



BLACKDUCK CITY COUNCIL MEETING
MONDAY, OCTOBER 7, 2019 @ 6:00PM
REGULAR COUNCIL MEETING MINUTES

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

ROLL CALL:

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

Councilors Absent: none

Staff Present: City Administrator Christina Regas, Public Works Supervisor Mike Schwanke, and Golf Course Superintendent Jim Andersen, and City Engineer Curt Meyer

Others Present: Lauren Schaser and Rob Ingersoll

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

CONSENT AGENDA – Moved by Councilor Gulette and seconded by Councilor Moore to approve the consent agenda as presented.

- a. September 9, 2019 Council Meeting Minutes
- b. September 12, 2019 Golf Board Meeting Minutes
- c. September 16, 2019 Council Work Session Minutes
- d. September 18, 2019 Planning Commission Meeting Minutes
- e. September 19, 2019 Personnel Committee Meeting Minutes
- f. September 2019 Blackduck Library Board Meeting Minutes
- g. September 23, 2019 Special Council Meeting Minutes
- h. September 24, 2019 Golf Board Meeting Minutes
- i. September 2019 Fund Balance Report & Bond Payments & Transfers
- j. September 2019 Bills
- k. YTD September 2019 Income Statements
 - a. Water, Sewer, Pine Tree Park, and Golf Course
 - b. Liquor Store
- l. September 2019 Month End Remittance Report
- m. July & August 2019 LG216 Lawful Gambling Monthly Rent Report
- n. Final approval – Ehlers Report of Potential Refunding of Existing Bonds report
- o. Final approval – Letter to Andy Ebert for terms of invoice #40694
- p. Final approval – Labor agreement between City of Blackduck & International Union of Operating Engineers
- q. Final approval – City of Blackduck 2020 CCOGA Pool Renewal for employee healthcare premiums
- r. Final approval – City of Blackduck contract with iCompass for Diligent Services agreement for council packet software.
- s. Final approval – City of Blackduck 2019-2020 Waste Management contracts for Pine Tree Park, Golf, and Liquor



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- t. Final approval – September part-time employees
- u. Final approval – City Street Map for Beltrami County GIS Department – map provided on meeting date
- v. Final approval – 2019 State Police Aid received
- w. Review – Blackduck City Hall lab report for asbestos provided by Pinewood Environmental Services
- x. Review – CSAH 39 Construction Project communication from Beltrami County Highway Department
- y. Review – MPCA Final SDS Permit Blackduck Wastewater Treatment Facility Permit #MN0052302

BLACKDUCK FORUM –

No one present to speak.

UTILITY AND ROAD IMPROVEMENTS – Curt Meyer, City Engineer presented to council the two potential projects for Liberty drive and Croswell Ave. noting if there could be assessments to the adjacent properties the first step would be to order feasibility reports for both improvements. Councilor Gullette asked what is in a feasibility report. Meyer stated a feasibility report lays out the issue and the proposed fix for the issue and the estimated costs. Meyer stated the report does not state anything that includes accessing for the project but it is needed before the City can hold a public meeting to discuss the improvements.

1. Resolution 2019-16 – Resolution ordering a feasibility report for utility and road improvements on Liberty drive. – Moved by Mayor Patch and seconded by Councilor Moore to approve Resolution 2019-16 ordering a feasibility report for utility and road improvements on Liberty drive. Motion carried unanimously.
2. Resolution 2019-17 – Resolution ordering a feasibility report for road improvements on Croswell Avenue. – Moved by Councilor Kolb and seconded by Councilor Gullette to approve Resolution 2019-17 ordering a feasibility report for road improvements on Croswell Avenue. Motion carried unanimously.

Meyer proposed to Council to review the feasibility reports at the regular scheduled work session on October 21, 2019. Regas stated the work session agenda was full and it would not be a good time but suggested holding a special meeting on October 28, 2019 prior to the public hearing for the Police Department. Mayor Patch called the special meeting to review the feasibility reports on October 28, 2019 @ 5:30pm. Meyer encouraged the City Council have a decision at that meeting after the reports are submitted if WSN will be ordering the surveys and the projects will move forward. Regas requested the rough estimates for Croswell. Meyer provided a copy and stated the amount is \$36,000 for Croswell. Regas stated she would provide the estimates to the Council in email format.

