



BLACKDUCK CITY COUNCIL MEETING

TRUTH IN TAXATION PUBLIC HEARING

MONDAY DECEMBER 4TH, 2017 6PM

PUBLIC HEARING & REGULAR COUNCIL MEETING MINUTES

CALL TO ORDER: The City Council of the City of Blackduck met in Regular Session at Blackduck City Hall at 6:00p.m. December 4th, 2017. Meeting called to order by Mayor Patch and the Pledge of Allegiance was stated.

ROLL CALL:

Councilors present: Mayor Patch, Councilors Molnar, and Sellon.

Councilors Absent: Kolb

Staff Present: City Administrator Christina Regas, Chief of Police Jace Grangruth, and Liquor Store Manager Shawnda Lahr, Public Works Supervisor Bob Klug

Others Present: Jordan Shearer, Blackduck American

APPROVAL OF AGENDA –Moved by Councilor Molnar and seconded by Councilor Sellon to approve the agenda as submitted. Motion carried unanimously.

CONSENT AGENDA – Moved by Councilor Sellon and seconded by Councilor Molnar to approve the consent agenda as submitted:

- a. November 6th, 2017 Council Meeting Minutes
- b. November 8th, 2017 Blackduck Development Meeting Minutes
- c. November 9th, 2017 Revolving Loan Fund Committee Meeting Minutes
- d. November 20th, 2017 Council Work Session Meeting Minutes
- e. September 21st, 2017 Kitchigami Regional Library Meeting Minutes
- f. November 2017 Fund Balance Report & Scheduled Transfers & 2018 Bond Payments
- g. November 2017 Bills
- h. YTD November 2017 Income Statements
 - a. Water, Sewer, Pine Tree Park, and Golf Course
 - b. Liquor Store
- i. November 2017 Month End Remittance Report
- j. October 2017 LG216 Lawful Gambling Monthly Rent Report
- k. Final approval of Part-time hired employees
- l. 2017 State Fire Aid
- m. Final approval to post notice to advertise for bids for 2018 10 year Wastewater Irrigation Land Lease
- n. December 2017 Property Tax Statement – second half

Motion carried unanimously.

BLACKDUCK FORUM –

No one present to speak.



BLACKDUCK CITY COUNCIL MEETING

TRUTH IN TAXATION PUBLIC HEARING

MONDAY DECEMBER 4TH, 2017 6PM

PUBLIC HEARING & REGULAR COUNCIL MEETING MINUTES

CLOSE REGULAR MEETING & OPEN PUBLIC HEARING – Moved by Mayor Patch and seconded by Councilor Molnar to close the regular meeting and open the public hearing. Motion carried unanimously.

2017 TRUTH IN TAXATION PUBLIC HEARING – Christina Regas – City Administrator

1. 2017 Truth in Taxation – Regas presented the 2017 Truth in Taxation Report to the Blackduck City Council and those in attendance to the public hearing. Regas summarized the report by highlighting the 2017 property tax levy amount, 2018 LGA; EMV & TMV of the City of Blackduck, and highlighted a few expenditures that affected the increase to the property tax levy. Regas further commented how the City should continue to work toward improving on the housing developments and preserving existing housing stock and increasing commercial businesses. Regas then opened up for questions.
 - a. Paperless Packets for Council – Jordan Shearer of the Blackduck American asked how much going paperless will cost the City. Regas reported that the software to use is a free online application and the majority of the cost is to purchase tablets for the council. Regas further stated that the current cost of administration time to assemble packets for the council is 3-5 hours or more every meeting. Regas stated that going paperless will be an overall savings to the City, currently the City is using the free application and sending the packets to all council members and department heads and it is working well. Lahr asked how going paperless will affect the public and assist guests to the council meetings. Regas stated that there will be access to the packets on the City website once fully live and that a few copies of the packets can be made for guests to have at the council meetings. Nothing further.

CLOSE THE PUBLIC HEARING AND RE-OPEN THE REGULAR MEETING – Moved by Mayor Patch and seconded by Councilor Molnar to close the public hearing and re-open the regular meeting. Motion carried unanimously.

BLACKDUCK ROAD PROJECTS – Curt Meyer, WSN

1. WSN Invoice #120820 – Frontage Road Engineering fees paid from 2015 Small Cities Funds – Moved by Mayor Patch and seconded by Councilor Molnar to pay WSN Invoice 120820 from the Public works reserve fund from the 2015 Small Cities Funds. Councilor Sellon asked that he believed all WSN invoices had been paid to date. Regas stated that there was one small one from November that had not been billed out yet, however this should bring the City close to being paid with all engineering invoices. Hearing no further discussion Mayor Patch called for a vote. Motion approved unanimously.

PUBLIC WORKS REPORT – Bob Klug Jr., Public Works Supervisor

1. Pollution Control Agency Audit – Klug reported that every 5 years the City receives an inspection on the City's wastewater facilities. Klug reported that everything looked good he had a couple of changes for the City to work on the testing the City does and the auditor was going to write Klug a letter explaining those items. Nothing further.
2. Beltrami County Park & Recreation meeting – Klug reported that he and Regas met with Richard Moore and Shawn Morgan from the Beltrami County Parks & Recreation department recently to discuss the county's contribution to the City to maintain Pine Tree Park. Klug stated the County



BLACKDUCK CITY COUNCIL MEETING

TRUTH IN TAXATION PUBLIC HEARING

MONDAY DECEMBER 4TH, 2017 6PM

PUBLIC HEARING & REGULAR COUNCIL MEETING MINUTES

funds the City \$7,000 annually to assist with maintaining the park. Klug stated that the County and City agreed to that amount of funding in 1997 and it hadn't been updated since. Moore requested the City meet with the County Commissioners at a work session to discuss the funding changes. Klug stated that Moore was very receptive to increasing the funding but could not commit to an amount. Councilor Sellon asked if the funding has assisted making money from the contribution or just breaking even. Klug stated the park just breaks even every year and the funds are not enough to help improve the park's services. Klug stated that one thing Pine Tree Park has that most of the County Parks has is that Pine Tree Park is the only one that offers overnight parking. Klug stated that he will request the County and City revisit the agreement amount more often than 20 years. Nothing further.

