



BLACKDUCK CITY COUNCIL MEETING  
MONDAY JANUARY 7<sup>TH</sup>, 2019 @ 6PM  
REGULAR COUNCIL MEETING MINUTES

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**CALL TO ORDER:** The City Council of the City of Blackduck met in Regular Session at Blackduck City Hall at 6:00p.m. January 7, 2019. Meeting called to order by Mayor Patch and the Pledge of Allegiance was stated.

**SWEARING IN OF NEW ELECTED OFFICIALS** –City Administrator Christina Regas officially swore in newly elected officials as follows: Mayor Rudy Patch, Councilors: William Sellon, Paige Moore, and Maxwell Gulette

**ROLL CALL:**

**Councilors present:** Mayor Patch, Councilors Kolb, Sellon, Moore, and Gulette

**Councilors Absent:** none

**Staff Present:** City Administrator Christina Regas, Liquor Store Manager Shawnda Lahr, and Chief of Police Jace Grangruth, Public Works Supervisor Bob Klug, Lead Bartender Melissa Gulette

**Others Present:** Jennifer Parker

**APPROVAL OF AGENDA** –Moved by Councilor Moore and seconded by Councilor Sellon to approve the agenda as submitted. Motion carried unanimously.

**CONSENT AGENDA** – Moved by Councilor Kolb and seconded by Councilor Gulette to approve the consent agenda as submitted:

- a. December 4, 2018 Council Meeting Minutes
- b. December 10, 2018 Personnel Meeting Minutes
- c. December 17, 2018 Council Work Session Minutes
- d. December 2018 Fund Balance Report & Scheduled Transfers & 2019 Bond Payments
- e. December 2018 Bills
- f. YTD November 2018 Income Statements
  - a. Water, Sewer, Pine Tree Park, and Golf Course
  - b. Liquor Store
- g. December 2018 Month End Remittance Report
- h. November 2018 LG216 Lawful Gambling Monthly Rent Report
- i. Revolving Loan Fund Foreclosure Costs
- j. Final approval of December 2018 Part-time employees hired
- k. LMCIT 2018 Property/Casualty Dividend Calculation
- l. 2018 Self-Appraisal for City Administrator Christina Regas
- m. Final approval of Closing Documents for Duck in and Eat
- n. Final approval of 3.2% On-sale liquor license for Blackduck Bowling Lanes Permit #2019-01
- o. Second half 2018 LGA, Small Cities Assist, & PERA aid
- p. 2017 Beltrami Electric Capital Credit Customer Profile & Allocation information
- q. Potential Refunding of Existing Bonds recommendation notes from Ehlers
- r. 2018 Financial Audit Engagement Letter Miller McDonald, Inc.



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- s. Briggs Letter of Representation for the Depository Trust Company for City of Blackduck

Motion carried unanimously.

**BLACKDUCK FORUM –**

No one present to speak.

**SIGN THE PETITION – NEW FOUR-WAY STOP – Cassidy Rockis**

1. Four-Way Stop Petition – Mayor Patch represented Cassidy Rockis in her absence to discuss the support of the City for a new four-way stop on 1<sup>st</sup> Street NE & Summit Ave. E. Mayor Patch stated Rockis had a concern for the public at the intersection and had 60 signatures submitted to the Blackduck City Council to support the request. Mayor Patch stated the petition was a good first step before sending the request on to Beltrami County. Councilor Gullette asked if Rockis wants the City support. Mayor Patch confirmed and further stated he did not know what the answer is to the problem stating a four-way stop, flashing speed sign, or something else would be a better option. Mayor Patch asked for public and staff input. Public Works Supervisor Klug stated the first problem is the speed of the vehicles coming into town from the Alvwood Road. Klug stated that if the petition is presented to the County the Highway department will state that another stop sign will not be put up until the speed is addressed. Klug suggested the City request a flashing speed sign be erected at the City limits. Regas mentioned the flashing speed sign would be the City's expense if erected and could cost up to \$4,000. Klug further stated that the City should discuss with the County about limited the parking on the South side of Summit Ave. and the horizontal parking on the North side. Klug stated the intersection has a blind spot with the Laundromat building. Councilor Gullette asked if the County dictates the parking format. Klug confirmed. Police Chief Grangruth stated a stop sign is the only way to stop people no matter if vehicles approach at 20mph or more. Grangruth stated he has run traffic on that hill and has not tagged any vehicle speeding. Grangruth stated the intersection is dangerous because of visibility. Klug asked if there have been any accidents at the intersection. Grangruth stated not to his knowledge. Klug stated the County may not consider a stop sign unless there have been on record accidents or fatalities. Mayor Patch asked why should that have to happen. Councilor Gullette recommended the City send along the petition to the County. Liquor Store Manager recommended holding a meeting with the highway department with the City concerns. Klug stated the City can meet with Hasbargen and present the petition for discussion. Councilor Kolb asked if the City needs a certain percentage of the City population to sign the petition before the County will consider it. Klug did not know. Kolb has a concern that the number of people on the petition was too low. Grangruth stated much of the close calls that occur at the intersection are not reported and those statistics would help if they were on record. Mayor Patch suggested Klug and Regas bring the petition to the County Highway department for discussion. Nothing further at this time.