Walking Trail Deficiencies – Meyer stated although he would like to review the walking trail himself prior to discussing with the City Council the need for improvements. Mayor Patch asked for clarification. Meyer stated over time the walking trail that is in the Minnesota ROW had accumulated deficiencies and after the Pedestrian walk from MnDot this summer it was noted those need to be addressed. Meyer stated the trail must be ADA accessible when it is in MN ROW. Meyer noted that over time the trail has dropped in some areas.



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Summit & Main Punch List – Meyer stated on the punch list there are 2 hydrants that are leaking and Gladdens have been made aware of them. Meyer stated these are warranty items and will be fixed. Meyer further stated the full punch list for the City was never given to the County to be combined for the contractor to complete to final out the project. Mayor Patch asked if there are several items on the list. Meyer stated the list items that need to be addressed includes a service that needs to be graded down near Bogarts; and Regas noted a few resident requests such as Zaleski and the Bowling Alley. Schwanke stated some of the items that are on the punch list the City could ‘live with’ but the City should not have to. Councilor Gulette asked to have a copy of the Punch list. Regas agreed to forward it to the City Council. Mayor Patch stated he would also like to know what the costs could be associated with the items if the City ends up having to fund them. Patch further stated the City needs to keep a good relationship with the residents. Ingersoll asked if the contractor has been paid in full and if the City has any leverage. Meyer stated the project has not been closed out yet and was unaware of the amount of the retainage the County is holding. Meyer stated that although the contractor wants to get paid the City wants the punch list taken care of too. Nothing further.

PUBLIC WORKS REPORT – Mike Schwanke, Public Works Supervisor reported he attended a training on wastewater and it was good. Schwanke stated the department is working on winterizing the Ponds and getting the irrigators drained out. Schwanke stated his department will be fixing the storm drain on Liberty this week and ditching Crosswell. Mayor Patch asked if Cliff Hanson’s ditching was completed. Schwanke understood it was being worked on by the contractor today. Patch asked when the campground will be winterized. Schwanke stated October 16 and then the gates will be closed. Schwanke stated the golf course would be completed the same date.

Application for Waiver to City Ordinance #213 for 188 Main Street N. – year 3 – Moved by Mayor Patch and seconded by Councilor Moore to approve the variance of City Ordinance #213 for 188 Main Street. Patch asked if the utility account was up to date. Regas confirmed. Patch asked if this would be the last year WECE will request the variance. Schwanke stated he believed the last year was only precautionary. Patch asked to have the contact updated with WECE to include Schwanke’s email address.

LIQUOR STORE REPORT – Shawnda Lahr, Liquor Store Manager was not present to provide a report to Council. Regas in Lahr’s absence reported the Signage Vendors would be present to the Council Work Session to present to Council. Regas stated Indigo Signworks, Inc would present first on October 21, 2019 @ 6-7pm and Scenic Sign Corp seconded on October 21, 2019 @ 7:30-8:30pm. Nothing further.

LAW ENFORCEMENT REPORT – Jace Grangruth, Police Chief was not present. Regas presented in Grangruth’s absence 3 department policies for Council to adopt to begin the process for implementing Police department body cameras. Regas reported Beltrami County will act as the protector of information and records maintenance authority. Regas stated after adoption of the policies the City must hold a public hearing to listen to public comment on the policies. Regas further stated once the public hearing is complete the City must complete a 90-day waiting period prior to full implementation and purchase of equipment. Regas stated Chief Grangruth wishes to continue moving forward with the policy implementation since Beltrami County has been live with body cameras and Part time Blackduck Police Officer Anderson already can utilize his equipment. Regas opened up the conversation for questions. Councilor Gulette asked what the purpose of the 90-days was. Regas stated it is authorized by state statute. Mayor Patch asked if there will be any challenges getting records from the County if requested. Regas stated no and further confirmed Beltrami County staff and policies are the same as the City



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department. Patch asked if there will be additional fees the County may charge the City for implementing the policy. Regas stated none to her knowledge.

Moved by Councilor Moore and seconded by Councilor Gullette to adopt the Portable Audio/Video Recorder; Protected Information; and Records Maintenance and Release Policies for the Blackduck Police Department. Gullette asked if the officers while wearing the equipment if they will be on 'full-time'. Regas stated the policy states when the equipment is 'turned on' is when the officer responds to a 'call'. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.

Mayor Patch called a Public Hearing for public comment on the policy on October 28, 2019 @ 6pm.

Nothing further.

FIRE DEPARTMENT REPORT – Brian Larson, Fire Chief

No report submitted.

