



AGENDA

Blackduck City Council - Work Session Meeting

6:00 PM - Monday, January 22, 2024
City Hall, 8 Summit Drive, Blackduck MN

	Page
1. CALL TO ORDER	
a. Roll Call	
b. Pledge of Allegiance	
2. APPROVAL OF AGENDA	
3. OLD BUSINESS	
a. PER / ER Report Update	
b. Kitchigami Regional Library Capital Appropriation Project - 2024 Plans	
c. Blackduck Co-op Railbank Conveyance Property update	
d. Historic Black Duck and Lions Duck Restoration Project Restoration Donations	2
e. Pafko / Moon Performance Stage - updates	
f. Water Tower Painting -	
g. City Hall Repairs - Funding Options	
h. 2024 Local Sales Tax Option - Marketing	
4. NEW BUSINESS	
a. Blackduck Area Kid's Ice Fishing Derby - Donation Request Derby Flyer 2024	3 - 4
b. Proposal for Services for the Lakeview Cemetery - Widseth Lakeview Cemetery Proposal	5 - 11
c. Beltrami County Highway Department - 2024 Summit Avenue (CSAH 30) Parking Proposal Beltrami County HW Dept. 2024 Summit Ave Parking Proposal	12 - 18
5. ADJOURNMENT	

Black Duck Restoration and Rehabilitation Donation List - \$11,000 goal

updated 12/13/23

Name/Organization	Address	Amount	Thank you sent?
Upper Red Lake Area Association	PO Box 407 Waskish, MN 56685	\$1,000.00	y
Beltrami Electric Round Up	4111 Technology Dr NW Bemidji, MN 56601	\$1,000.00	Y
Rob & Tammy Ingersoll	5524 Sandy Lake Rd NE Tenstrike, MN 56683	\$1,000.00	Y
Barbara Mystic	28348 Irvine Ave NE Puposky, MN 56667	\$1,000.00	Y
City of Blackduck	PO Box 380 Blackduck, MN 56630	\$2,000.00	Y
Blackduck Area Chamber of Commerce	PO Box 373 Blackduck, MN 56630	\$3,000.00	Y
Blackduck Art & History Center			in-kind & newsletter
Blackduck Firemens Relief	PO Box 380 Blackduck, MN 56630	\$500.00	Y
Blackduck Dental Clinic	PO Box 308 Blackduck, MN 56630	\$500.00	Y
Paul Bunyan Communications	1831 Anne St. NW Bemidji, MN 56601	\$500.00	Y photo taken
Shamrock Storage	PO Box 124 Blackduck, MN 56619-0124	\$100.00	Y
Northwoods Lumber	PO Box 130 Blackduck, MN 56630	\$400.00	Y
Zeller's Natural Health, Inc.	22709 Cornell Rd NE Blackduck, MN 56630	\$50.00	Y
Drake Motel	PO Box 537 Blackduck, MN 56630	\$100.00	Y
Gerit Hanson Construction	18501 Boat Landing Rd NE Blackduck	\$100.00	Y
Knife River Materials	4101 Bemidji Ave N. Bemidji, MN 56601	\$200.00	Y
Land o Lakes Wood Preserving	PO Box 83 Tenstrike MN 56683	\$100.00	Y
Juelson Plumbing & Heating	18994 Hines Rd NE	\$300.00	Y
		\$11,850.00	



Blackduck Area Kid's Ice Fishing Derby!

DATE: March 3rd, 2024

TIME: Registration 12:00pm – 12:30pm

Derby: 12:30pm – 2:30pm

LOCATION: Blackduck Lake – East Public Access

AGES: 15 and under. Ages 10 and under must be accompanied by a guardian.

REGISTRATION FEE: Free. Sign up on day of the derby.

WHAT TO BRING: Your own fishing pole.

Bait and one ice hole per child will be provided.

Lunch wagon will be on the ice for cash concessions.



Deanne Adams
218-556-4221



Julie Juelson
218-766-7416



DEERWOOD
EST. **BANK** 1910

Kelli Juelson
218-368-5067



CITY OF BLACKDUCK

PUBLIC FUNDS REQUEST FORM

PO BOX 380 BLACKDUCK, MN 56630

Organization or Group Requesting Public Funding:

Blackduck Area Kids Ice Fishing Derby

What type of project will the Public Funds used for:

we are putting on the 2nd Annual Kids Ice Fishing derby on Blackduck Lake. we will be purchasing prizes, bikes & 2 lifetime Fishing licenses

Describe IN DETAIL the overall benefits this will provide to the City of Blackduck as a body and what public purpose will the project provide to the residents of the City of Blackduck: The goal is to get the

children & families in the area & surrounding area out on the lake to be able to experience ice fishing in a fun & safe environment.

Outline specifically WHAT PORTION of the project these funds will be used for:

Purchasing of Bikes, scooters, prizes for the attending children

What other Organization has your group contacted for funding? Please list names of other organizations and the dollar amounts requested and or grants requested:

Local Blackduck Businesses
Belt Electric, PB Telephone, Firemans Relief

Date Funds are being requested: 1-18-2024

Date the project starts and completes: Derby is being held on 3-3-24

See opposite side of form for Conditions for Requesting Public Funds

December 11, 2023

Brainerd/Baxter
7804 Industrial Park Road
Baxter MN 56425

Christina Regas
City Administrator
City of Blackduck
8 Summit Avenue East
Blackduck, MN 56630

218.829.5117
Baxter@Widseth.com
Widseth.com

**Re: Proposal for a Professional Services for the Lakeview Cemetery
in Blackduck, Section 14, Township 134, Range 31, Beltrami
County, MN Parcel No's: 180018600 and 180018601**

Dear Ms. Regas,

Widseth is pleased to submit this detailed proposal letter for the Professional services necessary to provide additional monumentation of the existing cemetery plots and GIS services at the Lakeview Cemetery in Blackduck MN.

