



# MINUTES

## Council Meeting

6:00 PM - Monday, April 6, 2020  
City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, April 6, 2020, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

**COUNCILORS PRESENT:** Mayor Rudy Patch, Councilor Paige Moore, Councilor Jason Kolb, and Councilor Maxwell Gullette

**COUNCILORS EXCUSED:**

**STAFF PRESENT:** City Administrator Christina Regas, Police Chief Jace Grangruth, Public Works Supervisor Mike Schwanke, and Liquor Store Manager Shawnda Lahr

**OTHERS PRESENT:** Stephen Rose, Widesth

### 1. CALL TO ORDER

The City Council of the City of Blackduck met in Regular Council Meeting at Blackduck City Hall at 6:00pm April 6, 2020. The meeting was called to order by Mayor Patch and the Pledge of Allegiance was stated.

### 2. APPROVAL OF AGENDA

a.

Paige Moore moved to approve the agenda as submitted Jason Kolb seconded the motion.

Carried 4 to 0

Rudy Patch	For
Paige Moore	For
Jason Kolb	For
Maxwell Gullette	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. March 9, 2020 City Council Meeting Minutes
- b. March 12, 2020 Golf Board Meeting Minutes
- c. March 16, 2020 Public Safety Committee Meeting Minutes
- d. March 17, 2020 Personnel Committee Meeting Minutes
- e. March 18, 2020 City Council Emergency Meeting Minutes

- f. March 23, 2020 City Council Work Session Minutes
- g. March 23, 2020 Revolving Loan Fund Committee Meeting Minutes
- h. March 26, 2020 Golf Board Meeting Minutes
- i. January 16, 2020 Kitchigami Regional Library Board Meeting Minutes
- j. March 2020 Fund Balance Report
- k. March 2020 Bills
- l. March 2020 Water Income Statement
- m. March 2020 Sewer Income Statement
- n. March 202 Pine Tree Park Income Statement
- o. March 2020 Golf Course Income Statement
- p. March 2020 Liquor Store Income Statements
- q. February 2020 Lawful Gambling Report from the Blackduck Firemens Relief LG216
- r. 2019 State Fire Aid
- s. Final Approval - City of Blackduck Potential Refunding Analysis of Existing Bonds
- t. ~~Final Approval - April 2020 New Hires~~
- u. Final Approval - USDA Letter of Conditions for Community Facilities Grant 2020
- v. Final Approval - Blackduck Property Appraisal Report from LMCIT 2019
- w. Final Approval - RLF COVID-19 Loan Deferral - MAK Properties
- x. Final Approval - RLF COVID-19 Loan Deferral - Blackduck Floral & Gifts
- y. Final Approval - RLF COVID-19 Loan Deferral - Flowers in the Attic

Maxwell Gullette moved to approve the consent agenda with the removal of item 't' - Final Approval - April 2020 New Hires Jason Kolb seconded the motion.

CARRIED. 4 to 0

Paige Moore	For
Rudy Patch	For
Jason Kolb	For
Maxwell Gullette	For

Rudy Patch moved to approve item 't' - Final Approval - April 2020 New Hires Paige Moore seconded the motion.

CARRIED. 3 to 0

Paige Moore	For
Rudy Patch	For
Jason Kolb	For
Maxwell Gullette	Abstained

**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.*

*No one present to speak.*

## **5. REPORTS OF COMMITTEES AND CITY STAFF**

### **5.1. PUBLIC WORKS REPORT - MIKE SCHWANKE, PUBLIC WORKS SUPERVISOR**

#### **5.1.1. City Building Renovations & Rebuild Report from WSN - Stephen Rose Blackduck Liquor Store Facility Study - Blackduck City Hall Program Combined Maintenance and Police Facility Program**

Regas asked the City Council if they have all the supplied reports from WSN. (Stephen Rose was on the conference call line and having difficulty communicating due to a poor connection) At this time the City Council announced they had all read the supplied reports. Regas asked on behalf of Rose if the City Council had any questions for him at this time. Mayor Patch, Councilors Moore and Kolb, staff Schwanke and Grangruth had no questions at this time.

