



MINUTES

Council - Work Session Meeting

6:00 PM - Monday, August 31, 2020

City Hall, 8 Summit Drive, Blackduck MN

The Council - Work Session of the City of Blackduck was called to order on Monday, August 31, 2020, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

COUNCILORS PRESENT: Councilor Jason Kolb, Councilor Maxwell Gulette, Mayor Paige Moore, and Councilor Sheldon Ostlund

COUNCILORS EXCUSED:

STAFF PRESENT: City Administrator Christina Regas, Police Chief Jace Grangruth, Public Works Supervisor Mike Schwanke, and Assistant Liquor Store Manager Melissa Gulette

OTHERS PRESENT: Beltrami County AIS Director, Bruce Anspach

1 CALL TO ORDER

- a) Roll Call
Roll call was taken by City Administrator Regas. All Council members present.
- b) Pledge of Allegiance
Mayor Moore dispensed with the Pledge of Allegiance.

2 APPROVAL OF AGENDA

- a)

Maxwell Gulette moved to approve the agenda as presented Sheldon Ostlund seconded the motion.

Carried 4 to 0

Maxwell Gulette	For
Jason Kolb	For
Paige Moore	For
Sheldon Ostlund	For

3 OLD BUSINESS

- a) City Building Remodeling & Rebuilding -
Regas reported to the City Council with a draft of the document that would be distributed and discussed at the September 14, 2020 Public Hearing. Regas reported Todd Haugen from Ehlers, Gail Levenson or Widseth would be present. Regas stated the City Attorney had a conflict on that date and could not be present. Councilor Gulette requested another attorney from RRM be present in his absence. Regas stated she would ask the firm. Nothing further.
- b) Golf Course Cart Shed

Regas reported no updates on the shed. Regas stated the retaining wall still has work to be completed. Councilor Gulette asked if TG Sales & Service has started work. Regas stated not until the wall is completed. Councilor Ostlund asked there had been much of the soil washed away. Regas stated not since the drain tile has been installed. Nothing further.

c) Public Works Trucks

Schwanke reported the City will not know when delivery will be until late October 2020.

d) Council Vacancy

Regas reported the City still has open vacancies and has concern if there are no write-in's for the open seats as the City cannot operate with only 2 City Councilors. Regas further stated the intention to have a series of articles in the American discussing the need to have residents serve and focus the article on the civic service side of being a City Councilor. Nothing further.

e) Equity Awareness Training

Regas requested input from the board regarding a new location to hold the equity training since the school is not allowing rental of the multi-purpose room. Regas suggested the Golf Clubhouse, Councilor Gulette suggested the Fire Hall, Mayor Moore suggested the Wayside rest park. Regas agreed the fire hall would be a suitable location and stated she would reach out to the speaker and Sarah Barrot. Councilor Kolb asked about the time of the event. Regas stated after business hours would be best for most business leaders. Nothing further.

f) Collaborative Services from League of MN Cities

Regas reported Pamela Whitmore would be in attendance on September 21st work session and recommended returning after the general election for a larger deep dive on new councilors.

g) Blackduck Beach Project

Regas stated the grand opening was well attended and donations are still coming in and planning for Phase 2 will begin soon. Nothing further.

h) 2021 Budget Planning Process

Regas presented to the City Council the details of the 2021 proposed general budget and the potential levy increase. Regas reviewed revenue and expenditure highlights and how they affect the 2021 budget. Regas further reported how the proposed 2021 property tax increase compares to 2020 and how it relates to an individuals property taxes with the net tax capacity increasing to \$336,639 lowering the mill rate to 92%. Regas summarized her presentation by stating the 2021 budget is in direct reaction to how COVID has affected the City departments and enterprise funds and that although the levy has a much lower increase for 2021, future years will continue to increase in smaller increments rather than large increases year after year. Nothing further at this time.

i) Pine Tree Park Renovations

Schwanke reported the exterior updates are underway on the shower and restroom building at Pine Tree Park and will finish soon. Schwanke further stated interior renovations would be completed in 2021. Nothing further.