We understand that existing cemetery layout consists of two plats, LAKEVIEW CEMETERY and FIRST ADDITION TO LAKEVIEW CEMETERY. We also understand that the Cemetery consists of gravesites with limited monumentation that make identifying and locating plots challenging. Our proposed land survey services include the field services necessary to recover the existing survey corner monuments and office services to prepare a basemap suitable for GIS implementation.

Our proposed GIS services will allow the City to utilize the existing GIS system in place, easily maintain the map/attributes in a single, cloud-based location; that is accessible via computer or mobile device. By keeping the same GIS system, this allows the City to learn a single system, access the data in map form, and easily maintain the data moving forward.

The existing CADD data will be field verified via our proposed survey services for accuracy and then converted to a GIS format. The existing Excel spreadsheet will then cleaned and joined to each plot. The ability to attach documents and/or images will be built into the GIS dataset, allowing the City to affix deeds, certificates, etc in the future. Widseth will create a Cemetery application within ArcGIS On-Line allowing staff to query and identify information at the plot level. Current drawn pins will be included for field locating and the map will be symbolized showing Owned/Available/Occupied plots for ease of use. At the completion of the application, Widseth will provide hands-on training at the City office.

PROPOSED LAND SURVEY BASEMAPPING SERVICES

\$2,500.00

Field Survey Services

- Utilize previous survey, existing cemetery plats, cemetery monuments and property corners as the basis for our work
- Meet with cemetery caretaker to review existing lot markers and monuments
- Perform the field research and site investigation necessary to recover existing cemetery gravesite monuments established by the original plats and previous surveys
- Locate other evidence of gravesite markers, roadway and boundary locations necessary to determine the limits of the overall boundary and existing lot boundaries

Office Computations and Drawing

- Compile the field data collected and prepare an overall Cemetery Map for use in the GIS integration of the lots and blocks as platted

PROPOSED GIS SERVICES

\$7,900.00

GIS Services

- Conversion of City’s CADD data to GIS
- Identification attributes built for each plot and pin over entire cemetery
- Integration of City’s Excel spreadsheet data to plots
- Development of Cemetery map/application on City’s GIS system
- GIS system training at City office

OPTIONAL MONUMENT PLACEMENT SERVICES (SECTION Y EXAMPLE)

We are also providing the City with the information on potential monumentation services as an optional item for consideration. Our optional land survey services proposed will allow you to adequately perpetuate the locations of the gravesites by establishing new aluminum capped monuments on rebar designating the respective lot and block numbers for each position. These monuments will clearly mark the adjacent lot and block locations and are easily recoverable with a metal locator. An example of the aluminum monument stamping is attached at the end of this proposal letter. We propose the following detailed scope of services:

We understand that the City would like to establish additional cemetery plot corner monuments to assist in the recovery of the gravesite locations. There are two options for monumentation that we would like to provide the City. The first is the state statute requirement for monumentation of a new cemetery or cemetery rearrangement. The second option is for an alternative that would reduce the number of needed monuments from the statute requirement, while still providing more than adequate monument placement coverage

We also understand that the City may not want to monument the entire cemetery at one time. We are providing the costs below to monument SECTION Y ONLY of the cemetery as a baseline for your anticipated costs.

Cemetery Statute monument placement (see attached exhibit) \$2,625.00

- Place 3-inch diameter monument over an 18-inch-long rebar at one lot corner of each lot as required by State Statute shown on the attached exhibit that is stamped indicating the lot and block numbers accordingly. The price for the rebar and 3” aluminum cap per monument is \$13.00
 - 50 Statute Required Monuments= \$650.00
- Estimated Labor to install statute monuments= \$1,975.00

- Alternate monument placement (see attached alternate exhibit) \$1,790.00**
- Place 3-inch diameter monument over an 18-inch-long rebar at each center block end location shown on the attached alternate exhibit that is stamped indicating the lot and block numbers accordingly. The price for the rebar and 3" aluminum cap per monument is \$13.00
 - 10 Block end monuments = \$130.00
 - Place 2-inch diameter ancillary monument at the intermediate locations shown on the attached alternate exhibit that is stamped indicating the lot and block numbers accordingly. The price for the rebar and 2" aluminum cap per monument is \$9.25
 - 20 ancillary monuments = \$185.00
 - Estimated Labor to install alternate monuments= \$1,475.00

Additional installation cost savings would be realized for the completion of multiple sections simultaneously.

We estimate the costs indicated above to provide these proposed survey and monumentation services. If you would like to proceed with the services outlined above, please sign, date, and return a copy of this letter as our authorization to proceed. If you have any other questions, please feel free to contact me at 218-316-3632 or by email at chad.conner@widseth.com
Please don't hesitate to call with any questions.

Sincerely,
WIDSETH

**Chad M Conner, LS, CFedS
Vice President**

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Proposed by Widseth

Accepted by City of Blackduck: The above proposal is satisfactory and Widseth Smith Nolting and Associates, Inc., (DBA WIDSETH) is authorized to do the work as specified. Payment will be made upon completion of the proposed work. Owner may accept this contract through its signature below.

