



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY JUNE 19TH, 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 June 19th, 2017.

Roll Call

Councilors present: Mayor Patch, Councilors Molnar, and Kolb

Councilors Absent: none

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

Others Present: William Sellon

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. Blackduck Road & Infrastructure Projects –

i. Summer Road Project Timeline – Regas reported that a timeline has not been reported to the City from Gladens as the first construction meeting isn't scheduled until June 20th @ 10am. Nothing further at this time.

ii. Remobilization Costs & PFA Funding updates – Regas reported that the PFA funding did change when the bonding bill was signed. PFA increased the City of Blackduck's grant amount to \$597,170 and lowered the loan amount to \$149,293. Regas noted that the City still has additional remobilization costs to pay that are not included in the original agreement with PFA or DEED. Regas further explained that with the unknown amounts of the remobilization costs from Marks the loan amount for both the water and sewer portions could increase. The scenario Regas reported of \$206,500 of additional loan needed (including a cost from Marks of \$150,000) or \$291,500 in loan (including a cost from Marks of \$235,000) could affect the City. These loan amounts would be split between water and sewer. Although the City could take on the additional debt, ultimately the City may have to increase water and sewer rates to pay for the debt. Regas stated the scenarios are still unknown as Marks has not turned in an invoice for the remobilization costs to Beltrami County. Regas supplied two cost analysis for council to review explaining the possible costs to the City. Nothing further at this time.

b. Capital Improvement Plan – Regas had nothing new to report on the CIP from WSN.

c. Paperless Packets – Regas reported that some preliminary costs have been researched for Chrome books for the council but has not committed to a specific item yet. Regas plans to have more information by the time budget meetings begin.

d. Vacant Committee Seats –

i. City of Blackduck Council Seat – Regas reported that William Sellon, a Blackduck resident, has submitted a letter of interest to fill one of the council seats that are vacant. The council met with William Sellon and asked a variety of questions of his interest in filling the vacancy. After meeting with William the



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council recommended accepting his letter of interest and requested Regas swear in Sellon at the next regular council meeting. Nothing further at this time.

- ii. Kitchigami Regional Library Board – nothing further at this time
- iii. Park & Trail board – Regas had nothing to report for the park & trail board position.

- e. **Local Sales Tax** – nothing further at this time.
 - f. **TG Sales & Service Sewer tap fees** – Regas reported that TG Sales & Service has paid their tap fees. Nothing further on this topic.
 - g. **Ordinance Revisions** –
 - i. **2017-04 Chapter 7 Section 730 “ATV’s and Golf Carts”** – Regas reported that the revisions on Chapter 7 Section 730 is still being worked on. Nothing further at this time for council to review.
 - h. **2016 Audit – July council meeting Miller McDonald presentation** – Regas reported that the audit company will be present at the July council meeting to present the financial statement highlights from 2016.
 - i. **Budget Meetings** –
 - i. **Chief Grangruth – part time officer need** –Chief Grangruth was present to request feedback from the council regarding the future of the Police department. Chief Grangruth reported that he requested information from the MN Police Chiefs on various points of small city police departments. Overall Chief Grangruth would like to have 1-3 part time officers on his department to fill in the gaps of police coverage allowing the 2 full time officers time off and additional coverage. Members of council overwhelming recommended the City work to hire 1 part time officer in 2017 and work to add 1 additional part time officer in 2018. Regas stated that additional information can be reviewed during the 2018 budget meetings.
 - j. **Employee Wages Review (Position Steps)** – Department Head/Personnel Committee meetings needed - Regas recommended the department heads and personnel committee meet first to review the wage scales for the employees of the City of Blackduck. Councilor Kolb requested clarification on the wage increases that employees receive annually. Regas and Mayor Patch summarized the process including the annual performance appraisal. Overall Regas requested holding department meetings first and then personnel committee meetings after to adjust wages and which ones. Nothing further at this time.
2. **NEW BUSINESS** –
- a. **Parking enforcement on Industrial Blvd.** – Regas reviewed with council the topic of Anderson Fabric employees parking on street on Industrial Blvd. Current Industrial Zoning ordinances do not allow on street parking and industrial zoned businesses must allow for adequate parking for their employees. Anderson Fabrics wishes to continue the employee parking that has been allowed for the last 5-6 years. Regas stated that public works has serious concerns for the longevity of the street. Parking on both west and east lanes makes it difficult for delivery trucks to access loading docks at Anderson’s. Regas explained to council that the topic will be discussed at the next planning meeting per ordinance. Regas explained the history of the employee parking and how it is becoming a growing issue with public works. Councilor Kolb asked if as of now the parking is allowed. Regas stated that as for now the City isn’t issuing parking tickets until the topic



