



MINUTES

Council Meeting

6:00 PM - Tuesday, September 8, 2026
City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Tuesday, September 8, 2026, 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 Laurie Hamilton, and Council member Ronald Fredrickson

COUNCILORS EXCUSED:

STAFF PRESENT: City Administrator Christina Regas, Assistant Liquor Store Manager Melissa Gullette, and Public Works Director Mike Schwanke

OTHERS PRESENT: Tim Ramerth and Joe Pelawa of Widseth, Emily Fairchild of Boys and Girls Club

1. CALL TO ORDER

- a. Roll Call
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.

Nicholas Seitz moved to approve the agenda as presented Laurie Hamilton seconded the motion.

Carried 4 to 0

Maxwell Gullette	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. August 10, 2026 Blackduck City Council Meeting Minutes
- b. August 13, 2026 Blackduck Finance Committee Meeting Minutes
- c. August 13, 2026 Fire Protection Budget Meeting Minutes
- d. August 17, 2026 Blackduck City Council Work Session Minutes

- e. August 19, 2026 Blackduck Planning Commission Meeting Minutes
- f. August 2026 Fund Balance Report
- g. August 2026 Bill Report
- h. August 2026 Liquor Fund Vendor ACH payments - CashWise
- i. August 2026 Sewer Income Statement
- j. August 2026 Water Income Statement
- k. August 2026 Pine Tree Park Income Statement
- l. August 2026 Lakeview Cemetery Income Statement
- m. August 2026 Golf Course Income Statement
- n. August 2026 Liquor Store Income Statement
- o. August 2026 Blackduck DMV Income Statement
- p. July 2026 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association
- q. ~~Final Approval – August 2026 Business Credit Card Payment~~
- r. Final Approval - August 2026 EFT disbursements for City of Blackduck payrolls supporting MN Statute §471.38 subd. 3 (3a)
- s. Final Approval - 2025 Blackduck Fire Relief Association Financial and Investment Report (FIRE-25)
- t. Final Approval - 2025 Blackduck Fire Relief Association Schedule Form for Lump-Sum Pension Plans (SC-25)
- u. Final Approval - City of Blackduck Analytics Report - blackduckmn.com
- v. Final Approval - USDA Management Decision Memo regarding 2024-009 & 2025-006 Internal Control over Compliance Criteria
- w. Final Approval - 2027 MHC Statewide Pool Rates Confirmation - Medica Rate for City of Blackduck
- x. Final Approval - New and Re-hired Employee Report August and September 2026
- y.

Ronald Fredrickson moved to approve the consent agenda removing item (Q) for further discussion
Nicholas Seitz seconded the motion.

Carried 4 to 0

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

- z. Removed Consent Agenda Items for further Discussion
Q. Final Approval - August 2026 Business Credit Card Payment

Council member Fredrickson requested details on a large operating purchase over \$700. Regas reported the DMV scanner on the Deputy Clerk's workstation quit and needed replacement. Nothing further.

Ronald Fredrickson moved to approve removed consent agenda item (Q) Final Approval - August 2026 Business Credit Card Payment Nicholas Seitz seconded the motion.

Carried 4 to 0

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

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. Report -

Schwanke has no report to provide.

5.1.2. Lift Station Project Update

Pelawa of Widseth provided a summary of the project since the work session. Pelawa summarized the project with the combination of the Drake Lift Station and Forestry Liftstation the costs are now at \$1.8 million. Pelawa states the city is not comfortable with the cost of the full project but in favor of applying for a Small Cities grant of up to \$600,000 and waiting for award notification in January of 2027. Noting the \$600,000 can lower the full project to a more feasible cost Pelawa sought council support for completing all the plans and specs and pursuing the small cities grant. Schwanke provided his input stating the grant is great but waiting another year to get started on the project concerns him. Pelawa states if the grant is awarded then the full project will move ahead. Ramerth states the project cost needs to stay around the \$1.2 million to be affordable. Fredrickson states lowering the cost to \$1.2 million is possibly affordable. Ramerth states if something were to happen where one of the lift stations is needed to be updated then the city can short term bond for the funding for that location. Pelawa seeks council approval to move ahead and complete the plans and specs and apply for the small cities grant. Schwanke states no matter what the plans and specs need to be completed. Ramerth states there is a 6-month window of waiting for grant approval. Pelawa states the funds would not be available until September 2027. Schwanke states then the project can't begin until Spring of 2028. Pelawa believes bids can be scheduled to open the same timeframe as grant award so some part of the project can begin. Gullette asked when start date is considered official. Pelawa and Regas states start date is when bids are awarded. Schwanke cautions the council to know that the original \$1.2 million did not include the Drake and Forestry lift station combination. Gullette states the city wants to complete the combination but needs to keep the project feasible.