Signature

Date

3" DIAMETER MONUMENT EXAMPLE



2" DIAMETER MONUMENT EXAMPLE

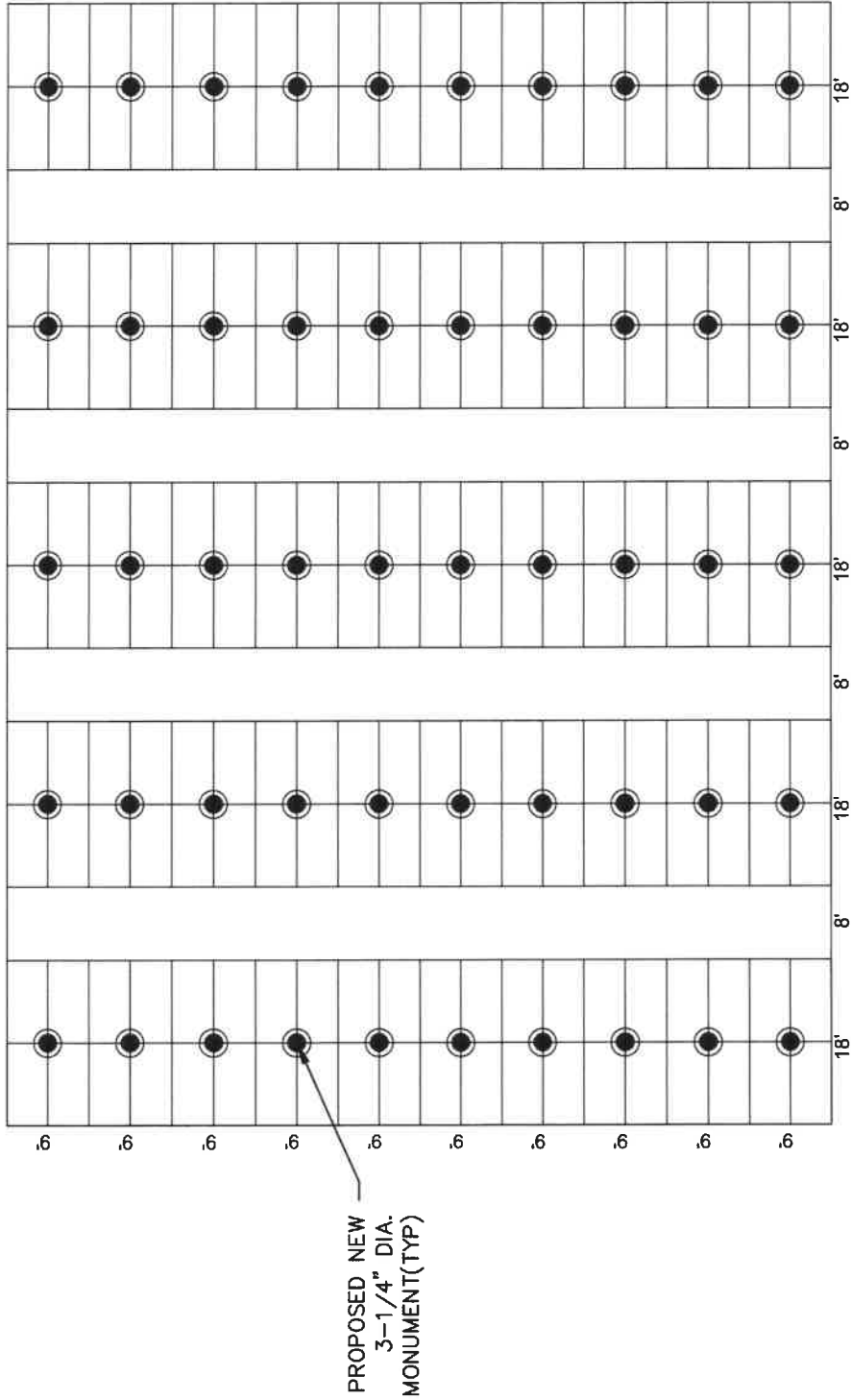


LAKESIDE CEMETERY MONUMENT PLACEMENT

MN CH 306.66 NEW CEMETERY EXAMPLE

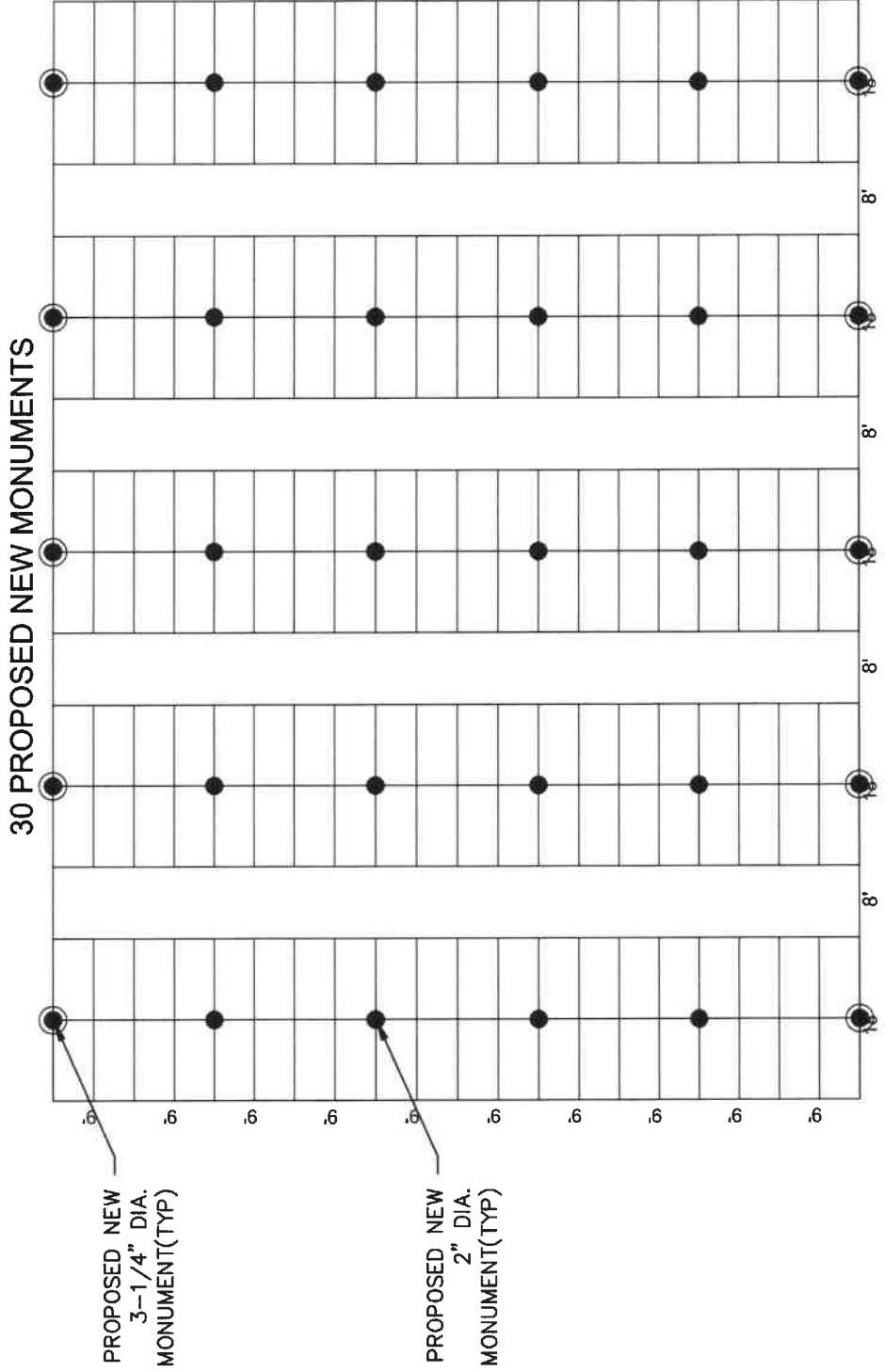
SECTION "Y"

