



MINUTES

Council - Work Session Meeting

6:00 PM - Monday, August 23, 2021

City Hall, 8 Summit Drive, Blackduck MN

The Council - Work Session of the City of Blackduck was called to order on Monday, August 23, 2021, 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, and Councilor Donald Johnson

COUNCILORS EXCUSED:

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

OTHERS PRESENT: Sarah Carling, CEDA, Laurie Hamilton, Bobbie Jo Kewitsch

1 CALL TO ORDER

- a) Roll Call
City Administrator took roll call of those present to the meeting.
- b) Pledge of Allegiance
Mayor Gullette dispensed with the pledge of allegiance.

2 APPROVAL OF AGENDA

- a)

Nicholas Seitz moved to approve the agenda as presented Donald Johnson seconded the motion.

Carried 3 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For

3 OLD BUSINESS

- a) Public Works / Police Facility Updates
Regas provided updates on the public works / police facility to the board USDA authorization to bid the project and a required policy that must be approved at the September 7, 2021 meeting.
Councilor Johnson asked how long the bidding will go out for. Regas stated a minimum of 30 days but it could be longer. Regas further stated at this point in the year it may be difficult to receive bids at this point in the season and the date may be pushed off into 2022. Johnson asked if anyone has seen the plans yet. Regas reported only the City has seen the plans no contractors have seen them. Mayor

Gullette asked if several publications will be used to advertise for bids. Regas agreed more will be best.

Nothing further at this time.

b) Liquor Store Remodel / Addition Update

Regas provided updates from Kraus Anderson and stated these updates would come weekly and would be shared. Melissa Gullette reported the progress is moving well and the bay window will be changed this week. Regas stated the kitchen will be shut down beginning September 20 and could be down for up to 3 weeks. Mayor Gullette confirmed the broken pipe in the floor would be repaired at that time. Mayor Gullette asked if the color of the building will be the same. Regas stated a change order was approved to repaint the whole building with an updated color-scheme to complement the current shingle color.

Councilor Seitz asked how the new pull tab machines are working. Melissa Gullette stated the new machines are going well.

c) American Rescue Plan Act Funding

Regas recommended the council approve the transfer of the ARP funding to the general fund reserves until the council agrees upon the plan to spend the funding.

d) Blackduck Stumpjumpers Public Parking Lot - Update

1. Property Closing - completed 8/17/2021
2. Lease Draft - in progress

Regas reported the closing of the property was completed on 8/17/2021 and the City is awaiting the deed. Regas further reports the City is working with the City Attorney on drafting a lease agreement with the Blackduck Snowmobile Club and will report details to the council.

e) Downtown Redevelopment Grant Project - Update

September 7, 2021 Council Meeting

1. Public Hearing will be held
2. Purchase Agreement with Blackduck Development Corp. - approval needed
3. Loan Agreement with Deed - approval needed
4. Resolution accepting the offer of Deed to purchase General Obligation bond Series 2021A - approval needed

Meeting of adjacent Property Owners - August 24, 2021 @ 10am - City Hall

Regas reports several elements of the redevelopment project are in place and will have action items at the September 7, 2021 council meeting. Regas stated after those action items are complete the city can move forward to close on 40 & 48 Main Street with the BDC. Regas further stated there will be a meeting of all the stakeholder on August 24 @ 10am to discuss the project and any concerns with the demolition of the adjacent landowner properties.

f) Organizational Management of the Golf Course - update

Personnel Committee Meeting - August 25, 2021 will discuss Golf Director Position and wage scale

Regas reported the personnel committee meets with the Labor Union representatives and to review revisions of job descriptions to include the new Golf Course Director position and wage scale. Regas requested a new council representative to the meeting

in the absence of Councilor Kolb. Councilor Johnson volunteered to sit in Kolb's place.

4 NEW BUSINESS

- a) Introduction of CEDA and Community Development Opportunity - Sarah Carling Community & Business Development Specialist
Sarah Carling reviewed with the board what CEDA can do for the City of Blackduck and requested a meeting with Mayor Gulette.
- b) Letter of Intent - Laurie Hamilton - 165 Liberty Drive NE Blackduck, MN 56630
Laurie Hamilton introduced herself and provided the board with her interest in serving the City of Blackduck as a council member. Hamilton works from home and moved to the City of Blackduck in 2017 to retire in the community and is an avid volunteer in several organizations. The board members thanked Hamilton for her interest in serving the community and agreed to approve her appointment at the September 7, 2021 meeting.
- c) Letter of Intent - Bobbie Joe Kewitsch - 233 Northern Ave NE
Bobbie Jo Kewitsch introduced herself and provided the board with her interest in serving the City of Blackduck as a council member. Kewitsch recently moved to the City of Blackduck and wants to be involved. The board members thanked Kewitsch for her interest in serving the community and agreed to approve her appointment at the September 7, 2021 meeting.
- d) Ordinance Section 310.01 Council Pay - Discuss compensation for meetings of council members
Regas reported the request of outgoing Councilor Kolb to review the current salaries of the Blackduck City Council to consider increasing the pay to those that serve. After much discussion the board agreed they were not on the board to gain a paycheck and had no interest in increasing the pay to the mayor and council members. Mayor Gulette requested the agenda item be removed from future agendas. Nothing further.
- e) Ordinance Section 300.07 subdivision 1 - Standing Committees
Regas reported Ordinance 300.07 subd. 1 "Standing Committees" was updated in 2006 where several committees were eliminated including the golf board and since that timeframe the City reintroduced the board without updating the City Ordinance. Regas recommended the City Council amend the ordinance and clean up the language to support the standing committees in the city. The board agreed to update the language. Regas will amend the meeting and provide a first reading to the September 7, 2021 meeting.
- f) Resolution 2021-01 - Revision
Regas recommended tabling the current appointments of standing committees until the swearing in of the two newly appointed city council members. Nothing further.
- g) Consideration for Water Restrictions - 2021 Drought - Mike Schwanke & Brian Larson
Schwanke reported the board on a recent meeting held with the Fire Chief to discuss the extreme fire danger and use of water in the City of Blackduck for potential fires. Regas provided information to the board of the public service notice(s) for residents to adhere to the DNR campfire restrictions and the usage of water. Schwanke stated how the state would like to have the City's usage of water at the same limits of a normal January usage to be at a good reserve. Schwanke stated he is not going to recommend a strong restriction of water usage because at this time the users are limiting their water now.
- h) 2022 General Fund Budget Process -
1. September 20, 2021 Work Session @ 6pm to discuss recommendations and consider any changes

2. September 27, 2021 Special Council Meeting @ 6pm to approve the preliminary levy for 2022
Regas reviewed the upcoming meeting of the city council to review the 2022 general fund budget(s) before the due date to approve the preliminary levy.

5 BLACKDUCK HRA

- a) Levy for 2022 -
Board members request Regas include the allowable levy amount for the Blackduck HRA in the 2022 budget while working on the budgets. Regas stated once added the calculations can be amended prior to adopting the budget for 2022 if the levy becomes too high. Nothing further.

6 ADJOURNMENT

- a)

Maxwell Gulette moved to adjourn the meeting at 7:11pm Nicholas Seitz seconded the motion.

Carried 3 to 0

Maxwell Gulette	For
Nicholas Seitz	For
Donald Johnson	For

Christina Regas, City Administrator

Maxwell Gulette, Mayor