GOLF COURSE REPORT – Jim Andersen, Golf Course Superintendent presented a final season report announcing the course is closed for the season and was better than previous years for rounds played and traffic. Andersen stated that although the revenue does not reflect it the course had more rounds played than ever before. Mayor Patch asked if year-end numbers would be submitted at the work session. Regas stated the current submitted income statement in the council packets provides all revenue for the year but will not reflect additional expenses for the remaining months of 2019. Andersen stated the irrigation system will be drained on Monday the 14th in preparation to blow out the system on the 16th. Andersen further stated he will be mowing fairways and greens for the last time this week before MTI picks up the reels for the mowers. Mayor Patch asked who and where does the reel motors go when they are picked up by MTI. Andersen stated Fargo, ND. Patch asked what is charged to pick up the reels. Andersen stated MTI doesn't charge to pick up the reels only to sharpening and checking them over in the off season. Patch asked if the whole machine gets picked up. Regas stated MTI no longer picks up the whole machine and that Andersen completes the annual maintenance on the machines in house. Andersen stated his staff this season was exceptional and he is a firm believer that although a golf course is not open all year-round it is important to continuity with staffing. Andersen further stated that next year the City should strongly consider paying the staff a 'decent' salary to keep and retain the staff each season. Andersen stated that one of his best employees this year will not return in 2020 for minimum wage. Mayor Patch stated that that will be discussed at a later time. Andersen stated that since every year since he has worked for the City there has been a retention issue. Patch stated that is an issue with seasonal work. Andersen stated it is difficult to take most of the season to train in the staff and then the following year they do not return and stated it should be addressed.

Regas stated at the October work session the council should have final numbers to consider for the cart shed rebuild. Andersen stated next year the course will see an increase in walk-on traffic and twilight membership. Patch asked if the cart shed is completely taken down at this point. Regas stated it has been started but with the rain it has been a slow process.

Nothing further.



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LIBRARY REPORT – Kelly Hanks, Head Librarian

Library Board Meeting – October 15, 2019 @ 6pm @ Blackduck Library

No report submitted.

BLACKDUCK BLANDIN GROUP – Jace Grangruth, Demo Regas, Misty Frenzel, Nate Lien, Leslie Frosaker, and Christina Regas

No Report submitted.

ADMINISTRATOR’S REPORT – Christina Regas, City Administrator

1. Donation request – Blackduck Area History & Art Center property insurance – Rob Ingersoll, Treasurer for the History Center was present to request a donation from the City of Blackduck. Ingersoll stated the History Center is grateful and this year the amount requested to cover the Center’s property insurance is \$811.09 which is lower than 2018 and has been a similar amount for several years. Ingersoll opened the conversation to the council for questions regarding the center. Councilor Gullette stated he heard the center was adding a new room. Ingersoll stated with the ownership of the building changing hands the center had used two areas of the building for storage and now the new owner is requesting payment for use of those areas.

Moved by Councilor Gullette and seconded by Councilor Moore to donate \$811.09 from the liquor rent fund to support the history center for their property insurance. Discussion by Councilor Kolb asked Ingersoll what the average visitor age is to the history center. Ingersoll stated definitely an older crowd (60+) however he has seen younger people come in and classes from the school bring students in to the center. Ingersoll stated the people that come in tend to be in pairs of an age of 60+ years old which makes up a 2:1 ration over the younger crowd. Kolb asked if in 10-15 years in the future will the center see a decline in the older visitors and then hopefully the younger visitors will take their place. Ingersoll stated the center is very sensitive to the fact that not just the membership but the donations for the center are from people that would be in excess of 60-70 years old. Ingersoll stated the topic of conversation of how to involve the younger people in the history when the board itself was started during the City’s Centennial and those people are older as well. Ingersoll stated the History Center would love to get some younger people involved and how to get those people involved has been discussed. Ingersoll further stated the board has discussed partnering with the school with sports history. Mayor Patch called for further discussion. Hearing no further discussion Patch called for a vote on the motion. Councilors Gullette, Moore, and Councilor Kolb voted yes. Councilor Kolb stated he is lenient in his approval of the motion and suggest the history center board find a way to find involve the younger crowd in the next year as his vote in 2020 would be a nay. Mayor Patch requested to conclude the vote on the motion by requesting any opposed votes. Hearing no opposed votes Mayor Patch called the vote on the motion carries unanimously. Ingersoll added a final comment that Councilor Kolb’s advice is good and he will report to the board when they meet on October 8 @ 9am. Councilor Kolb appreciated Ingersoll’s involvement and continued stating it appears people are just being complacent and pushing the topic off for the years and considering the challenge each year but no action. Ingersoll stated he would not use the term complacent as it pertains to the people that work at the history center noting the people are ‘doers’ and the suggestion by Kolb is appreciated.