50 PROPOSED NEW MONUMENTS

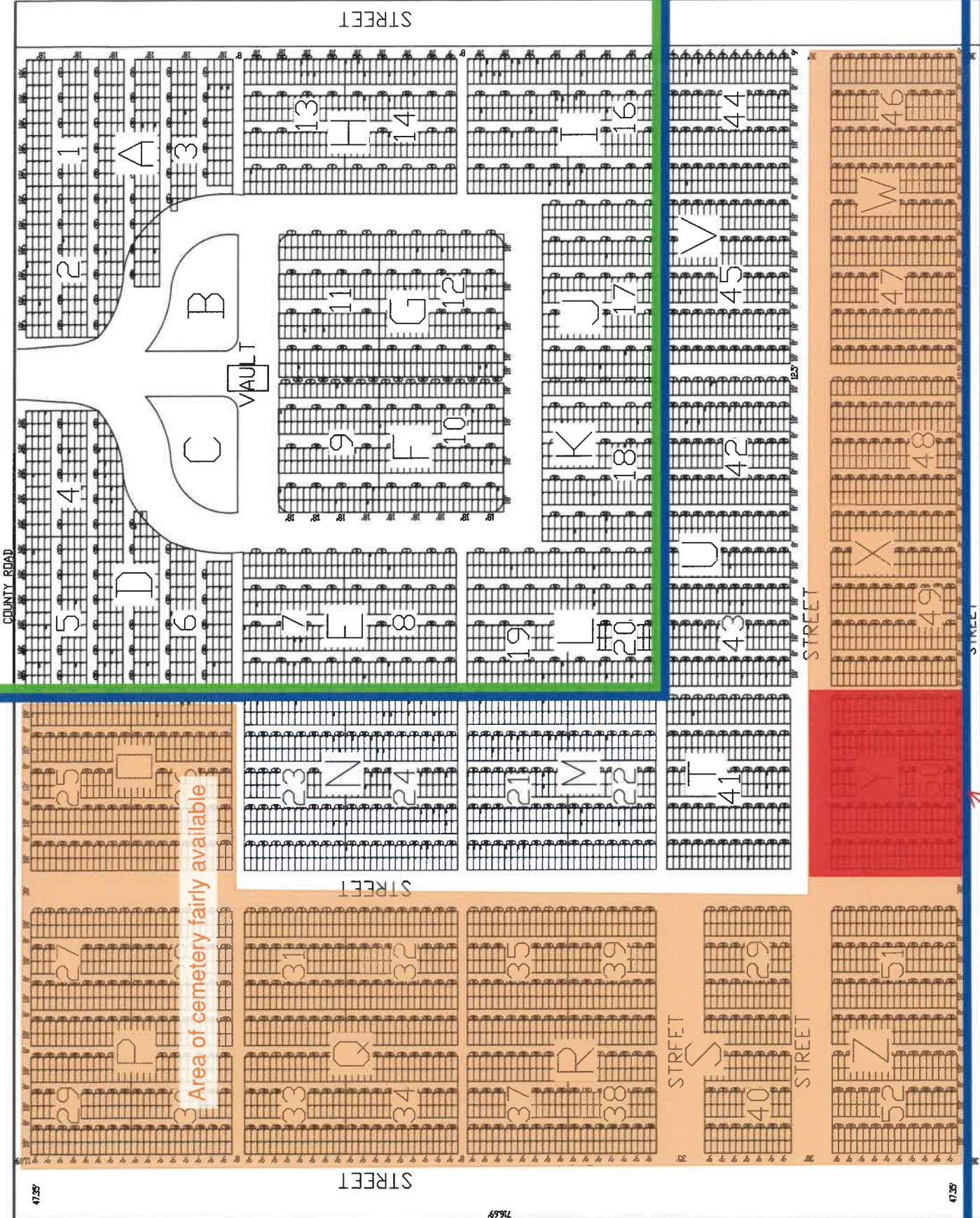


LAKESIDE CEMETERY MONUMENT PLACEMENT ALTERNATE EXAMPLE

SECTION "Y"



LAKEVIEW CEMETERY PLAT



Area of cemetery fairly available

FIRST ADDITION TO LAKEVIEW CEMETERY PLAT

MAP

Monument Placement
Services Example

Lakeview Cemetery
Blackduck, Minnesota

Map Date: 08/26/2003
Map File: N:\Map
Map No: 0807-182-0811



**BELTRAMI COUNTY
HIGHWAY DEPARTMENT**
2491 Adams Ave NW, Bemidji, MN 56601
Telephone: 218-333-8173

January 19th, 2024

Christina Regas
City Administrator
City of Blackduck
8 Summit Ave. East
Blackduck, MN 56630

RE: Parking on Summit Avenue

Dear Christina Regas,

I am writing in response to concerns brought to our attention by local business owners along Summit Ave (CSAH 30) in Blackduck regarding the on-street parking. There has been a request to remove the diagonal parking and replace it with parallel parking along the route. Beltrami County is planning a sealcoating project for 2024 that will cover the existing striping and allow us to change to the parallel parking if so desired by the City Council.

