



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY OCTOBER 23RD, 2017 6:00PM

WORK SESSION MEETING MINUTES

CALL TO ORDER: The City Council of the City of Blackduck met in a scheduled work session at the City Hall at 6:00 p.m. on October 23rd, 2017.

Roll Call

Councilors present: Mayor Patch, Councilors Kolb, and Sellon

Councilors Absent: Molnar

Staff Present: City Administrator, Christina Regas, Public Works Supervisor Bob Klug, City Engineer, Curt Meyer

Others Present: none

The meeting was called to order at 6:00pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

1. OLD BUISINESS –

- a. **Wage Study for City Departments** – Regas requested a personnel meeting to discuss further, with the absence of Councilor Molnar to the work session, Regas recommended communicating a date amongst Mayor Patch, Regas, and Councilor Molnar.
- b. **Blackduck Road & Infrastructure Projects –**
 - i. **Updates** – Curt Meyer was present to update the council on the remaining unpaved areas of Main Street. MSG has agreed to install geo-grid on the two blocks on Main Street south of Hwy 71 and then they will be paving it by Wednesday of the week. Meyer further stated that Main Street North of Hwy 71 would not be paved this year as the ground is too soft to pave so it will wait. MSG will dress up the road as best as can be done for the winter so water can drain off the road. Meyer did not have a date as to when that will be complete. Meyer stated that Main Street by Bogarts is too wet to not pave due to the curb already installed. Klug asked if both lifts would be done. Meyer stated the County could not confirm but Brandon Carlson from WSN believed that was the discussion. Meyer reported that not doing both lifts would not help to hold up the road. Mayor Patch asked if the soft area by Bogarts with one lift would have the same issue Summit West had near Timberline last spring and would that need to be dug back up in 2018. Klug stated that because MSG only put on one lift last year MSG just needed to cut the issue out and then repave over it. Meyer said it is possible but the geo-grid should hold everything together.
 - ii. **Remobilization Cost Updates w/potential repayment of PFA & MN Rural Water Debt** – Regas stated that the County stated that tentatively it is working on an agreement with MSG to forgive the remobilization costs to the City if the County forgives the liquidated damages. Regas stated that if that happens the repayment for the sewer costs could change drastically. Meyer stated that the liquidated damages became a topic of conversation about six weeks ago. Meyer stated they are taking money from one pot and putting it into another transferring the savings to the City. Meyer further stated that it is up to the County to make that decision and the County board. Meyer stated that the City would be very lucky to have that happen if it does. Regas further stated how she had planned to include them in the potential assessment and revenue combination plan to repay the debt. Mayor Patch asked when that decision may happen. Meyer stated that there was more to it with a negotiated completion date as part of the discussion. Meyer stated that he could see MSG holding this agreement and the completion date in case there are other things that may come up during the completion of the



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project. Regas stated she was hoping to have another public hearing for potential assessment information but due to the project not being done until 2018 that pushes the timeline back more. Regas asked how the City should handle that. Meyer stated that by law you don't have to wait until the project is done. Meyer suggested waiting until it is done, but suggests having another informational public hearing to update the affected property owners since it has been so long since the first hearing. Regas agreed to hold a meeting in the winter.

iii. **Frontage Road & Pine Ave Costs w/potential repayment** – Regas reported to the council the classification of the construction of Frontage and Pine for assessment amounts. Meyer stated that Frontage would be a reclaim and Pine would be a reconstruct both may be assessed differently. Regas stated that currently the repayment option would be to repay the RLF fund at 50% of the costs for both roads. Mayor Patch asked what was discussed originally for assessments. Regas stated at the first public hearing it was not stated what or how much would be assessed. Meyer stated that all that was given was the total project cost. Regas reported that at this point in time the City would be looking to repay the RLF back at 50% of \$59,546.49 which is total project costs to the City. Mayor Patch asked why a property owner would be assessed costs associated with Frontage if the property is not located on that street. Meyer stated that all the costs are lumped together in one project and then it is divided by the amount of footage affected. Regas stated that currently her cost study shows assessments by parcel. Meyer stated that according to the policy streets should be assessed by linear frontage to be fair. Klug stated that was what was done in 2006. Regas requested further assistance from Meyer to calculate the costs per property owner by linear foot. Meyer stated the assessing the project by linear feet is most fair. Nothing further.

c. **Capital Improvement Plan** – nothing discussed at this time.

d. **Vacant Committee Seats** –

i. City of Blackduck Council Seat – nothing discussed at this time.

ii. Kitchigami Regional Library Board – nothing further at this time

iii. Park & Trail board – nothing discussed at this time.