4 **NEW BUSINESS**

a) Blackduck Hot Water AIS Station - Bruce Anspach - Beltrami County AIS Lakes Technician

Anspach provided the board a presentation regarding the proposal of a hot water AIS station at Wayside Rest Park. Anspach stated the station would be the first of its kind in Beltrami County and would be an example for future stations. Anspach is requesting the City of Blackduck provide a location for the cleaning station and to maintain it after the boating season is over the County would provide the unit and

any updates needed to the location to house the station and signage if the City would like to have directional signage at the Blackduck East landing. Anspach stated his plan to have 4 stations throughout Beltrami County. Mayor Moore asked how would the City deter the public from using the station for non-boating related use like for a shower or the shop-vac for someone's vehicle. Anspach stated the use for non-related use will happen but it will be minor compared to those that will use it for AIS reasons. City Council members present were in favor of moving forward for a potential 2021 launch of the station.

b) CARES Funding

Regas presented to the Blackduck City Council a review of the departments that have utilized the City CARES funding to date and presented potential options to donate/grant remaining funding to the Blackduck Ambulance and to local Blackduck businesses that were affected by COVID-19. Regas further reported the City must report to the State Auditor monthly how the funding was used. Regas stated if the City Council is willing to grant a portion of the funds to affected businesses the HRDC would act as the administrator of the funding and Blackduck could utilize resources already in place for other surrounding counties and cities. Mayor Moore stated she was 100% behind the two options of the ambulance and business grants. Regas will move forward with the grants. Nothing further.

c) City Planner

Councilor Ostlund stated he wished to discuss the possibility of gaining a City Planner to reduce the work load of the City Administrator to work towards more city planning and issuing violations for blight. Councilor Kolb asked if having a City Planner would help out all City supervisors. Regas stated Ostlund's intention would be to enforce code where Regas does not have enough time to commit. Regas provided the job description of the City Planner of the City of Bemidji and the pay scale of the planners. Regas reported in Bemidji the City Planner is a full-time benefited position; wage scales are \$59,000 - \$73,000 annually; works closely with the Bemidji Joint Planning Board; issues violations for city code; has a small department of 2 people and could use 2 more with the work load. Regas stated the Bemidji Planner recommends to ensure the planner if hired has a good planning background as their staff turns over frequently. Councilor Kolb stated he did not think the City of Blackduck could afford another full-time position and recommends the violations just increase to a limit that would get noticed and adhered to. Councilor Ostlund stated he wanted to discuss the idea so it could be considered. Nothing further.

d) Deputy Clerk / Administrative Assistant Position Timeline

Regas reported the application deadline is September 4, and she has completed 4 interviews to date. Regas stated after completing interviews and ranking she plans to fill the position by end of September. Nothing further.

e) Mayor Moore Resignation

Mayor Moore presented the City Council with her formal resignation since she has moved out of the city limits. Councilor Gullette stated it has been a pleasure serving under her. Regas stated that in the September council packet there will be the regulated resolutions approving the vice-mayor Gullette to Mayor affected September 8, 2020.

f) Liquor Store Part-time Employee requesting Healthcare

Councilor Gullette reviewed an email from a liquor store employee that is requesting becoming full-time to receive City healthcare coverage. Regas stated the request could be discussed at the next Personnel Committee meeting.

g) Blackduck Fire Department Engine #2

Regas reported Engine #2 is going in for repairs to Bemidji. Regas was notified from Chief Larson the engine was not working correctly and needed to go in asap. Regas did not have additional information regarding what was wrong and the cost

associated with them but would report more at the City Council Meeting.

5 ADJOURNMENT

a)

Maxwell Gullette moved to adjourn the work session at 7:43pm Jason Kolb seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Paige Moore	For
Sheldon Ostlund	For

Christina Regas, City Administrator

Paige Moore, Mayor