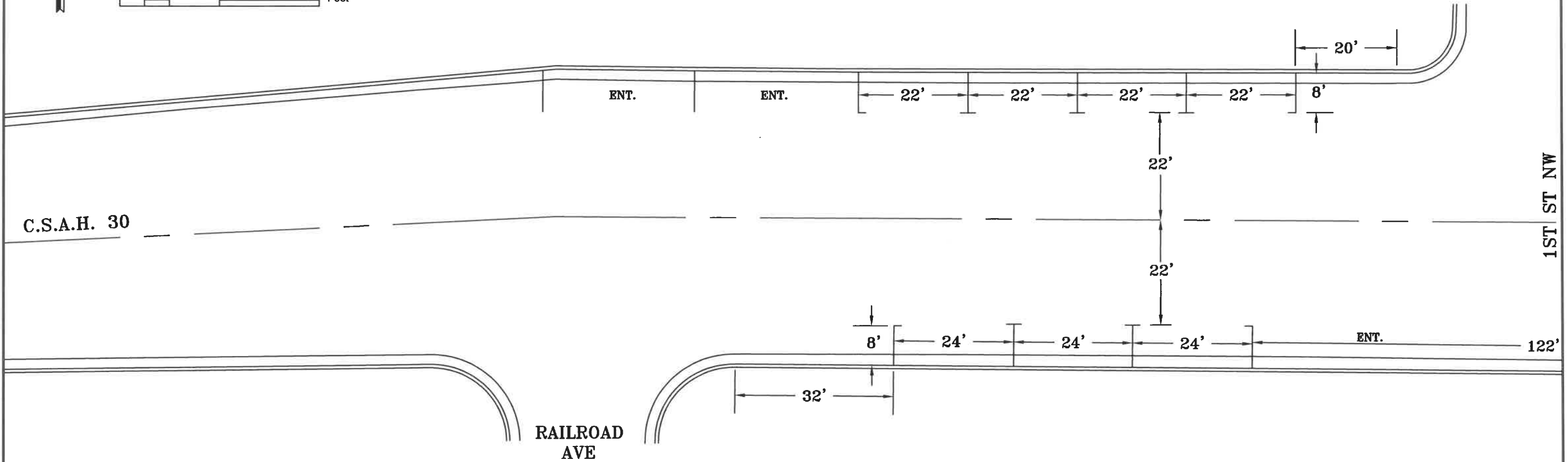
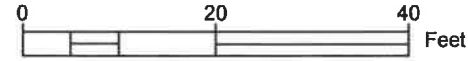
If the City Council desires to modify the parking layout along Summit Ave as part of the sealcoating project we will need a signed resolution stating as such along with a signed layout detailing the new parking. This would need to be done at the earliest possible convenience to allow time for additional signatures from the County, MnDOT State Aid, for plan approval, and the bidding process.

Please see attached draft resolution as well as plan sheets for a new parking layout. Please sign and return if the Council desires to make these changes. If the Council desires to keep the parking as-is please let me know so I may move forward with the project.

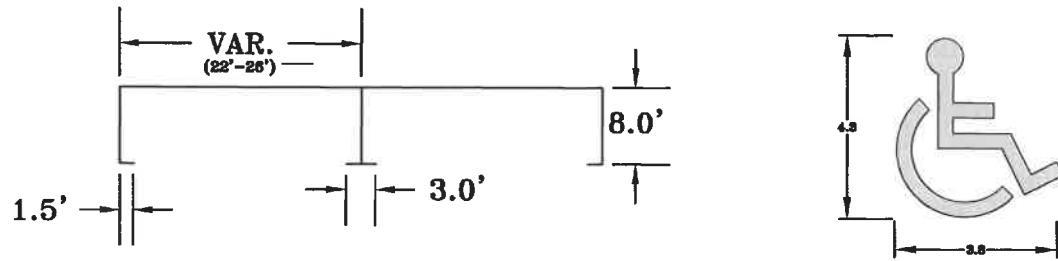
Respectfully,

Ryan Fielding
Engineering Operations Manager
Beltrami County Highway Department
2491 Adams Ave. NW
Bemidji, MN 56601
218-333-8179
ryan.fielding@co.beltrami.mn.us

PARKING STALL STRIPING DETAIL



PARALLEL PARKING STALL DETAIL



COUNTY OF BELTRAMI	THE CITY SHALL COMPLY WITH ANY STATUTE OR RULE HEREAFTER ADOPTED WITH RESPECT FOR PARKING
ATTEST _____ COUNTY ADMINISTRATOR	DATED THIS _____ DAY OF _____ 2024 CITY OF BLACKDUCK, MINNESOTA
ATTEST _____ CHAIRPERSON OF THE COUNTY BOARD	ATTEST _____ CITY CLERK
	ATTEST _____ MAYOR

