



MINUTES

Council Meeting

6:00 PM - Monday, November 4, 2024
City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, November 4, 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, Councilor Laurie Hamilton, and Council member Ronald Fredrickson

COUNCILORS EXCUSED:

STAFF PRESENT: City Administrator Christina Regas, Assistant Liquor Store Manager Melissa Gulette, Public Works Director Mike Schwanke, Director of Liquor Operations Shawnda Lahr, Librarian Kelly Hanks, Fire Chief Brian Larson, Deputy Clerk Paige Watson, Golf Director Misty Frenzel, Patrol Officer Travis Amsden, and Police Chief Josh Arhart

OTHERS PRESENT: Scott Peterson, BDC, Caleb Strandlie and Tim Ramerth, Widseth

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 5 to 0

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| Maxwell Gulette | 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. October 7, 2024 Blackduck City Council Public Hearing

- b. October 7, 2024 Blackduck City Council Meeting Minutes
- c. October 16, 2024 Blackduck Planning Commission Minutes
- d. October 21, 2023 Blackduck City Council Work Session Minutes
- e. October 22, 2024 Blackduck Golf Board Meeting Minutes
- f. October 24, 2024 Blackduck Personnel Committee Meeting Minutes
- g. October 2024 Fund Balance Report and Budgeted Transfers
- h. October 2024 Bill Report
- i. October 2024 Sewer Income Statement
- j. October 2024 Water Income Statement
- k. October 2024 Pine Tree Park Income Statement
- l. October 2024 Golf Course Income Statement
- m. October 2024 Liquor Store Income Statement
- n. ~~October 2024 Blackduck DMV Income Statement~~
- o. September 2024 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association
- p. Final Approval - October 2024 Business Credit Card Payment
- q. Final Approval - Golf Course Cart Lease Payment September 2024
- r. Final Approval - MV Credit - Agricultural 2024
- s. Final Approval - 2025 General Corporate License - Blackduck Movie Theater
- t. Final Approval - VIA Actuarial Solutions - City of Blackduck and Blackduck Relief Association Pension Accounting Report 2024 GASB 67 for City and 2023 GASB 67 for Relief
- u. Final Approval - Labor Agreement between City of Blackduck and International Union of Operating Engineers Local 49 2025- 2027
- v. Final Approval - Versatile Vehicles Quote for New Golf Carts for 2025
- w. ~~Final Approval - Jon's Refuse Quote for Services for 2025~~
- x. Final Approval - 2025 Service Agreement - Melissa's Cleaning
- y. Final Approval - Pafko/Moon Stage request for donation repayment - Glennis Moon Family
- z. Final Approval - City of Blackduck website analytics report October 2024

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

Carried 5 to 0

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

- aa. Removed Consent Agenda Items for further Discussion
N. October 2024 DMV Income Statement

Councilor Fredrickson requested information regarding the spike in expenses for October in the DMV Income statement. Regas reported a correction to budgeted wages for the Deputy Clerk position in the operating budget and increased shared costs for the office printer into the budget. Regas further reports a lower sales month in October for the DNR renewals. Regas further reports the expenses have been coded to the administration budget instead.

W. Final Approval - Jon's Refuse Quote for Services for 2025

Councilor Fredrickson requested information regarding the location of refuse from the public works, police, and administration facilities and where that is funded from and where that refuse gets thrown out. Regas reports during the summer months that refuse is placed in the campground receptacles and in the winter in the liquor store receptacle.

Ronald Fredrickson moved to approve consent agenda items 'N' and 'W' Laurie Hamilton seconded the motion.

Carried 5 to 0

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| Maxwell Gullette | For |
| Nicholas Seitz | For |
| Donald Johnson | 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 to speak for the Blackduck Forum.

5. REPORTS OF COMMITTEES AND CITY STAFF

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

5.1.1. Report -

Lahr reports a decent sales month in October and hoping for a good November and good walk on ice for Thanksgiving. Lahr reports the store and bar will be closed on Thanksgiving Day and open Black Friday. Mayor Gullette requested Lahr present sales reports in a graph form for the year in off and on sales and food sales for the next work session. Lahr requested some details for the graph. Lahr stated she could provide off sale categories and how they are trending for review. Councilor Hamilton asked when the bar will start meat raffles. Lahr reports the Relief guides that activity and it typically a big money maker but has much work to it. Nothing further.

