conveyance / City of Blackduck & State of MN

Maxwell Gullette moved to approve the consent agenda removing items 'M' and 'N' for further discussion Nicholas Seitz seconded the motion.

Carried 4 to 0

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

- ab. Consent Agenda Items for further discussion - November 2023 Blackduck DMV Office Revenue Statement

Council member Fredrickson inquired to the negative months revenue from the DNR on the statement. Regas reported that due to some months 'sweep to state' payments

timing there are months that show a negative revenue. Regas confirmed the state is not sweeping more than what is due.

October 2023 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association

Council member Fredrickson asked for more clarity on the errors on the rent report. Melissa Gullette states the errors are clerical and are from the E-tabs - in these findings the staff are taking more care to verify amounts.

Ronald Fredrickson moved to approve removed consent agenda items 'M' and 'N' Nicholas Seitz seconded the motion.

Carried 4 to 0

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

ac.

4. 2023 TRUTH IN TAXATION PUBLIC HEARING - CHRISTINA REGAS, CITY ADMINISTRATOR

(Mayor Gullette to close the regular meeting and open the public meeting - Truth in Taxation)

a.

Maxwell Gullette moved to close the regular meeting and open the public truth in taxation meeting at 6:04pm Ronald Fredrickson seconded the motion.

Carried 4 to 0

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

b. Truth in Taxation Report - Christina Regas, City Administrator

Regas provided to the public information regarding the 2023 levy collectable in 2024 and details on the current 2023 budget.

After the presentation, Mayor Gullette opened the floor to questions from the public.

Chris Dirkes, Blackduck resident stated his taxes are increasing 20% and asked how many years that is now. There was no comment to Dirkes' statement. Dirkes asked if anyone wanted to purchase his home. There was no comment to Dirkes' question.

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

There were no questions.

Laurie Hamilton moved to close the public meeting and reopen the regular meeting at 6:26pm Maxwell Gullette seconded the motion.

Carried 4 to 0

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

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 reports staff has spent the month on projects including cleaning up trees around the pond at the golf course and remodeling areas in City Hall. Schwanke reported one of the public works pick-ups transmission went out but is under warranty and has a 100,000 mile drive-train warranty time of when the truck will be repaired is unknown from the dealer. Mayor Gullette asked for an update on the street light out at 3rd Street. Schwanke had no update at this time. Council member Fredrickson requested information regarding the plan to repair the street lights on Frontage road in 2024. Schwanke stated the underground electrical lines need replacement.

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

6.2.1. Report -

Melissa Gullette reports the Beer Cave door is now operating as originally intended with the repairs completed by Clarity Glass; traffic at the Pond has been slow due to poor ice conditions; and Christmas Customer Appreciation Day is December 18th from 3-6pm. The Pond will be serving food, have liquor samples, and have drawings for prizes.

6.3. LAW ENFORCEMENT REPORT - JOSHUA ARHART, INTERIM POLICE CHIEF

6.3.1. Council Approval Needed - 2024 Police Squad Quote & Equipment - Dodge of Burnsville (state contract) & EATI

Regas provided the board quotes for the purchase of a 2024 Dodge Durango to replace the 2014 Ford Cruiser and requested approval.

Nicholas Seitz moved to approve the purchase of the 2024 Police Squad from Dodge of Burnsville and equipment from EATI Ronald Fredrickson seconded the motion.

Councilor Fredrickson asked if the cost for installation of the equipment will be additional and completed by Roger's Two Way in Bemidji. Regas confirmed but could not provide an estimate of costs.

Carried 4 to 0

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

6.3.2. Council Information - Summary of 2023 Blackduck Calls for Service
Regas provided from Chief Arhart a summary of the service calls for Blackduck in 2023 to review.

7. PERSONNEL COMMITTEE

All items for consideration have been approved and recommended by the Personnel Committee

a. Approval Needed - Amended Local 49 Union proposal for 2024

Maxwell Gullette moved to approve the revised language of the Local 49 Proposal for 2024 Nicholas Seitz seconded the motion.

Carried 4 to 0

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

b. Approval Needed - 2024 Labor Agreement between City of Blackduck & Intern Union of Operating Engineers Local 49

Laurie Hamilton moved to approve the 2024 Labor agreement between City of Blackduck and Local 49 Union Nicholas Seitz seconded the motion.

Carried 4 to 0

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

8. ADMINISTRATOR'S REPORT

a. Approval Needed - Resolution 2023-17 - Resolution adopting a schedule of fees and charges for various services, licenses, & permits for the City of Blackduck for 2024

Ronald Fredrickson moved to approve Resolution 2023-17 Laurie Hamilton seconded the motion.

Carried 4 to 0

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

- b. Approval Needed - Resolution 2023-18 - Resolution approving final 2023 tax levy, collectable in 2024

Laurie Hamilton moved to approve Resolution 2023-18 Ronald Fredrickson seconded the motion.

Carried 4 to 0

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

- c. Approval Needed - Resolution 2023-19 - Resolution approving an excluded bingo license for the Blackduck Area Chamber of Commerce

Laurie Hamilton moved to approve Resolution 2023-19 Ronald Fredrickson seconded the motion.

Carried 4 to 0

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

- d. Approval Needed - CUP Application 2023-01 - N. Prachar - 80 Summit Ave. W.

Ronald Fredrickson moved to approve Conditional Use Permit 2023-01 Nicholas Seitz seconded the motion.

Carried 4 to 0

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

- e. Council Consideration - City Hall Building Water Infiltration Report, Widseth & Summary of Facility Improvement Costs

Regas provided a report compiled with costs associated with updating exterior of City Hall, updating electrical and heating and adding a water infiltration process for the basement. Regas requested the City's approval to move forward searching for funding to complete the needed updates to the building. Regas recommended working with USDA first as she has knowledge that entity has funding for City Halls and Fire Halls and the City may received a grant/loan combination. The board agreed the building

needed updates and the city has a responsibility to keep the building in good condition.

- f. December 14, 2023 @ 6pm - BAAI Truth in Taxation Meeting - Blackduck Ambulance
- g. December 14, 2023 @ 7pm - Blackduck Fire Protection Area 2024 Contract Meeting - City Hall
Regas provided an update on potential KOPP annual charges adjusted for the exempt property for ISD#32. Regas requested the board members discuss the contract language options so Mayor Gulette have insight to the direction on contract language at the December 14 meeting of parties.
- h. December 25, 2023 - Blackduck City Offices & DMV Closed in observance of Christmas holiday
- i. January 1, 2024 - Blackduck City Offices & DMV Closed in observance of New Year's Day
- j. January 8, 2024 @ 6pm - Blackduck City Council Regular Meeting

9. MAYOR AND/OR COUNCIL MEMBER REPORTS

10. COMMUNITY EVENTS/GOOD THINGS HAPPENING

- a. December 20, 2023 @ Noon - Blackduck Area Chamber of Commerce Meeting
- b. March 6, 2024 Blackduck Job and Career Fair - Hosted by Blackduck School

11. ADJOURNMENT

- a.

Nicholas Seitz moved to adjourn the meeting at 7:22pm Ronald Fredrickson seconded the motion.

Carried 4 to 0

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

City Administrator, Christina Regas

Maxwell Gulette, Mayor