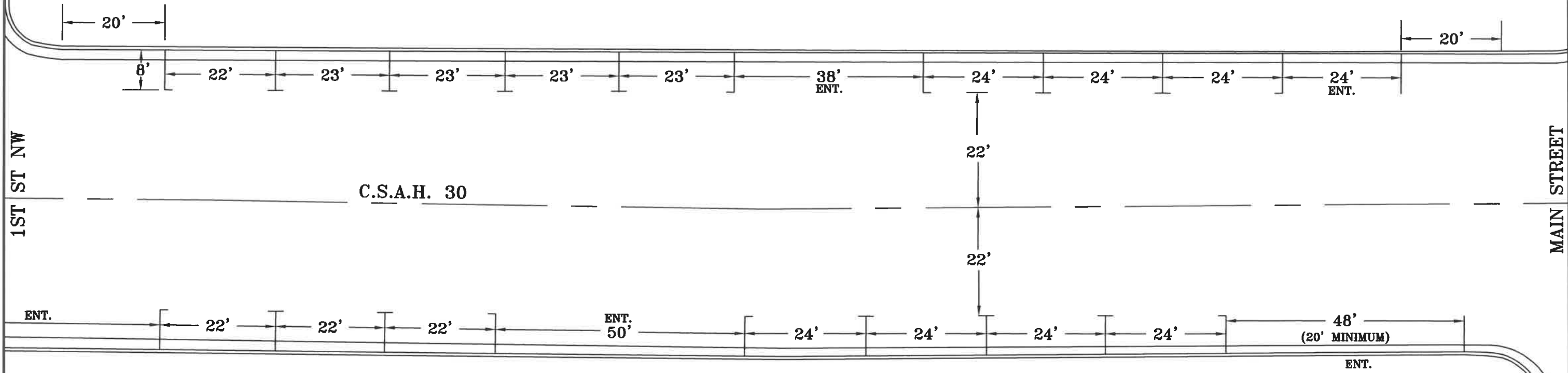
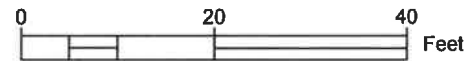
- NO PARKING**
- A) IN FRONT OF A PUBLIC OR PRIVATE DRIVEWAY
 - B) WITHIN AN INTERSECTION
 - C) WITHIN 10' OF A HYDRANT
 - D) ON A CROSSWALK
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 - F) WITHIN 20' OF A DRIVEWAY ENTRANCE TO ANY FIRE STATION AND ON THE SIDE OF A STREET OPPOSITE THE ENTRANCE TO ANY FIRE STATION WITHIN 75' OF SAID ENTRANCE WHEN PROPERLY SIGN-POSTED
 - G) WITHIN 30' OF A STOP SIGN
 - H) WHERE PROHIBITED BY Mn STATUE 169.34

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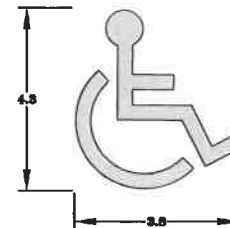
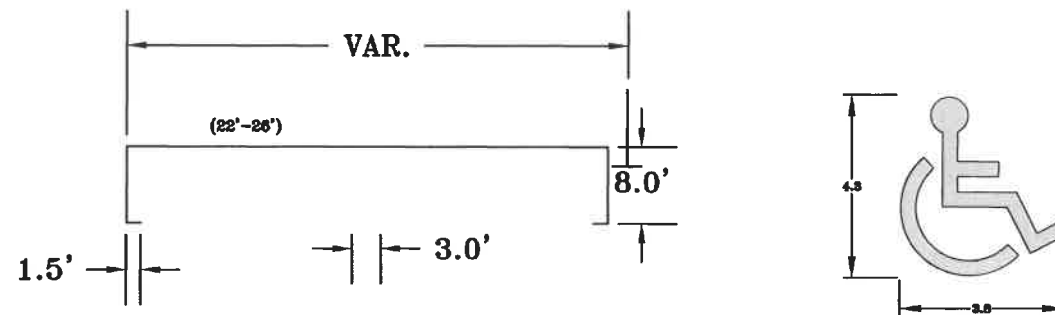
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SHEET 1