5.2. FIRE DEPARTMENT REPORT - BRIAN LARSON, FIRE CHIEF

5.2.1. Fire Truck Purchase Update

Regas reports the agenda item will be reported at the Work Session on November 18th.

6. ADMINISTRATOR'S REPORT

- a. Council Approval Needed - Resolution 2024-14 - Resolution establishing a meeting schedule for 2025

Laurie Hamilton moved to approve Resolution 2024-14 Nicholas Seitz seconded the motion.

Carried 5 to 0

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

- b. Council Approval Needed - Resolution 2024-17 - Resolution authorizing the increase to the annual retirement pension of the Blackduck Fire Relief Association

Nicholas Seitz moved to approve Resolution 2024-17 Laurie Hamilton seconded the motion.

Carried 5 to 0

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

- c. Council Approval Needed - Contract Services between City of Blackduck and CLA Auditing for Independent Auditing Services

Laurie Hamilton moved to approve contract services between the City of Blackduck and CLA Auditing for independent auditing services. Nicholas Seitz seconded the motion.

Carried 5 to 0

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

- d. Council Consideration - 2025 Special Fund Operating Budgets - Water, Wastewater, Cemetery, Pine Tree Park, Liquor, and Golf

Regas presented the special fund operating budgets for 2025 highlighting the water fund and rate study for that fund. Regas recommends increasing volume rates for

water and wastewater and will report recommended rate at the November work session. Board members discussed the presented budgets with no issues and moved to approve.

Nicholas Seitz moved to approve the 2025 special fund operating budgets, for water, wastewater, cemetery, pine tree park, liquor, and golf Laurie Hamilton seconded the motion.

Carried 5 to 0

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

- e. Council Consideration - Resolution 2024-18 - Resolution providing authorization to apply for funding through Beltrami Electric Cooperative
Regas presents funding scenarios from the REDG and REDL USDA programs for Beltrami Electric Cooperative to apply for and how those applications affect the City Hall funding. Regas recommended approving by resolution a commitment of funding towards the project noting that the final amount received from BEC will be all loan to the City. Regas stated the application that would be grant is only provided to BEC and the City would be a borrower of the full amount of the needed funding. The board members understood the application process requires the City to agree if funding would be provided by the City for the project or none. Board members agreed to the option knowing how much repairs are needed to City Hall.

Laurie Hamilton moved to approve Resolution 2024-18 Ronald Fredrickson seconded the motion.

Carried 5 to 0

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

- f. November 5, 2024 - General Election Day - Blackduck Precinct polls open 7am- 8pm
- g. November 7, 11th, 2024 - Veteran's Day - Blackduck City Offices Closed
- h. November 12, 2024 6pm - Blackduck Canvassing Board Meeting
- i. November 18, 2024 6pm - Blackduck City Council Work Session
- j. November 28, 2024 - Blackduck City Offices Closed in observance of Thanksgiving Holiday
- k. November 29, 2024 - Blackduck City Offices Closed
- l. December 9, 2024 6pm - Blackduck City Truth in Taxation Public Hearing
- m. December 9, 2024 - Blackduck City Council Regular Meeting

7. MAYOR AND/OR COUNCIL MEMBER REPORTS

- a. Council member Fredrickson reports the Veteran's Day Concert at Blackduck School

is on November 12, 2024.

Mayor Gullette reports Truck or Treat was well attended with almost 500 kids.

Schwanke reports his staff has been working on improving the entrance to the campground and the Main Liftstation repairs are slated for November 12 and 13th.

8. COMMUNITY EVENTS/GOOD THINGS HAPPENING

9. ADJOURNMENT

a.

Donald Johnson moved to adjourn the meeting at 7:02pm Laurie Hamilton seconded the motion.

Carried 5 to 0

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

City Administrator, Christina Regas

Maxwell Gullette, Mayor