



MINUTES

Council Meeting

6:00 PM - Monday, December 9, 2024
City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, December 9, 2024, 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 and Public Works Director Mike Schwanke

OTHERS PRESENT: Caleb Strandlie and Tim Ramerth, Widseth, Scott Peterson BDC, Garet Hanson, Terry Frenzel and Festus Rockensock Blackduck Fire Department

1. CALL TO ORDER

Mayor Gullette called the regular meeting to order at 6:22pm

- a. Call to Order
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.

Ronald Fredrickson moved to approve the agenda as presented Nicholas Seitz 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. November 4, 2024 Blackduck City Council Meeting

- b. November 12, 2024 City of Blackduck Canvassing Board Meeting Minutes
- c. November 18, 2024 Blackduck City Council Work Session Minutes
- d. November 21, 2024 Kitchigami Regional Library Board Meeting Packet including Minutes: September 2024
- e. November 2024 Fund Balance Report and Budgeted Transfers
- f. November 2024 Bill Report
- g. November 2024 Sewer Income Statement
- h. November 2024 Water Income Statement
- i. November 2024 Pine Tree Park Income Statement
- j. November 2024 Golf Course Income Statement
- k. November 2024 Liquor Store Income Statement
- l. November 2024 Blackduck DMV Income Statement
- m. October 2024 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association
- n. Final Approval - November 2024 Business Credit Card Payment
- o. Final Approval - October 2024 Supplemental Bill Report - Blackduck Co-op
- p. Final Approval - Supplemental Liquor Batch November 2024
- q. Final Approval - 2024 December Tax Settlement Payment
- r. Final Approval - 2024 Fire Aid
- s. Final Approval - 2024 Police Benefit Reimbursement
- t. Final Approval - 2023 Volunteer Fire Relief Association Investment Report Card
- u. Final Approval - Blackduck Bowling Lanes 2025 Liquor License
- v. Final Approval - City of Blackduck website analytics report for November 2024

Laurie Hamilton moved to approve the consent agenda as presented Donald Johnson seconded the motion.

Carried 5 to 0

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

Ronald Fredrickson moved to close the regular council meeting and open the 2024 Truth in taxation public hearing at 6:25pm Nicholas Seitz seconded the motion.

Carried 5 to 0

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

w.

4. 2024 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. 2024 Truth in Taxation Public Hearing Presentation Report -

Regas reviewed for the public the submitted truth in taxation report reviewing the 2024 budget and levy collectable in 2025. Regas reviewed the budget for 2025 and answered questions from the public. Regas provided details of how the Small Cities Street Funding affects the 2025 budget. Regas provided highlights of projects that have completed in 2024 and previewed new projects for 2025

Mayor Gullette asked for questions from the public.

Donald Johnson moved to adjourn the truth in taxation public hearing and re-open the regular council meeting at 6:37pm Laurie Hamilton seconded the motion.

Carried 5 to 0

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

b.

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 Blackduck Forum.

6. REPORTS OF COMMITTEES AND CITY STAFF

6.1. FIRE DEPARTMENT REPORT - BRIAN LARSON, FIRE CHIEF

6.1.1. Approval Needed - Proposal Approval for Pierce Enforcer Top Mount HDR-Pumper Bid #1038 - MacQueen Group

Regas and Frenzel reviewed for the board members the proposal from MacQueen for a Pierce Enforcer Fire Truck and reported a funding deficit of \$330,000. Regas reports the City may bond for the funding deficit to pre-pay the full discounted proposed cost for the new fire truck. Regas provided an example of a payment schedule to bond for equipment certificate. Regas states the City may pay the bond off early with no penalties if the Blackduck Fire Relief provides donated funds from gambling proceeds. Regas and Frenzel reiterated how the bond may be paid before the truck is delivered as it may take up to 48 months to build. Regas asked for questions from the

council. Mayor Gullette thanked Regas for the information on the bonding as that was his question. Regas requested approval of the submitted proposal from MacQueen.

Nicholas Seitz moved to approve the proposal from MacQueen Goup for a Pierce Enforcer Top Mount HDR-Pumber Bid #1038 Laurie Hamilton seconded the motion.

Carried 5 to 0

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

6.1.2. Council Consideration - Pre-Sale Report for City of Blackduck - \$363,000 Gen Obligation Equipment Certificate Series 2025A - Todd Hagen, Ehlers Municipal Advisor

Hagen was not present to provide the pre-sale report to the City Council. Regas reviewed the document for the board and public.

6.1.3. Council Approval Needed - Resolution 2024-20 - Resolution determining the necessity to issue a \$363,000 General Obligation Equipment Certificate, Series 2025A

Nicholas Seitz moved to approve Resolution 2024-20 - Resolution determining the necessity to issue a \$363,000 General Obligation Equipment Certificate, Series 2025A Laurie Hamilton seconded the motion.

Carried 5 to 0

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

6.1.4. Council Approval Needed - Resolution 2024-21 - Resolution providing for the sale of \$363,000 General Obligation Equipment Certificates, Series 2025A

Laurie Hamilton moved to approve Resolution 2024-21 - Resolution providing for the sale of \$363,000 General Obligation Equipment Certificates, Series 2025A Nicholas Seitz seconded the motion.

