



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY AUGUST 21st, 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 August 21st, 2017.

Roll Call

Councilors present: Mayor Patch, Councilors Molnar, and Kolb

Councilors Absent: Sellon

Staff Present: City Administrator, Christina Regas, Police Chief Jace Grangruth

Others Present: Kitchigami Library Director Marian Ridge

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. Ordinance Revisions –

i. **2017-05 Chapter 7 Section 730 “ATV’s and Golf Carts”** – Police Chief Grangruth was present to review with Council additional changes to Ordinance 2017-04 revising Chapter 7 Section 730 “ATV’s & Golf Carts”. Regas and Grangruth fielded questions relating to safety, and consistency with other City Ordinances before agreeing to post public notice for the first and final reading of the Ordinance at the September 5th, 2017 regular council meeting.

b. **Budget Meetings** – Regas presented the council the first draft of the General fund budget and expenditures and review the budgeting process for the new council members. Regas gave specific information for items on the budget that affects the levy. They are as follows:

i. **Council Paperless Packets** – Regas reviewed an increase to the Council budget of \$1,750 to purchase tablets for all 5 Council members to move away from paper packets.

ii. **Administrator Workstation Tower replacement** – Regas reported that the workstation in the administrator’s office needs replacing and an increase of the computer supplies budget of \$700 from 2017 budget would cover the cost. The quoted price from Beltrami County MIS includes updated software and installation.

iii. **Government Building City Hall renovations** – Regas reported requesting \$5,000 in the building maintenance budget to begin the planning and architecture plans to renovate the interior of City Hall and update the finishes.

iv. **Planning & Zoning professional services** – Regas has built into the 2018 budget \$2,500 to cover rental inspection costs to contract out with an outside source for the 2018 rental inspections. Regas plans to meet with a contractor to review costs and will report back with final numbers at the next budget meeting.

v. **Police staffing and squad computer** – Regas reported to Council the plan to utilize the current 2017 part time patrol officer budget of \$5,200 and plan for an additional \$5,200 in 2018 to hire a qualified part-time patrol officer. Regas cautioned Council regarding the cost for a part time officer and that if the part time employment is to continue into 2019 then the annual costs would increase. Regas and Grangruth are still working with the School District to see if a School-Resource Officer can be partially funded by the school. Regas further



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informed the Council of the need to replace the squad computer and that will increase the equipment budget estimating a cost of \$2,500.

- vi. **Fire department** – Regas reported the Fire budget is the same as 2017 and there were no significant increases needed.
- vii. **Street Department** – Regas reported the primary increase in the department was for the new public works vehicle payment and interest for an annual payment of \$8,500 + interest of \$1515.01. Mayor Patch asked for clarification for the Street Maintenance material increase of \$5,000. Regas reported that Supervisor Klug requested a shift of funds from the motor fuels line to the street maintenance materials. Regas stated she would confirm the need/reason for the change from Klug and report back to Council.
- viii. **Street Lighting** – Regas stated that 2018 will be the 2nd year of a 3 year plan for replacing existing fixtures with LED fixtures. Regas lowered the electricity line and operating supply line for the fixtures to plan for 15 more fixtures each year to replace the remaining est. 31 fixtures.
- ix. **Parks department** – Regas reported no significant changes to the parks department expenditures.
- x. **Library levy** – Marian Ridge of the Kitchigami Regional Library system was present to speak on behalf of the Blackduck Library 2018 proposed budget and requested City of Blackduck funding. Council and Administrator Regas asked questions to better familiarize the City with the costs incurred to the City of Blackduck for the library system. The Blackduck proposed 2018 budget request is \$15,437 accounting for no increase to the request for the 2017 year. Regas added by stating a travel expense reimbursement of \$30/meeting to be paid to a potential board member. Ridge recommended the board member be filled by a Council member but a Blackduck resident is allowable. Nothing further.
- xi. **Payroll highlights** – Regas reported recommending Council approve COLA and wage adjustments for full time employees funded by the General fund. Regas further reported that as of the date of the work session the City did not have the cost for the 2018 health care premiums for the full time employees and the HSA contribution. Regas reported no changes to PERA liabilities for Police, Fire, part-time employees and full time employees. Regas reported that a wage review is being completed by a consultant group for the Police department, Administrator, and Deputy Clerk and would be completed by the end of August.
- xii. **Balancing the General Fund** – Regas reported that after reviewing the Go bonds payments/interest that receive funds from the general property taxes and the difference in the revenue/expenditures proposed to Council that the general fund does not balance and will need to increase the levy to \$217,000 or an increase in property taxes of \$11,153.00. Regas further commented that she has been researching what the increase in EMV could be with the new construction in the City from the Beltrami County Assessor. At the time of the work session Regas did not have a report on the amount of property taxes the new construction will bring in.



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- xiii. Next Budget Meeting** – Regas requested Council call another budget work session to consider the increase in levy on September 11th, 2017 and a Special Council Meeting on September 25th, 217 to adopt the proposed 2018 Levy. Nothing further.
- c. **Blackduck Road & Infrastructure Projects** – Regas had no further updates on the funding for the remobilization costs from 2016 for Marks Sand & Gravel. Regas reported that a budget meeting with City Engineer, Curt Meyer would take place August 22nd, 2017 at 1pm. Nothing further at this time.
- d. **Capital Improvement Plan** – Regas had nothing new to report on the CIP from WSN.
- e. **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. **Donation Request** – Regas reviewed a donation request from the Blackduck Chamber of Commerce for the amount of \$522 to pay for 2017-2018 liability insurance for Chamber activities. Nothing further at this time.
 - b. **Assessment Resolutions** – Regas reviewed with Council assessment resolutions to move on at the September 5th, 2017 regular council meeting. They are as follows:
 - i. **Resolution 2017-10** – Assessing unpaid utility bills from the past year.
 - ii. **Resolution 2017-11** – Assessing unpaid street lighting charges from 2015-2016
 - iii. **Resolution 2017-12** – Assessing unpaid fire protection charges from 2015 – Council requested feedback from Fire Chief Larson on the chargeable call prior to approving the assessment.
- 3. ADJOURN** – Council adjourned their work session at 8:45pm.

Christina Regas, City Administrator

Rudy Patch, Mayor