Rose stated that by contract the provided information is only three-quarters of the information. Rose stated he still owes a plan layout of the liquor store and estimated costs of the addition and updates listed on the report. Rose further stated he owes the City the estimated costs for the programs for City Hall and the Combined Public Works building and Law Enforcement Center. Rose further stated he plans to supply Council with that information in the next couple weeks. Mayor Patch asked if the plans could be ready for the April 20, 2020 work session. Rose agreed. Council Gullette asked if the estimated costs for the Liquor store would be for the updates and the addition. Rose confirmed both would be included. Mayor Patch called for further questions. Lahr asked if when the report was completed if Rose recognized the status of the log walls on the east and northside of the building and if that would be addressed. Rose confirmed it would be included. Regas pointed out to the Council that the City Hall proposal requires the board to decide on three options: keep City Hall at the existing location; remodel a different location (Deerwood Bank); or start over with a new building. Regas noted the difference in cost for square footage of starting over vs. remodeling is a 'wash'. Nothing further at this time.

#### **5.1.2. COVID-19 Utility Bills Deferral Program -**

Regas reported the Utility Billing Committee met and drafted a utility billing deferral program for customers that apply. Regas stated the applicants must apply for the program and be in good standing on their account to qualify. Regas stated the applicants that are approved will receive three months of deferral and no late fees but will need to have the deferral paid off in 6 months. Councilor Kolb asked for confirmation if the program is a 3 month deferral with 6 months to pay back. Regas stated the applicants on months 4, 5, & 6 the applicants will be making double payments. Kolb confirmed the program would then be a 3 month deferral with 3 months to pay back. Regas confirmed. Mayor Patch asked if there is a deadline for when the deferral can be requested. Regas stated applicants have until May 1, 2020 to apply. Mayor Patch stated that most apartment building tenants don't pay for water so the program may not have many applicants. Regas stated the two applicants that have applied live in single family homes. Councilor Kolb asked if the program is only for residents or businesses too. Regas stated all customers have the opportunity to apply for the deferral.

### **5.2. SUSPEND THE MEETING**

*Mayor Patch suspended the meeting at 6:20pm due to poor connection for the attendees on the conference call. Regas restarted the conference call on a new platform for better reception. The meeting was restarted at 6:22pm*

**5.3. LIQUOR STORE REPORT - SHAWNDA LAHR, LIQUOR STORE MANAGER**

- 5.3.1. Report - Lahr had no updates to report and asked for questions. Councilor Kolb reported to Councilor Gullette that the baby changing stations for the bathrooms were in City Hall. Regas stated they had just been received today. Lahr stated all the updates at the bar are being worked on and many areas of the bar are having projects completed with the advantage of having the store closed. Lahr further stated the ladies room is almost completed except for a couple of finishes. Regas asked Lahr how the staff was holding up. Lahr stated the only staff that are still scheduled are those that did not have a second job. Lahr further stated the operating hours were reduced to be in line with the grocery store and Timberline. Lahr stated the liquor store is now closing at 8pm and have reduced the staff to only a couple people on a day. Lahr stated the grill is open until 7pm and they are getting people carrying out. Councilor Gullette asked Lahr if the staff is wearing masks at this point. Lahr stated the staff is not but if an employee would want to she would not have a problem with it. Lahr stated the customers are not very close to the staff servicing them. Lahr further stated that the older customers are using masks and they are encouraging social distancing. Nothing further.

**5.4. LAW ENFORCEMENT REPORT - JACE GRANGRUTH, POLICE CHIEF**

- 5.4.1. Report - Grangruth reported his part time officer will be ready to start in April and due to the current situation he will swear him in. Councilor Kolb asked Chief Grangruth if the City should look into adding a third part-time officer. Grangruth stated the more part time officers on the roster the better the department can be. Councilor Gullette asked if the public has utilized the pick-up for shut-in's program yet. Grangruth stated there have been a few uses but none in Blackduck yet and the program started today. Nothing further.

**5.5. FIRE DEPARTMENT REPORT - BRIAN LARSON, FIRE CHIEF**

- 5.5.1. Report - Regas reported on behalf of Chief Larson that the department would be making it mandatory to use PPE on all calls the Fire department responds to. Regas additionally added that monthly trainings and meetings have been suspended. Mayor Patch stated the department have received optional on-line training for the volunteers.