Carried 5 to 0

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

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

6.2.1. Council Information - 2024 Blackduck Police Department Calls for Service Report and Summary

Board members discussed the increase in services and stated how pleased they all are with the service Officer Amsden has provided the community.

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

6.3.1. Approval Needed - Minnesota Pump Works Inv#026122 - Service to repair Main Liftstation

Ronald Fredrickson moved to approve Minnesota Pumpworks Invoice 26122 and JPHI invoice for repairs to the Main Liftstation from the remaining ARPA funding and Sewer Maintenance Reserve Fund Laurie Hamilton seconded the motion.

Carried 5 to 0

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

6.3.2. Council Information - Widseth Recap of Engineering Services for the City of Blackduck for 2024 - Tim Ramerth

Ramerth provided a recap of services provided to the City of Blackduck in 2024.

6.3.3. Council Discussion - Widseth discussion of Lead Service Line Inventory - Tim Ramerth

Strandlie provided a handout on future action for the lead service line inventory 'unknown' lines and states the City will submit application for PPL (project priority list) for water service in January 2025.

6.3.4. Report -

Schwanke reports his staff have made necessary updates to several street lights in town and on the Frontage road and to the parking lot at the Pond. Schwanke discussed snow removal around the City.

7. ADMINISTRATOR'S REPORT

a. Council Consideration - Request for support for Hanson Construction to convey state railbank property from the MN Dept. of Transportation - Gerit Hanson

Hanson was present to request partnership with the City to acquired state railbank property for a parcel of property he is purchasing for his business. Board members discussed the location of the property and agreed to provide assistance. Regas will draft a resolution for council to formally approve at the January 6th, 2025 regular council meeting.

b. Approval Needed - Resolution 2024-15 - Resolution Approving Final 2024 Tax Levy, Collectable in 2025

Laurie Hamilton moved to approve Resolution 2024-15 - Resolution approving Final 2024 tax levy, collectable in 2025 Nicholas Seitz 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 2024-16 - Resolution adopting a schedule of fees and charges for various services, licenses, & permits for the City of Blackduck, MN for 2025

Ronald Fredrickson moved to approve Resolution 2024-16 - Resolution adopting a schedule of fees and charges for various services, licenses, & permits for 2025 Laurie Hamilton seconded the motion.

Carried 5 to 0

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

- d. Approval Needed - Ordinance 2024-02 - An Ordinance amending Chapter 11, Business Regulations of the City Code, providing for Section 1170, Regulating Cannabis Businesses

Laurie Hamilton moved to approve Ordinance 2024-02 - an Ordinance amending Chapter 11, Business regulations of the City Code, providing for Section 1170, regulating Cannabis Businesses 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. Approval Needed - Ordinance 2024-03 - An Ordinance amending Chapter 11, Business Regulations of the City Code providing for Section 1180, Related to a local Sales and Use Tax

Laurie Hamilton moved to approve Ordinance 2024-03 and Ordinance amending Chapter 11, Business regulations of the City Code providing for Section 1180, related to a local sales and use tax Donald Johnson seconded the motion.

Carried 5 to 0

Maxwell Gullette For
Nicholas Seitz For
Donald Johnson For

Laurie Hamilton For
Ronald Fredrickson For

f. Council Consideration - Widseth Phase I Environmental Site Assessment (ESA) City Hall Property - Requirement for USDA Funding

Regas provided information of the environmental checklist required to USDA for the application process for funding for Blackduck City Hall. Regas reports item for a Environmental Site Assessment is required if the project funding exceeds \$100,000. Regas requested partnering with Widseth to provide this report and requested approval to fund the report development. Widseth would charge \$3800 and after completion the report would be a possession of the City.

Nicholas Seitz moved to approve development of the Phase 1 Environmental Site Assessment services provided by Widseth Laurie Hamilton seconded the motion.

Carried 5 to 0

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

g. Council Consideration - Resolution 2025-01 DRAFT - Resolution of annual appointments and designations for 2025

Regas requests board members review committee assignments for 2025 to approve updates at the January 2025 council meeting.

- h. December 24, 2024 - Blackduck City Hall and DMV Closed @ Noon for Christmas Eve
- i. December 25, 2025 - Blackduck City Hall and DMV closed for Christmas Day
- j. January 1, 2025 - Blackduck City Hall and DMV Closed for New Year's Day
- k. January 6, 2025 @ 6pm - Blackduck City Council Regular Meeting

8. MAYOR AND/OR COUNCIL MEMBER REPORTS

- a. Mayor Gullette reports the Glow in the Snow event allow postponed due to weather was well attended the following weekend.

9. COMMUNITY EVENTS/GOOD THINGS HAPPENING

- a. December 15, 18, 2024 - Blackduck Area Chamber Meeting

10. ADJOURNMENT

- a.

Laurie Hamilton moved to adjourn the meeting at 7:48pm Donald Johnson seconded the motion.

Carried 5 to 0

Maxwell Gullette For
Nicholas Seitz For
Donald Johnson For

Laurie Hamilton
Ronald Fredrickson

For
For

City Administrator, Christina Regas

Maxwell Gullette, Mayor