**PUBLIC WORKS REPORT – Bob Klug Jr., Public Works Supervisor**

1. 5-Year Waste Water permit – Klug reported the waste water treatment plant permit has been submitted and received. Klug stated the State of MN has received the application and will work on processing the application and report back to Klug with questions.
2. Waste Water Capacity – Mayor Patch asked Klug where the City of Blackduck stands for the capacity of the holding ponds if the City grows its population. Klug stated the City is in a good position for capacity especially now that the mains on Summit and Main have been replaced.



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Klug stated the City cut the in-flows down from the ground water coming into the ponds. Klug stated many of the man-holes and mains that were old clay sewer tile had ground water seeping into them. Nothing further.

**LIQUOR STORE REPORT** – Shawnda Lahr, Liquor Store Manager

1. Report – Lahr reported the end of year income statement shows the store made a little money and was financially able to support the general fund and pay for the parking lot in 2018. Klug asked if the store can finish the rest of the lot in 2019. Lahr stated she will review the 2019 commitments for the liquor store first.
2. 2018 EOY Inventory – Lahr reported the year end inventory went well with just under 1% shrink.
3. Customer Appreciation – Lahr reported the event went well and noted how strange customer spending is depending on when the holiday lands. Lahr stated the event was lower attended than expected. Nothing further.

**LAW ENFORCEMENT REPORT** – Jace Grangruth, Police Chief

1. Report – Grangruth stated the new squad is still on hold for delivery from the vendor.
2. End of Year Incidents – Grangruth reported 875 incidents in 2018 for the department which is average. Nothing further.

**FIRE DEPARTMENT REPORT** – Brian Larson, Fire Chief

No report submitted.

**GOLF COURSE REPORT** – Jim Andersen, Golf Course Superintendent

1. 2019 Golf Season Memberships on Sale 10% off through April 30, 2019 – Regas reported the 2019 memberships are on sale until April 30, 2019 and would be advertising locally.
2. Beltrami County Development Grant – Regas further reported the grant request with Beltrami County was awarded to assist upgrading the bridges on the course. Regas stated the Golf Course will receive \$5,100 in 2019 once work is completed to off-set the costs of improving bridge #1. Regas further stated the grant will not pay for all the costs and the Golf Board plans to hold a golf scramble to assist in funding the improvement.

**LIBRARY REPORT** – Kelly Hanks, Head Librarian

1. Report – Regas reported the Library Board is welcoming Councilor Gullette to the board and noted they meet the third Tuesday of the month. Nothing further.

**ADMINISTRATOR'S REPORT** – Christina Regas, City Administrator

1. Ordinance 2019-01 – An Ordinance amending Chapter 7 entitled 'Parking Regulations' amending section 710.01 entitled 'Authority' adopting Minnesota State Statutes §169.34 'Prohibitions' & §169.35 'Parking' – Regas read into record Ordinance 2019-01 noting this is the first and final reading prior to the City Council moving on the ordinance. *Regas read the Ordinance into the public record.* Moved by Councilor Moore and seconded by Councilor Sellon to approve Ordinance 2019-01. Motion carried unanimously.



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2. Resolution 2019-01 – Resolution adopting a schedule of fees and charges for various services, licenses, & permits for the City of Blackduck, MN – Moved by Councilor Kolb and seconded Gulette to approve Resolution 2019-01. Klug stated there is no tap fee noted on the resolution for the sewer of \$250. Regas stated Klug is correct and that Council will need to add number 44a. to the schedule. Councilor Kolb amended his original motion to approve Resolution 2019-01 to include 44a. The Tap fee for Sewer Connection shall be \$250 seconded by Councilor Moore. Hearing no further discussion Mayor Patch called for a motion on the amended motion. Motion carried unanimously.
3. Resolution 2019-02 – Resolution of annual appointments and designations for 2019 – Moved by Councilor Gulette and seconded by Councilor Kolb to approve Resolution 2019-02. Mayor Patch asked if the Planning Commission have been notified that a Councilor was going to sit on the board. Regas stated the City had received word from Commissioner Tindell that he is still willing to sit on the board and that the discussion of Councilor Sellon holding a seat would be discussed at the next regular meeting. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.
4. Resolution 2019-03 – Resolution designating polling places for the 2019 State Primary & State General Elections – Moved by Mayor Patch and seconded by Councilor Sellon to approve Resolution 2019-03. Regas reported to the City Council that the City would designate the polling place(s) in the City annually by request of the Minnesota election board. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.
5. Resolution 2019-04 – Resolution acknowledging a donation from the Blackduck Fire Relief Association – Moved by Councilor Kolb and seconded by Councilor Moore to approve Resolution 2019-04. Regas reported the Blackduck Fire Relief donated \$19,000 to the City of Blackduck Fire Department Special Equipment fund. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.
6. City of Blackduck Data Practices Policy – Requests for data about you & your rights as a data subject – Moved by Mayor Patch and seconded by Councilor Moore to approve the City of Blackduck Data Practices Policy as written. Regas reported to Council the State of Minnesota requires all municipalities to adopt a data practices policy. Regas reported currently the City of Blackduck required a data request form and the new policy would replace and enforce the rights of the policy. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.
7. Notice of Public Hearing – Beltrami County Tobacco Licensing & Sales Ordinance – Consideration of Restricting Sales to Age 21 & over – January 22, 2018 @ 5:15pm – Regas reported the Beltrami County Board is holding a public hearing on the proposed amendment to the Tobacco Licensing & Sales Ordinance. Regas recommended Council discuss the need to have Blackduck representation to the public hearing. Councilor Gulette and Councilor Moore stated they would both like to attend the hearing. Mayor Patch asked Regas if she had spoken to any of the businesses in Blackduck that sell cigarettes. Regas stated only Blackduck Family Foods. Mayor Patch stated the council could not represent the City as a whole at the meeting and it would be best for the business owners attend.
8. MnDOT Capital Highway Investment Plan 2019-2028 for Beltrami County – Regas supplied the MnDOT highway plan for Council information. Nothing further.
9. Reminder City offices closed January 21, 2019 Martin Luther King Jr. Day – Regas reminded City offices are closed on January 21, 2019. Nothing further.



