



MINUTES

Council Meeting

6:00 PM - Monday, March 11, 2024
City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, March 11, 2024, 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 Donald Johnson, and Council member Ronald Fredrickson

COUNCILORS EXCUSED: Councilor Laurie Hamilton

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: Tim Ramerth, Widseth and Christie Christian, resident

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.

Donald Johnson moved to approve the agenda as presented Ronald Fredrickson seconded the motion.

Carried 4 to 0

Maxwell Gulette	For
Nicholas Seitz	For
Donald Johnson	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. February 5, 2024 Blackduck City Council Meeting Minutes
- b. February 22, 2024 Blackduck Fire Protection Area Annual Meeting Minutes
- c. February 26, 2024 Blackduck Golf Board Meeting Minutes
- d. February 26, 2024 Blackduck City Council Work Session Minutes

- e. February 2024 Fund Balance Report
- f. ~~February 2024 Bill Report~~
- g. February 2024 Sewer Income Statement
- h. February 2024 Water Income Statement
- i. February 2024 Pine Tree Park & Beach Income Statement
- j. February 2024 Golf Course Income Statement
- k. February 2024 Liquor Store Income Statement
- l. February 2024 Blackduck DMV Office Income Statement
- m. January 2024 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association
- n. Final Approval - 2023 MN Public Facilities Authority - Annual Compliance Financial Reporting
- o. Final Approval - 2024 Blackduck Kids Ice Fishing Derby Donation Receipt for purchase for bicycles
- p. ~~Final Approval - February 2024 Business Credit Card Payment~~
- q. Final Approval - City of Blackduck website analytics report February 2024

Ronald Fredrickson moved to approve the consent agenda removing items 'f.' and 'p.' for further discussion Nicholas Seitz seconded the motion.

Carried 4 to 0

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

- r. Removed Consent agenda items for further discussion -
F. February 2024 Bill Report -

Councilor Johnson requested further information on the invoices from Juelson Plumbing and Heating from the general fund, water fund, and liquor fund. Regas reported the general fund invoices were for the new water heater at city hall; services to unplug a sewer back-up at city hall; and installation of Lennox units to the fire hall. Regas reports the liquor fund invoices were for plumbing the new bar dishwasher. Schwanke reports the water fund was for services to dig up and repair a shut off for Restaurant 71 of which will be billed to the owner. Nothing further.

- P. Final Approval - February 2024 Business Credit Card Payment -

Councilor Fredrickson requested further information regarding the purchase of +\$900 in postage. Regas reported the administration office purchases a full year of postage at the beginning of each calendar year to avoid outages. Regas reports postage is for bill payments, water bills, and other mailings.

Donald Johnson moved to approve removed consent agenda itesm 'f.; & 'p.' Ronald Fredrickson seconded the motion.

Carried 4 to 0

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

s.

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 to speak for the Blackduck Forum.

5. REPORTS OF COMMITTEES AND CITY STAFF

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

5.1.1. Public Works / Public Safety Facility 11 month Warranty Punchlist & Walk-through Recap

Schwanke reported on the items of the 11 month warranty punch list visit from Friday, March 8th. Schwanke reports TNT are working on resolving issues with the boiler, windows, east exterior lights; and floor in the wash-bay and FRP wall surfaces in the wash bay.

5.1.2. Report -

Schwanke reports his staff has been working on resolving issues at the water plant; making repairs to the 4th Street NE Lift Station; and reports the new full-time employee is transitioning well. Mayor Gullette asked for an update on the street lights that have been out and Schwanke did not have any updates at this time from Beltrami Election.

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

5.2.1. Liquor Committee Meeting - Meeting Date

Regas requested a liquor committee meeting on March 26th @ 9am @ City Hall to discuss new items of business the liquor store would like to introduce. Regas reports the items will be sent to committee members prior to the meeting.

5.2.2. Report -

Lahr reports having programming issues with the beer cave door. Lahr states the door now opens when it is supposed to but also when it wants to. Lahr is in contact with Clarity Glass for service. Lahr reports the city will need to budget for updates/repairs to the parking lot stating the northwest side has sunken areas that pool water and ice. Lahr further reports the bar will have a bank on March 16th for St. Patrick's Day and Chamber Bingo is on March 17th.

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

5.3.1. Report -

Frenzel reports having several golfers contact her recently asking if the course is open due to the nice weather. Frenzel states the course could open early this season but it is too early to tell. Frenzel reports holding a golf board meeting in February and it was very productive. Frenzel is painting the club house upstairs and attending the recent job fair at the school. Nothing further.

6. ADMINISTRATOR'S REPORT

- a. Approval Needed - Resolution 2024-05 - Resolution authorizing PERA Contributions for qualifying part-time Police Officers for the City of Blackduck

Ronald Fredrickson moved to approve Resolution 2024-05 Nicholas Seitz seconded the motion.

Carried 4 to 0

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

- b. March 13, 2024 @ 11am - Blackduck Development Corporation Meeting - Blackduck Golf Course
- c. March 20, 2024 @ 2pm - Blackduck Planning Commission Meeting - Blackduck City Hall
- d. March 25, 2024 @ 6pm - Blackduck City Council Work Session - Blackduck City Hall
- e. April 8, 2024 @ 6pm - Blackduck City Council Regular Meeting - Blackduck City Hall
- f. April 26, 2024 @ 1pm - Local Board of Appeal and Equalization Meeting - Blackduck City Hall
- g. Report -
Regas reports the DMV has been very busy having the largest volume of sales to date in February; the Presidential Primary was held on March 5 and had low attendance; began working with partners at Widseth and Pinnacle for local option sales tax marketing timeline. Mayor Gullette asked when the marketing would begin. Regas reports the marketing would be best promoted after the August Primary. Regas further reports the council will need to re-affirm the resolution approving the sales tax and potentially approving an ordinance if passed. Regas reports Paige Watson will be attending the MCFOA Conference next week and the City Planning Commission will meet in March.

7. MAYOR AND/OR COUNCIL MEMBER REPORTS

- a. No reports provided.

8. COMMUNITY EVENTS/GOOD THINGS HAPPENING

- a. March 17, 2024 @ Noon - Blackduck Chamber Bingo - The Pond
- b. March 20, 2024 @ Noon - Blackduck Chamber of Commerce Meeting

Nicholas Seitz moved to adjourn the meeting at 6:30pm Donald Johnson seconded the motion.

Carried 4 to 0

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

9. ADJOURNMENT

a.

City Administrator, Christina Regas

Maxwell Gullette, Mayor