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is figured out by planning. Councilor Kolb asked if the parking isn't allowed on street because it is in an industrial zone. Regas stated that Industrial Blvd is a public street, but it is in an industrial zone and each industry in the zone should allow for their employees to park off street. Councilor Kolb stated that he has observed trucks backing in to the loading docks at Anderson's and does see any issues with the trucks getting to them. Regas stated that allowing the on street parking puts undue strain on the road because the trucks are driving down the middle of the street. Mayor Patch stated that if a car meets a semi-truck on that road with the parking a car will not be able to pass. Mayor Patch continued by stating having the parking on both sides is an emergency vehicle concern for the fire department. Councilor Kolb stated that because it is an industrial zone it doesn't have designated parking spots. Councilor Kolb continued by asking that when the road was built; was it built to allow parking on the road. Mayor Patch stated that the money put into the road was for an industrial purpose and built for a width not to allow parking. Councilor Kolb asked if calendar parking could be allowed. Mayor Patch stated that Anderson's should fill up the parking lots first. Mayor Patch asked if Anderson's can make additional parking out of where all the pallets are piled. Councilor Kolb asked if the topic arose because reserved parking signs were erected on the road. Regas stated yes that is how it started. Regas stated that overall it has been a public works issue for plowing snow, emergency services, etc. Nothing further at this time.

- b. **Towns Edge Estate – utility forgiveness request (policy review)** – Regas reviewed with council the request of the owners of Towns Edge Estates water & sewer bill after a malfunction in a rental units water line. The bill increased to \$6,627.25 from an average month of \$2,046.81. Ordinance 215 section 9 - Adjustments to utility bills - does not allow for any adjustments to water but may allow forgiveness for sewer if the water does not enter the sanitary sewer. Regas stated there has been discussion if the water did enter the sanitary sewer. Councilor Kolb asked if he accidentally leaves his garden hose on and it doesn't go into the sewer he could ask for forgiveness. Mayor Patch stated yes he could ask. Regas stated that typically it isn't forgiven as it affects the City as a whole. Regas stated that the Deputy Clerk reached out to the owners after the meters were pulled into the billing system and reviewed. The owners immediately requested forgiveness. Mayor Patch asked what the average sewer portion is. Regas stated the average is \$590. Regas reviewed the overage of the sewer charges. After additional conversation, the council recommended after meeting with the owners of Towns Edge Estates at the July council meeting to entertain forgiving the sewer portion of the bill. Regas stated that public works will have more input regarding the water going into the sanitary sewer. The Utility Committee questions whether the water did not go into the sanitary sewer as public works viewed the area near the unit that had the malfunction. Regas stated that if 558,000 gallons did not go into the system there would be a lot of standing water or flooded and public works did not find any large amounts of standing water. Regas stated that there would need to be more discussion on the sewer usage. Nothing further at this time.
 - c. **Remodel of City Hall** – nothing reported on this at this time.
3. **ADJOURN** – Council adjourned their work session at 8:00pm.



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Christina Regas, City Administrator

Rudy Patch, Mayor