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10. Request January 22, 2019 Work Session – In leu of the County public hearing there will not be a work session in January. Nothing further.
11. Reminder 2019 Newly Elected Official Conference – February 22-23, 2019 in Brainerd – Regas reminded Council of the LMC Conference for newly elected officials noting Councilors Moore, Sellon, Kolb, and Gulette are all registered. Nothing further.
12. Reminder February 4, 2019 Council Meeting – Regas reported the date of the February Council meeting. Nothing further.

**COMMUNITY EVENTS/GOOD THINGS HAPPENING –**

1. 2019 Community Garden Applications – now accepted – (see map) – Regas included an updated map and registration form for the community garden.
2. City of Blackduck Employee Anniversaries – Regas noted upcoming employee anniversaries.
  - a. Melissa Tindell - 5 years (*January 2014 - Liquor Store*)
  - b. Christina Regas – 5 years (*February 2014 - Administration*)
3. Blackduck Development Corporation Meeting –December 12<sup>th</sup>, 2019 – LaunchPad in Bemidji, MN – Mayor Patch asked for clarification on the next BDC meeting noting the date was not correct for January. Regas stated the correct date is January 9<sup>th</sup>, 2019 @ 8am held at the LaunchPad in Bemidji, MN
4. Blackduck Chamber Meeting – January 16, 2019 Noon @ The Pond – Regas reported the next Chamber Meeting will be held at the Pond.
5. Senior Center Bowling – Blackduck Bowling Lanes – January 13, 2019 @ 2pm – Regas noted a new event the Senior Center is holding at the bowling lanes.
6. Blackduck Stumpjumpers Drag Race – Blackduck Lake – February 23, 2019 – Regas reported the annual drag races are on February 23<sup>rd</sup>.
7. Northern MN Beef & Livestock Expo – Blackduck School – February 9<sup>th</sup>, 2019 9am-5pm – Regas reported the Blackduck Co-op is holding an expo at the Blackduck School on Feb. 9<sup>th</sup>.

**OTHER NEW BUSINESS –**

1. State of Minnesota Office of the State Auditor – 2017 Financial Audit – Regas reported a letter was sent to all elected officials and the City Administrator regarding a few changes needed on future annual reporting to the state. Regas has not had enough time to discuss the letter and changes with the City Auditors from Miller McDonald but will address the needed changes for the 2018 audit. Nothing further.
2. Beltrami County Public Hearing – Chief Grangruth recommended if the entire City Council were to attend the public hearing then the councilors should all agree on the position of the City of Blackduck on the proposed ordinance amendment. Councilor Gulette stated he believes many people are going to be for it. Mayor Patch stated he is not for the increase in the age to 21. Councilor Moore stated she was not in favor of the increase of the age to 21. Councilor Kolb stated he is in favor for the increase. Regas stated if the Council attends to represent for the City than it would not be wise for open meeting law violation unless the council attends and does not sit together. Councilor Gulette stated the elected officials can't go and represent the City. Regas stated she could attend on behalf of the City and ask for the opinions of the business owners in Blackduck that sell cigarettes. Klug recommended the Council remove themselves from the discussion and allow the business owners to attend. Regas stated she would attend to hear how the hearing goes. Mayor Patch addressed the Council stating any Councilor interested in



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attending the hearing can and attend but not to sit with each other. Mayor Patch and Councilor Kolb stated they would not be in attendance. Nothing further.

**ADJOURN** – Moved by Mayor Patch and seconded by Councilor Moore to adjourn the meeting at 7:10pm. Motion carried unanimously.

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Christina Regas, City Administrator

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Rudy Patch, Mayor