**5.6. GOLF COURSE REPORT - JIM ANDERSEN, GOLF COURSE SUPERINTENDENT & PAM EXNER, CLUB HOUSE MANAGER**

- 5.6.1. Report - Regas reported the golf board will hold another conference call meeting on April 9, 2020 and Jim Andersen has been asked to not start work until at least April 15. Regas stated that date is being monitored by the state status on a weekly basis. Regas further stated public works has been monitoring the status of the greens with the snow melt. Regas reported that the City has just reached out to applicants for the golf course for the summer. Councilor Kolb asked to confirm if the Chilli Cook-off is still on as the minutes stated there is a new date. Regas apologized and corrected the status of the Chilli Cook-off is that it is on hold and TBA for a later date. Regas stated she will make the correction on the minutes. Councilor Gullette asked if the City is losing time opening the course later than normal. Regas stated typically weather permitting the course does not open until May 1 or near State Walleye opener. Regas stated at this time holding back on when the staff begins work is the only item that is delayed. Grangruth stated he heard the Governor is going to push to allow golf courses to open. Councilor Kolb agreed and added the course would need to only allow one-man cart rentals. Regas stated when the golf board discusses it that cart rental may not even be allowed until a later date. Regas further stated other courses in other states are limiting the contact on the course by only allowing 2-man tee times; no cart rental; not installing green pins; and no operation of the club house or pro-shops. Regas stated the golf board will need to discuss these decisions since

'normal use' of the golf course will not be the same this summer. Nothing further.

**5.7. LIBRARY REPORT - KELLY HANKS, HEAD LIBRARIAN**

- 5.7.1. Report - Councilor Gullette reported that at this time the Library will remain closed until the Regional Library Board allows it to reopen. Mayor Patch asked if the staff have been working during the closer. Gullette reported that Hanks had been working from home. Nothing further.

**6. ADMINISTRATOR'S REPORT**

- a. Resolution 2020-15 - Resolution Accepting Resignation and Declaring a Vacancy

Rudy Patch moved to approve Resolution 2020-15 - a Resolution accepting a resignation of Tylor Roth and declaring a vacancy.

Further discussion by Mayor Patch requested the vacancy be printed on the backside of the water and sewer bills. Regas stated the request will be completed for the April water bills. Paige Moore seconded the motion.

CARRIED. 4 to 0

Paige Moore	For
Rudy Patch	For
Jason Kolb	For
Maxwell Gullette	For

- b. Donation Request - 2020 After Prom

Rudy Patch moved to table the decision to donate to the After Prom due to not knowing if the event will be held. Further discussion by Councilor Gullette stated that at best there may be an event held later in the summer. Mayor Patch requested to have communication with the After Prom committee Paige Moore seconded the motion.

CARRIED. 4 to 0

Paige Moore	For
Rudy Patch	For
Jason Kolb	For
Maxwell Gullette	For

- c. Elected Officials, Members of City Boards, Commissions, & Committees Conflict of Interest - Code of Ethics Policy

Paige Moore moved to approve the Elected Officials, Members of City Boards, Commissions, & Committees Conflict of Interest - Code of Ethics Policy.

Further discussion by Regas stated after passing of the Policy 'everyone' is to sign the Policy. Councilor Kolb confirmed if by 'everyone' Regas meant the policy applies to all employees and board members. Regas corrected herself by stating the Policy only represents board members. Councilor Gullette asked the board members if the policy has everything the board wants in it or if something needs to come out. Councilor Gullette further asked if all board members have read the policy in its completion. Councilor Moore stated she is happy with the way the policy is written. Mayor Patch asked for further discussion. Hearing none Mayor Patch called for a vote on the motion. Rudy Patch seconded the motion.

CARRIED. 4 to 0

Paige Moore For  
Rudy Patch For  
Jason Kolb For  
Maxwell Gullette For

d. Action Needed - USDA Loan Resolution Security Agreement - City of Blackduck

Maxwell Gullette moved to approve the USDA Loan Resolution Security Agreement for \$30,000 for the City of Blackduck for the Community Facilities Grant Program Paige Moore seconded the motion.