PARKING STALL STRIPING DETAIL

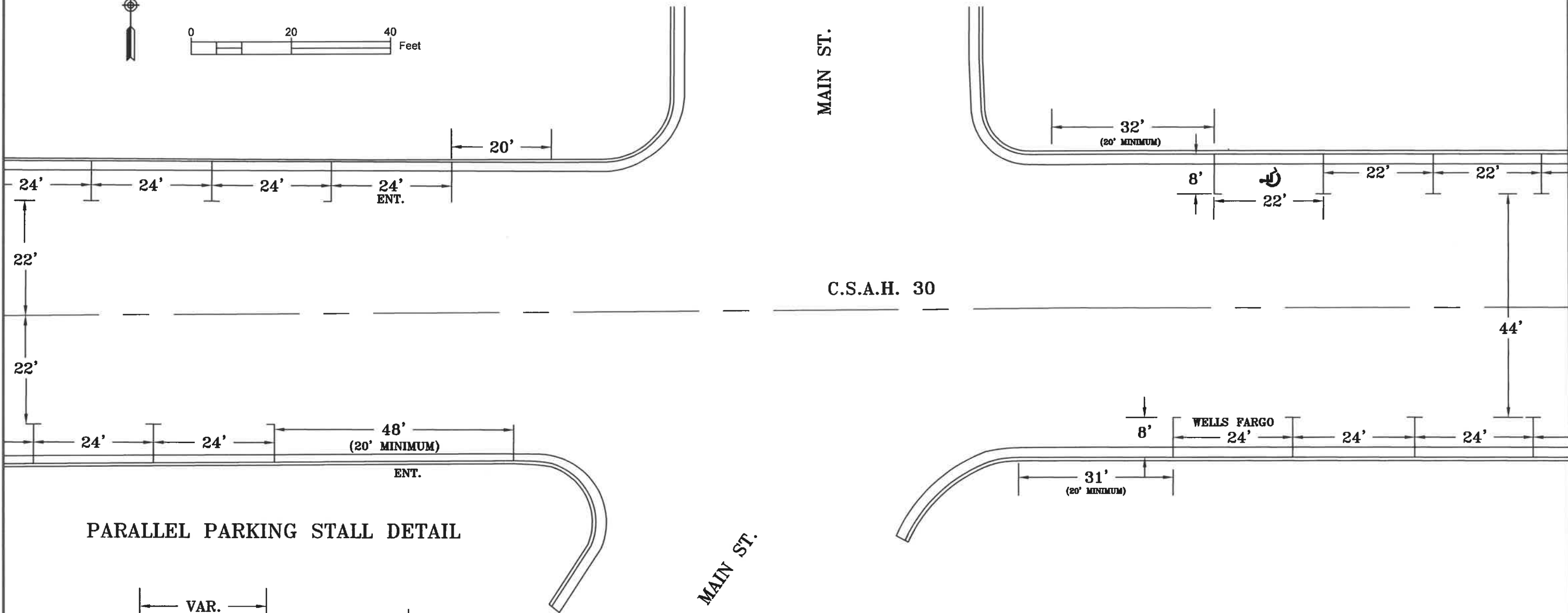


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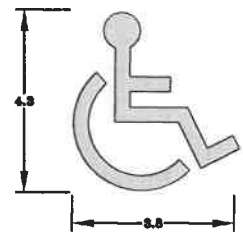
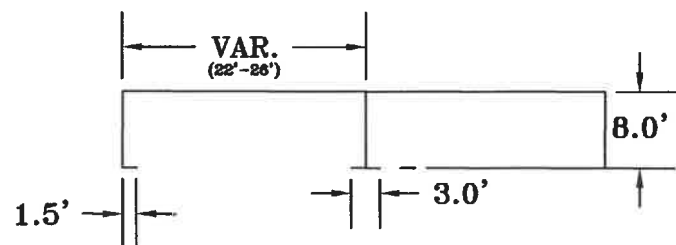


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 - H) WHERE PROHIBITED BY Mn STATUE 169.34

PARKING STALL STRIPING DETAIL



PARALLEL PARKING STALL DETAIL



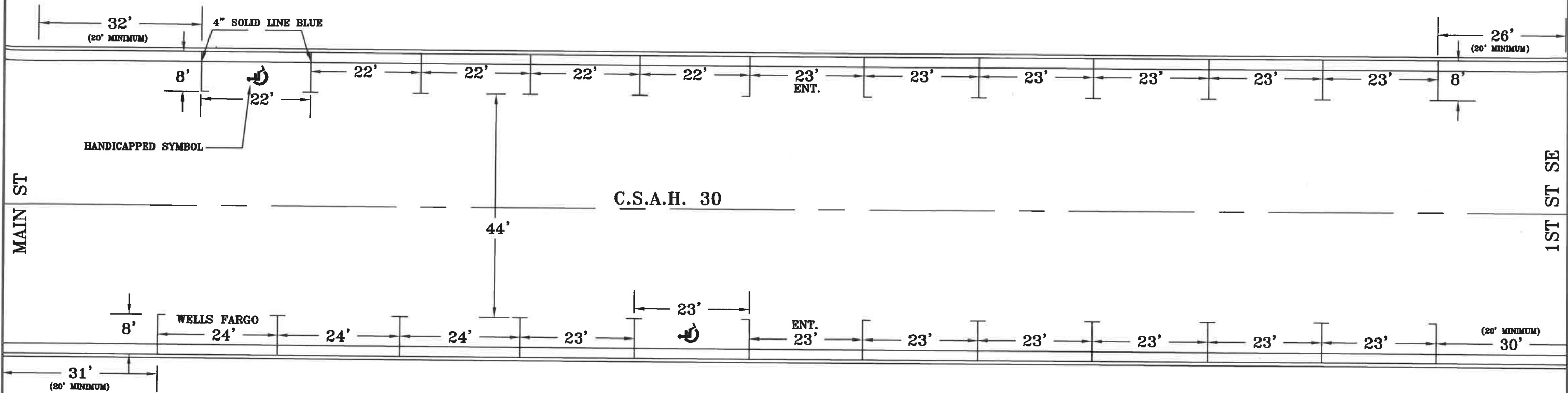
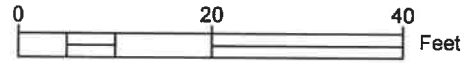
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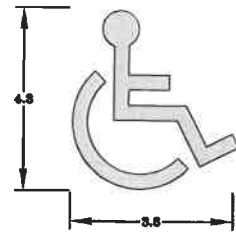
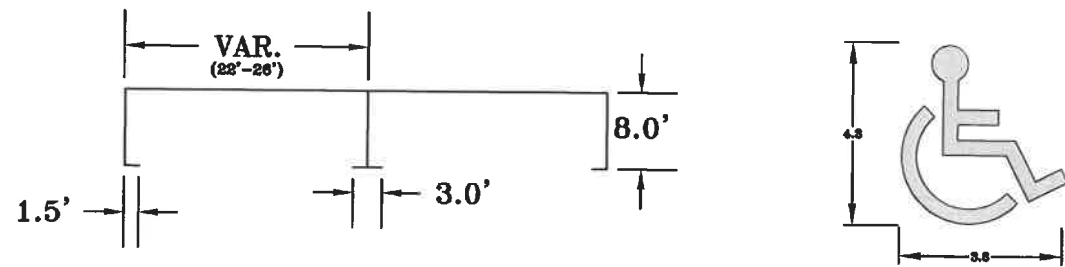
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SHEET 3

