



# BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY FEBRUARY 27<sup>TH</sup>, 2017 6:00PM

## WORK SESSION MEETING MINUTES

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**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 February 27<sup>th</sup>, 2017.

**Roll Call**

**Councilors present:** Mayor Patch, Councilors Stade, Kolb, and Molnar

**Councilors Absent:** none

**Staff Present:** City Administrator, Christina Regas

**Others Present:** none

The meeting was called to order at 6:10pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

**1. BLACKDUCK ROAD PROJECTS –**

- a. 2017 Summary of Road Projects – Regas gave updates on two road projects in the City.
  - i. Water & Sewer Project on Summit & Main – Regas summarized a meeting with the City, County, and Contractors on Feb. 7<sup>th</sup>, 2017. Regas reviewed submitted invoices to Beltrami County for costs due to delays in the water & sewer project in 2016. Regas stated that at this time the invoices have not been approved by the County and the County Engineer is seeking additional information for those invoices. Regas reported that since the meeting the City has consulted funding sources from MN PFA and DEED for additional funding to assist with the possible additional costs. Regas reported that PFA would work with the City but is waiting for a bonding bill. DEED reported in an email to the City that additional funding from Small Cities would not be a possibility. Regas stated that the City has been in contact with local legislators explaining the City of Blackduck's funding challenges and the history of the project urging the passing of a bonding bill. Regas reported that all the invoices are informational only and nothing has been approved by Beltrami County. Regas updated the council on the possible timeline for the summer of 2017 completion of the project. At this time the Subcontractor has reported a 6 week window to complete the underground work. No further update at this time.
  - ii. Frontage & Pine Ave. – Regas reported an additional funding source was uncovered from the Auditors for the administration and engineering services for the project. Regas stated that in 2015 the legislature established a new formula-based transportation aid program for smaller cities in Minnesota that do not receive municipal state-aid street funds. In 2015 the City of Blackduck received \$15,019 from this program. The money was put into the City Public Works Reserve Fund at the end of 2015. Regas stated that the remaining services needed to complete the project could be paid for with these funds. Nothing further to report.
1. Public Works Reserve Fund Clarification – Mayor Patch asked for further clarification on the Public Works Reserve fund and the Sewer Maintenance Fund



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differences. Patch asked if Regas was able to recover any information regarding the original resource of the funds. Regas reported that she did research the request and did send out some information to council at the beginning of the 2017 year. The funds were created for depreciation. There were some monies put into the funds after each budget year. Regas did not find out why there are two different accounts. Regas noted to ask Miller McDonald to assist with the history of the funds and what the parameters of the funds could be used for.

- b. Vacant Committee Seats – Regas updated the council on the following vacant seats all posted on the City website.
    - i. Kitchigami Regional Library Board – Regas reminded the council that the Library board still had a vacancy and urged councilors to assist in seeking out a candidate to fill the vacancy.
    - ii. Park & Trail Board – Regas reminded the council that the park & trail board still needed another seat filled; no councilor offered to fill the seat.
    - iii. Vacant Council Seat – Regas has not had any resident interested in filling the vacant council seat.
- 2. NEW BUSINESS –**
- a. GIS/MAPPING Approval for Beltrami County - Regas submitted a map for the GIS department at Beltrami County for the City of Blackduck roads. The County requests annually to verify that no new roads have been added, that no roads have changed jurisdictions or alignment, and that no roads have been vacated within the jurisdiction. Nothing further at this time.
  - b. Blackduck School District Warming House Electricity Bill - Regas reported that the Blackduck School District reached out to the City to clarify the responsibility of the utilities and electricity for the Blackduck school ice rink warming house. After researching the history of the warming house Regas submitted to the School District an agreement between the parties that was withdrawn due to LGA and budget cuts from 2007. The School Board has been recommended to take over the electricity bill and once approved would be removed from the City of Blackduck Beltrami Electric Bill. Nothing further at this time.
  - c. Beltrami Electric Cooperative District 4 Director – Regas submitted for review of the council the District 4 Meeting Notice for Beltrami Electric for director position(s) that are up for re-election or have reached their term limits. District 4 covers Townships Summit, Hines, Hagali, Port Hope, Taylor, and Birch in Beltrami County and Third River township in Itasca County. Regas stated her interest in seeking a nomination to fill the District 4 director seat on March 6<sup>th</sup> and requested feedback from council for any possible conflicts in her position with the City of Blackduck and the director seat. Mayor Patch stated he looked into the position requirements and believes it is a good idea of Regas to seek the nomination and approves of the interest. The remaining council members gave their approval to Regas. Nothing further.
  - d. Newly Elected Officials Conference Recap – Mayor Patch reviewed highlights with the councilors of his attendance to the conference from the previous weekend. Patch highly recommended the remaining councilors take advantage of the conference in the future.
  - e. Council Member Blackduck Email Accounts – Regas stated she will be requesting City issued email accounts for the current councilors to coincide with the upcoming City



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Computer Use Policy and the importance of not using personal email accounts for City business. Nothing further.

- 3. ADJOURN** – Council adjourned their work session at 7:10pm.

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Christina Regas, City Administrator

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Rudy Patch, Mayor