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Councilor Gullette asked Ingersoll if kids can volunteer at the history center. Ingersoll stated yes there are 4 shifts (20-25 hours a week) that need to be staffed and it would assist the center. Gullette stated the National Honor Society students need a certain number of volunteer hours to qualify and suggested partnering with the school for staff. Mayor Patch suggested if any City Council members can attend the History Center board meeting on October 9 to attend. Nothing further.

2. Resolution 2019-02-6 – Resolution of annual appointments and designations for 2019 – Golf Board – Moved by Councilor Kolb and seconded by Councilor Moore to approve the revisions to Resolution 2019-02-6 accepting Laureen Schaser on the Golf Board. Regas introduced Schaser to the City Council and invited Council to get to know her. Mayor Patch asked if Schaser was originally from the Blackduck area. Schaser stated no not originally. Schaser stated she and her husband have owned property on Rabideau Lake since 2002 and just used it seasonally. Schaser stated their kids are grown up and since March of 2018 they moved up to the area full-time. Schaser stated she is looking for ways to get involved in the community and the lady members at the golf course and they have made Schaser welcome and included in the community. Schaser further stated the lady members have been seeking a lady member to sit on the board and asked her if she was interested. Councilor Gullette welcomed Schaser to the community. Regas stated that Schaser’s experience is a perfect example of how welcoming the community of Blackduck can be once a person finds the ‘nitch’ they are passionate about. Regas stated the lady members at the golf course are just a wonderful group of women. Hearing no further discussion on the motion Mayor Patch called for a vote on the motion. Motion carried unanimously.
3. Request for training authorization – MCFOA Region 1 Disaster Management – Gail Landowski & Christina Regas – City Hall closed October 18, 2019 – Regas requested authorization to close City Hall on October 18 so both herself and Landowski can attend the training noting that Landowski’s involvement as the Safety Committee Chairperson and experience in previous employers both would benefit from attending the training. Council approved the training and closing of City Hall. Nothing further.
4. MMBA Regional Meeting – October 9, 2019 Bagley Fireside Grill – Liquor Store Manager, Lead Bartender and City Administrator – Regas reported the regional meeting of MMBA would have attendance from Lahr, Gullette, and herself on October 9. Regas stated the meetings cover new legislation that govern municipal liquor stores. Mayor Patch asked if that organization provide trainings. Regas stated not at this meeting. Patch asked if the dram shop training is provided to encourage other bartenders to attend if provided. Regas stated typically Lahr attends and sends staff to local trainings when they are held such as when the Bemidji Police Department held a training. Councilor Kolb asked if this type of training could be provided by the Blackduck Police department so that the entire staff could be trained. Regas did not know but stated she would look into it. Nothing further.
5. Request for October 21, 2019 Council Work Session @ 6pm
6. Request for October 28, 2019 Council Public Hearing @ 6pm – receive public comment on Police Body Cams
7. Reminder Blandin Workshop October 29, 2019 – Northome – Regas and Grangruth
8. Reminder November 4, 2019 Council Meeting @ 6pm
9. City Hall renovations – Mayor Patch asked if Regas had additional information regarding City Hall renovations. Regas stated another contractor met with her recently however she did not have estimates to provide to Council at this time. Nothing further.



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MAYOR AND/OR COUNCIL MEMBER REPORTS – Mayor Patch & Council

Nothing discussed.

COMMUNITY EVENTS/GOOD THINGS HAPPENING –

Blackduck Development Corporation Meeting – October 9, 2019 11am @ Good Samaritan Community

Blackduck Chamber Meeting – October 16, 2019 @ Hungry Duck @ Noon

Blackduck Planning Commission Meeting – October 16, 2019 @ 2pm @ City Hall

~~Chamber Bingo @ The Pond – October 20, 2019 3-5pm~~ **CANCELED**

OTHER NEW BUSINESS – No new business.

ADJOURN – Moved by Councilor Gullette and seconded by Councilor Moore to adjourn the meeting at 7:02pm. Motion carried unanimously.

Christina Regas, City Administrator

Rudy Patch, Mayor