LIQUOR STORE REPORT – Shawnda Lahr, Liquor Store Manager

1. Report – Lahr reported the Pond has year-end inventory scheduled for Jan. 1, 2018.
2. New Year's Eve Events – Mayor Patch asked if the Pond was going to do anything special for New Year's Eve. Lahr reported that Regas and Lahr have discussed the date as it lands on a Sunday this year and normally the Pond would be closed. Lahr stated that now the plan is to just close at 9pm on Sunday, offer free juke box, but do free champagne on Saturday night. Lahr stated that typically the Pond is not busy; the bar will receive traffic from customers 'warming up' for their own party and then leave early to somewhere they will stay put. Lahr stated that the resolution passed in July 2017 gives the liquor store manager the discretion to remain open, then the bartender should monitor the traffic that Sunday evening and not stay open later for just a few people. Mayor Patch asked Regas to review the resolution for proper wording and work with Lahr. Regas stated that off-sale will be busy but the bar may not be. Regas stated that with inventory schedule the next day, Lahr needs to schedule the weekend appropriately. Chief Grangruth stated that New Year's 2016 were very dead and it was on a Saturday evening. Lahr stated that she will give her bartender the discretion to stay open Sunday until 10pm if there are more than 15 people in the bar. Nothing further.

LAW ENFORCEMENT REPORT – Jace Grangruth, Police Chief

1. Report – Chief Grangruth reported his department had a busy month with 84 calls of all varieties. Grangruth further stated he is working to finalize the hiring of the Part time patrol officer. Mayor Patch asked if his department is having any problem with coverage with the high number of calls. Grangruth stated most calls had 10 county assists but otherwise the City handled many all on their own. Nothing further.

FIRE DEPARTMENT REPORT – Brian Larson, Fire Chief

No report submitted.

GOLF COURSE REPORT – Jim Andersen, Golf Course Superintendent

1. Report – Andersen was not present, but Regas stated she and Andersen are meeting with the MDH area manager at the Club house on Dec. 5th to discuss the food and beverage license, and there is some work with MTI on the service agreement for the Golf courses new equipment. Regas reported the club house is being rented for a few private parties, and for a winter yoga class, and Blackduck Co-op Board meeting. Nothing further.

LIBRARY REPORT – Kelly Hanks, Head Librarian

No report submitted.



BLACKDUCK CITY COUNCIL MEETING

TRUTH IN TAXATION PUBLIC HEARING

MONDAY DECEMBER 4TH, 2017 6PM

PUBLIC HEARING & REGULAR COUNCIL MEETING MINUTES

ADMINISTRATOR'S REPORT – Christina Regas, City Administrator

1. Resolution 2017-16 – Moved by Councilor Molnar and seconded by Councilor Sellon to approve Resolution 2017-16 establishing a meeting schedule for 2018. Councilor Sellon asked how many meetings were pushed to a Tuesday in 2018. Regas stated only two meetings to her memory. Hearing no further discussion Mayor Patch called for a vote on the motion. Motion carried unanimously.
2. Resolution 2017-17 – Moved by Councilor Sellon and seconded by Mayor Patch to approve Resolution 2017-17 approving the final 2017 tax levy, collectable in 2018. Motion carried unanimously.
3. 2017 Financial Audit Scheduled – February 12-16th, 2018
4. Request December 18th, 2017 Work Session
5. Reminder 2018 Newly Elected Official Conference January 26-27th, 2018 – *registration closes on Jan. 23rd, 2018*
6. Reminder December 6th, 2017 Personnel Meeting
7. Reminder January 8th, 2018 Council Meeting

COMMUNITY EVENTS/GOOD THINGS HAPPENING –

1. City of Blackduck Employee Anniversaries – Regas shared employees' anniversaries with City Council. Councilor Sellon requested the anniversaries be noted moving forward in the month of the anniversary. Mayor Patch thanked Klug for his long standing service.
 - a. Bob Klug Jr. – 15 years (*November 2002*)
 - b. Angel Achen – 5 years (*September 2013*)
 - c. Chris Brown – 5 years (*May 2013*)
2. Blackduck Development Corporation Meeting –December 13th, 2017
3. Blackduck Chamber Meeting – December 20th, 2017 Noon @ Restaurant 71

OTHER NEW BUSINESS – Councilor Sellon asked if the new tax bill that is working on being passed at the national level will have any impact on the City in the coming year. Regas stated it very well could and would look into how it changes state funding. Councilor Sellon stated he has only passed through the Senate at this point. Nothing further.

ADJOURN – Moved by Mayor Patch and seconded by Councilor Molnar to adjourn the meeting at 6:34pm. Motion carried unanimously.

Christina Regas, City Administrator

Rudy Patch, Mayor