CARRIED. 4 to 0

Paige Moore For  
Rudy Patch For  
Jason Kolb For  
Maxwell Gullette For

e. COVID-19 REPORT

Report - Regas reported on new updates that the City has received on COVID-19. Regas stated in the packets was a supplied listing of businesses in Blackduck and the operating hours if open. Regas stated from all the information she has been receiving she believes the Governor will extend the shelter in-place through April. Regas further stated information is pushing the peak for Minnesota into June 2020 and that this new normal will continue for the summer. Regas further stated she would like to hear more of the 'good news' of the those people that have recovered from COVID-19. Regas noted the City playground is closed however at this time the school has not decided to close theirs. Regas stated it has not been made a mandatory directive from the state but is being discussed. Councilor Kolb noted the other two playgrounds owned by the apartment complexes are still open. Regas stated that she will do her best to keep the City updated on the Facebook account on new updates as they come in. Regas stated the directives for homemade masks have been posted on the FB page as well. Regas stated Beltrami County is taking those donations of homemade masks for distribution. Councilor Kolb stated that Dr. Fousie stated the cloths masks do nothing to stop the virus. Regas stated the CDC and the State are concerned that if people are using the homemade masks they will cease to social distance and provide a false sense of security. Kolb stated it will always people to touch their face more by adjusting the masks and then touching other items and potentially contaminating yourself. Regas asked if the Council has any questions. Patch stated he believes the City is supplying the residents with just the right amount of information. Patch further stated Councilor Kolb's point on touching the masks was very informative. Regas reported all City employees affected by a reduction in hours worked have applied for Unemployment Benefits. Regas stated essential staff are alternating working weeks and days to alter the staff. Councilor Kolb stated he believes that if employees still have hours that are under a number of 31 they can receive a portion of unemployment benefits. Regas confirmed and further added the federal relief of \$600 per employee was noted on the state press conference will be funneled through Minnesota UI.

f. City Council Work Session - April 20, 2020 @ 6pm - City Hall

Regas stated the Council Work Session will be via a Zoom Meeting and hopefully have the ability to be streamed on a dedicated YouTube Live stream or a FB live Stream to fulfill the open meeting law and provide for the meetings to be public. Regas further stated all staff will need to attend the meetings on Zoom as well. Mayor Patch agreed for the work session to be a dedicated Zoom Meeting. Mayor Patch further asked if everyone has internet. Councilor Kolb stated he has been having issues with his Chromebook credentials when he tries to use it on campus or on a free wifi or outside his home. Patch stated he is having issues with some email addresses too. Regas asked for those issues to be sent to her so that they can be dealt with Beltrami IT. Gullette stated he has internet and will have Zoom installed. Lahr stated she would need to attend the meeting from The

Pond. Regas stated Zoom can be added to a phone too. Gulette asked about the rumors about hackers and Zoom. Regas stated a recent update has added passwords to all meetings and that should take care of any issues the application was having. Regas stated she is trying to comply with open meeting law and who owns the information that is recorded for the meetings held for council meetings. Councilor Kolb stated he knows of other cities that are using YouTube for their meetings. Regas stated there is a portion of Zoom that actually dictates the meetings and date stamps them. Kolb stated this could save Regas a lot of hours dictating meetings. Patch stated there is a place in Zoom meetings to mute your line and and ask questions. Kolb stated you can raise your hand too. Nothing further.

g. City Council Meeting - May 4, 2020 @ 6pm - City Hall

h. Board of Review Meeting for City of Blackduck - April 27, 2020 @ 9am - Blackduck City Hall

Regas stated at this time she does not know if the board of review will continue as scheduled.

## 7. MAYOR AND/OR COUNCIL MEMBER REPORTS

a. Fence Issues for Resident

Councilor Gulette asked for clarification on the state of a resident's chain link fence that has suffered damage from winter snow. Gulette asked if there was any fault on the City side to the damage that was caused to the fence after snow removal on 3rd Street NE. Regas stated she spoke with Mr. Seitz after the first snow removal. Kolb asked if the fence is in the right-of-way. Regas stated it is 1 foot into the property line. Schwanke stated the snow could not have been enough to bow that portion of the fence down. Mayor Patch stated he reviewed it when it was brought to him and it appears the posts are too far apart allowing for less strength of the top bar that supports the fencing. Patch stated the bowing is straight downward not into the yard which is not typical of snowplowing. Nothing further.

## 8. COMMUNITY EVENTS/GOOD THINGS HAPPENING

a. City of Blackduck Employee Anniversaries -

a. Mike Mackey - 7 years (Fire Department)

b. Pam Exner - 13 years (Golf Course)

b. Blackduck Development Corporation Meeting - April 8, 2020 by teleconference

c. Blackduck Area Chamber of Commerce Meeting - April 15, 2020 @ Noon - teleconference

d. Blackduck Planning Commission Meeting - April 15, 2020 @ 2pm - teleconference

e. 2020 Spring Clean-up Event - May 16, 2020 - 8am-11am - **REGISTRATION REQUIRED**

## 9. ADJOURNMENT

a.

Paige Moore moved to adjourn the meeting at 7:25pm Jason Kolb seconded the motion.

CARRIED. 4 to 0

Paige Moore	For
Rudy Patch	For
Jason Kolb	For
Maxwell Gulette	For

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City Administrator, Christina Regas

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Mayor, Rudy Patch