2. NEW BUSINESS –

a. **Application for Waiver to City Ordinance 213** – Klug reviewed with the council a submitted letter to apply for a waiver to allow the sump pump for 188 Main Street North be discharged directly into the sanitary sewer from October 15, 2017- April 1, 2018 due to a petroleum leak site investigation for the MPCA due to a leaking heating oil tank. Klug reported that the City requested the owners have their utilities paid in full by November 1st before approving the waiver and that the owners must keep their utilities current during the winter months or it will void the waiver. Regas stated she will update the council on the status of the account at the November council meeting. Nothing further.

b. **Rental Inspection Search** – Regas provided to council for review a study of the search for a replacement rental inspector. Regas found an inspector from Duluth that provides services for Cass Lake, Nevis, and Walker. Regas stated that based on the research completed the City of Blackduck does not charge enough for rental inspections. Regas stated that Andy Sharpe from Duluth would provide the service to Blackduck at a cost of \$75 per unit plus mileage and travel pay. Regas further stated that currently Blackduck charges \$40 per unit for a single family dwelling and \$60 per apartment building plus \$15 per unit every two years. Regas further stated that after speaking with the clerk from Cass Lake she discovered that their City charges \$100 per unit every two years regardless if it is a single family dwelling or apartment building. Mayor Patch suggested charging the same cost that the inspector charges. Regas stated adding some administration time will assist with the additional communication needed to line up the inspections with the landlords and renters. Regas is still working



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with Andy Sharpe to see if he would want the City to do the administrative work and if so would that lower the cost. Councilor Sellon also suggested the City change the license fees to be account for the different types of rentals. Regas further stated that most of the landlords are easy to work with and there are a handful that are challenges. Nothing further at this time.

- c. **Zoning Map Revision** – Regas provided to council a draft of a new zoning map of the City of Blackduck that the Planning Commission, Public Works and Administration have been working on to update since the new areas of Blackduck have been annexed in since 2006. Regas stated that Brandon Carlson from WSN is working on the revisions. Nothing further at this time.
- d. **Child Care Coalition Grant Commitment Letter** – Regas requested support from the council to send a support letter for a Child Care Grant submission from the Northwest MN Foundation that Blackduck is being included in. Regas is asking for support to send the letter by October 30th, 2017. Mayor Patch had no problem signing the letter and council is in full support of being part of the grant. Nothing further.
- e. **Congressman Nolan visit recap** - Mayor Patch and Regas summarized the visit saying it went really well and Nolan really enjoyed the tour of Anderson Fabrics. Nothing further.
- f. **Other** –
 - i. **Walking Trail** - Councilor Kolb thanked the staff for cleaning up the graffiti on the walking trail but mentioned there was one spot that had been missed and asked for it be blackened out. Kolb further stated that he is noticing more broken glass near the trail too. Regas stated his email request had been forwarded to Klug. Councilor Sellon further asked if the City could have garbage cans placed along the trail. Mayor Patch stated that his experience with having additional garbage cans encourages more people to just dump their garbage in them. Regas further stated that the garbage cans are not inexpensive and the City should include the need in the DNR Outdoor Grant when it is applied for. Nothing further.
 - ii. **Margaret & 3rd Street** – Councilor Kolb asked if that spot would remain gravel. Regas stated that after the service line was fixed there was a small leak repaired and it would have to set through the winter as gravel.
 - iii. **Laundromat** – Councilor Kolb asked how that progress was going. Regas stated that the owner cannot take out additional debt at this time to open up the laundromat to the public.
 - iv. **Fast Food/Coffee Shop** – The council discussed the need to encourage more businesses like a franchised fast food chain like Subway or a Minnesota based coffee shop to come to the City.

3. **ADJOURN** – Council adjourned their work session at 7:30pm.

Christina Regas, City Administrator

Rudy Patch, Mayor