Ronald Fredrickson moved to approve amending the services contract with Widseth to include plans and designs of the revised lift station project for \$114,250 and proceed with the lift station project grant application to Small Cities Nicholas Seitz seconded the motion.

Carried 4 to 0

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

5.1.3. TH71 Project update

Pelawa reports after the utility meeting with MnDot the state will have an additional street light replacement located on TH71 & CSAH47 for the City to pay removal cost at current estimate of \$5,000/per light. Pelawa states current cost to the city is for three lights at this time or \$15,000. Pelawa states for the underground responsibility on the city is adjusting the casting on the gate valves up and down.

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

5.2.1. Report -

Melissa Gullette reports Labor Day weekend sales were good, there are still some humidity issues in on-sale with all AC units working, breakfast numbers are not prepared for the board yet but the Pond will keep breakfast for a minimum of a year. Councilor Seitz suggests a commercial direct drain humidifier be looked into purchasing.

5.3. FIRE DEPARTMENT REPORT - BRIAN LARSON, FIRE CHIEF

5.3.1. Approval Needed - Joint Powers Agreement - State of Minnesota Federal Background Checks and the City of Blackduck Fire Department

Nicholas Seitz moved to approve the joint powers agreement with the state of Minnesota for Federal Background checks for the Blackduck Fire Department Ronald Fredrickson seconded the motion.

Carried 4 to 0

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

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

5.4.1. Approval Needed - Invoice #1536295-00 - 2014 Toro Groundmaster 4000-D Rough Mower Purchase

Laurie Hamilton moved to approve Invoice #1536295-00 for the purchase of equipment for the Blackduck Golf Course from the general fund for \$32,061.43 Nicholas Seitz seconded the motion.

Carried 4 to 0

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

5.5. LIBRARY REPORT - KELLY HANKS, HEAD LIBRARIAN

5.5.1. Report on Project -

Regas reports siding is almost completed, extension of the water spickets are needed and JPHI has been asked to complete that, new patio and sidewalk is poured, and awaiting some retaining block installation. Schwanke reports neighboring property owner is on board with removal of a tree that the block will assist holding back that has provided some issues. Regas states now that school is back in plans to install new shelving is in the works. Regas states any surplus tax funding can now go to updating the storage room and or the utility room.

6. ADMINISTRATOR'S REPORT

- a. Approval Needed - Resolution 2026-14 - Resolution approving an assessment for past due utility charges

Ronald Fredrickson moved to approve Resolution 2026-14 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 2026-15 - Resolution approving an exempt gambling activity for the Blackduck Stumpjumpers Snowmobile Club

Nicholas Seitz moved to approve Resolution 2026-15 Laurie Hamilton seconded the motion.

Carried 4 to 0

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

- c. Approval Needed - City of Blackduck Policy governing fingerprint-based criminal history record information (CHRI) checks made for non-criminal justice purposes - update

Ronald Fredrickson moved to approve updates to the City of Blackduck Policy governing fingerprint-based CHRI checks made for non-criminal justice purposes Laurie Hamilton seconded the motion.

Carried 4 to 0

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

- d. September 10, 2026 @ 2pm - 2026 Budget meeting - Finance Committee
Meeting date moved to Friday, September 11th at 2pm.
- e. September 16, 2026 @ 1pm - Blackduck Planning Commission Meeting
- f. September 15, 2026 @ 6pm - Blackduck Library Board Meeting
Meeting moved to September 22, 2026
- g. September 17, 2026 @ 6pm - KRLS Meeting
Meeting moved to September 24, 2026
- h. September 21, 2026 @ 6pm - Blackduck City Council Work Session
- i. September 28, 2026 @ 6pm - Blackduck City Council Special meeting - Preliminary
Levy Approval
- j. October 5, 2026 @ 6pm - Blackduck City Council Regular Council Meeting

7. MAYOR AND/OR COUNCIL MEMBER REPORTS

8. COMMUNITY EVENTS/GOOD THINGS HAPPENING

- a. Mayor Gullette announced the Alzheimer's Walk is September 19, 2026.

9. ADJOURNMENT

- a.

Laurie Hamilton moved to adjourn the regular council meeting at 7:00pm Nicholas Seitz seconded the motion.

Carried 4 to 0

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

City Administrator, Christina Regas

Maxwell Gullette, Mayor