PARKING STALL STRIPING DETAIL



PARALLEL PARKING STALL DETAIL



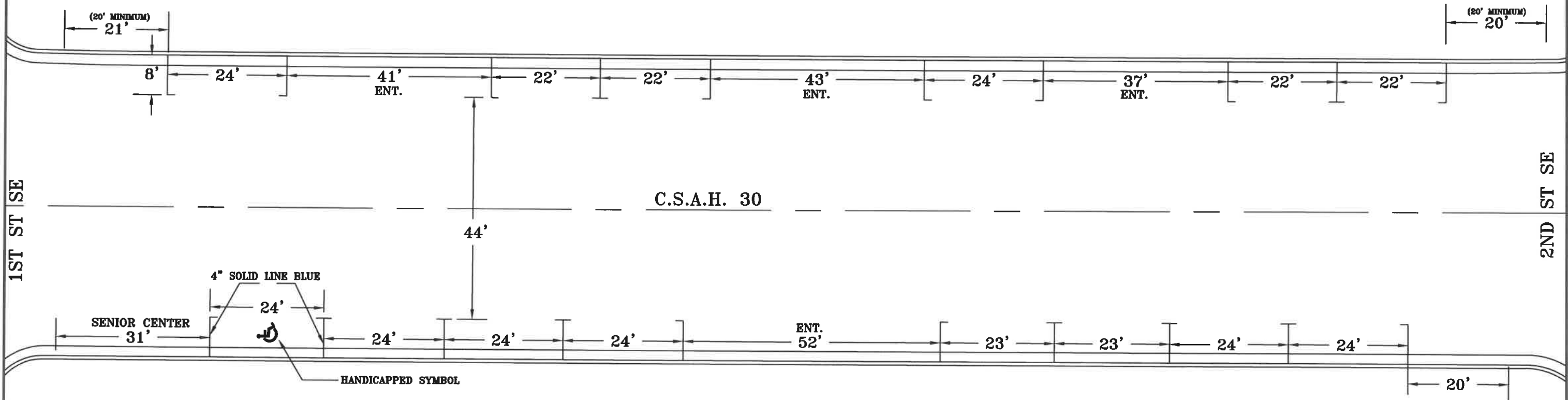
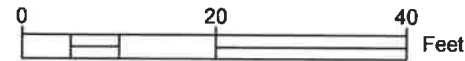
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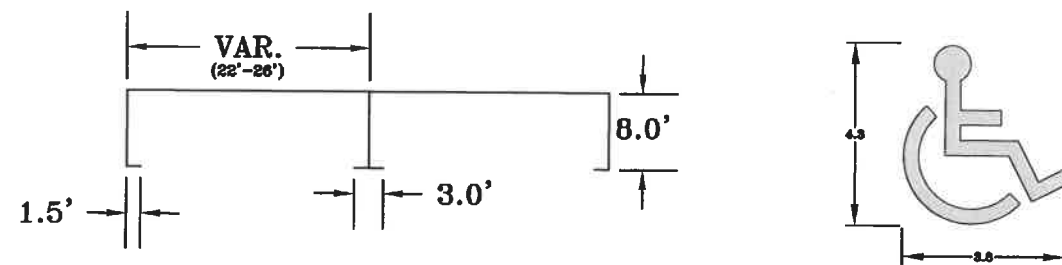
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SHEET 4

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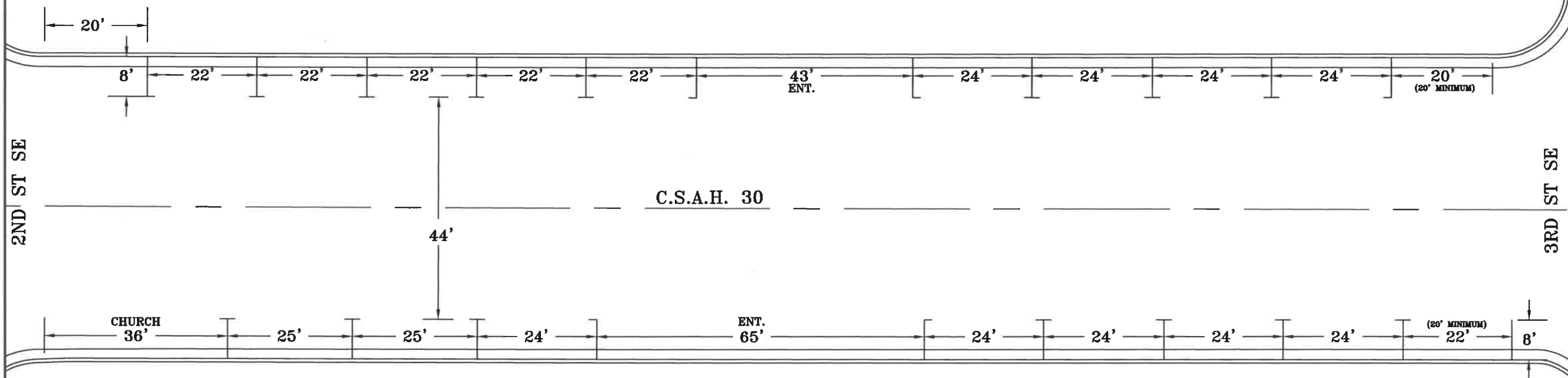
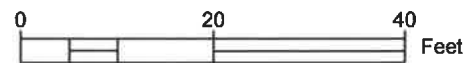
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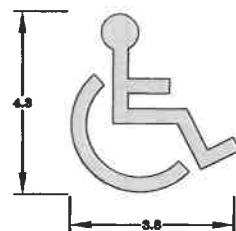
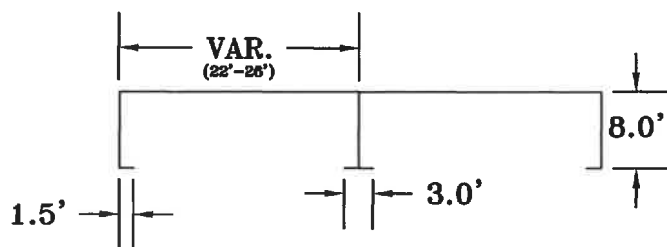
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SHEET 5

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