



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY DECEMBER 18TH, 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 December 18th, 2017.

Roll Call

Councilors present: Mayor Patch, Councilors Sellon, and Molnar

Councilors Absent: Kolb

Staff Present: City Administrator, Christina Regas

Others Present: Jared Echternach, Sam Mason, and Rich Riewer of Beltrami Electric Cooperative

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 BUSINESS –

- a. **Blackduck Road & Infrastructure Projects –**
 - i. **Updates –** nothing discussed.
- b. **Capital Improvement Plan –** nothing discussed.
- c. **Vacant Committee Seats –**
 - i. City of Blackduck Council Seat – nothing discussed at this time.
 - ii. Kitchigami Regional Library Board – nothing further at this time
- d. **Rental Inspection Search –** Regas reported the City received only the letter of interest from Andy Sharpe to serve the City of Blackduck as a rental inspector. The council discussed if the agreement would be for more than one year. Regas stated it would all be explained in the agreement letter and Regas would have the City Attorney review the agreement. Mayor Patch stated the City should keep its options open for future years. Patch was in favor of the fees going up but trying to find another inspector that is more local to keep costs from going up again. Council further discussed the follow-up inspection costs. Councilor Sellon asked what the City could do to complete the inspections in a week's time to keep the inspector's travel time down. Regas stated that there has been conversation with Sharpe to keep the inspections done in a condensed amount of time. Regas further stated it may not end up done that way. Councilor Sellon further asked about follow-up inspections and the costs associated with them. Regas believed that some landlords will not need them but there may be others that need more since the inspector is new. Mayor Patch stated that some landlords may end up paying more for those follow-ups. Sellon asked if the complete cost of the follow-up fees can all be put on the landlord. Regas stated the City would confirm with Sharpe regarding the follow-up and recommend Council approve the fees appropriately. Nothing further.
- e. **RLF Loan Duck In Eat –** nothing discussed
- f. **Wage Study for City Departments –** nothing discussed.

2. NEW BUSINESS –

- a. **2017 Beltrami Electric Capital Credit Check –** Jared Echternach & Sam Mason of Beltrami Electric presented the 2017 Capital Credit check to the council and reviewed the service of the City of Blackduck in 2017.
- b. **Electric Vehicle Consumer Charging Station – Blackduck location –** Jared Echternach & Rich Riewer reviewed a presentation prepared for the council to install a charging station at the Wayside Rest Park for electric vehicles. Sam Mason presented to council how the City and BEC can expand the charging location options to the Cooperative. Mason stated in the presentation that BEC wished



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to install a pay station charging unit at Wayside Rest Park in late Q1 of 2018 and intends to install one at the Big Bog State Park in Washkish. The council discussed the proposed location and the pro's & cons of the location. Regas asked what the range is currently on electric vehicles; Mason stated it varies based on the vehicle and battery in it. Mason continued to state that the charging station would help out more than just personal vehicles but golf carts, and other types of hybrids. Regas stated the Public Works Supervisor reviewed the proposal and had no issues with the placement of the pay station. Mayor Patch asked if the two annual events (Woodcarvers & Backwoods Bash) when the park is blocked off if that would be a problem. Regas stated it hasn't been an issue for ADA and it is only two days. Regas further stated the City would keep the parking lot open in the winter by plowing. Mayor Patch asked what these people are doing when they charge their cars. Mason stated they might go to the restaurants or grocery store. Patch stated he thought the park is a bad choice for those people to go and do anything. Patch suggested a location downtown but Regas stated that then the City would need to get Beltrami County involved in the MOU. Mason stated that BEC looked into other locations based on where it would need to go and the electrical install. Patch asked if the location could be where the water tower is located. Riewer stated that location was not looked into. Mason stated that the Cooperative would learn who uses it the longer it is in place. Regas believed the person using it would be more passing through Blackduck and need a central location. Patch stated that if the charging station is at the park then the need to make the park a year round access stop will be the next request. Regas stated that having the charging station located at the park would add to the benefit of a future grant request for the park to improve it. Regas further stated the council would discuss the charging station location further and plan to have the MOU approved at the February council meeting. Regas stated the benefit will be for the people that wish to charge and will know that they can because it is accessible in the area. Nothing further.

- c. **Resolution 2018-01** – Resolution adopting schedule of fees & charges for 2018 – Regas reviewed recommended fees & charge revisions for 2018. Council reviewed the need to add a cost for vault storage for non-Lakeview Cemetery burials and increased costs to basic traffic violations. No other fees & charges were recommended to be changed for 2018.
- d. **Resolution 2018-02** – Resolution adopting annual appointments & designations for 2018 – Regas reviewed recommended changes to the annual appointments & designations for 2018. Regas noted changes needed to the Park & Trail Board, Historical Preservation Committee, and Golf Board. Regas asked Councilor Sellon if he could sit on the Library Board now that his schedule has changed. Sellon stated he would review the dates and report back before the January Council meeting. Nothing further.
- e. **Resolution 2018-03** – Resolution supporting a respectful workplace – Regas reviewed how the League of MN Cities sent out information to Cities recommending reviewing respectful workplace and sexual harassment policies and if needed adopt a resolution supporting respectful workplace. Councilor Sellon asked if the City had the policies in place now. Regas stated yes. Regas stated she felt it necessary to bring it to the focus of the Council; that it is not condoned; but it wasn't necessary to adopt a resolution.
- f. **Paperless Packets** – Chromebook & case pricing, Google Docs account, and Agenda Free access – Regas submitted for review the Chromebook choice and bag for council and the contract pricing the City can attain. Regas stated the Chromebook is the same version the school board uses currently and a competitive price. Mayor Patch stated he would rather have a tablet with a touchscreen. Regas stated Council should think about how the current software is used for the Council packets and how Council is using their personal hardware choice (phone or laptop) now and how it will change going forward. Regas stated the cost of iPads was higher. Councilor Sellon stated an Android based tablet would be cheaper. Regas wants to have a Google based programing to use Google Docs for free to



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have the packets archived for access to the Council. Patch asked if Nate Lien would be alright helping, Regas stated he was already spoken to Lien. Regas asked the Council to get real about how they review packets now and how much it is reviewed and what platform is used now. Regas reminded that the reason for purchasing the Chromebooks was to get away from having personal devices used. Councilor Molnar stated right now she just needs the screen to review the packets. Molnar does not need a tablet to do that function. Mayor Patch asked if there are ways to add text to pages now. Regas said in the Agenda Free application it could be done. Sellon stated it can be done in Google Docs as well. Patch wants it to be easy to go back to previous packets. Sellon stated with Google Docs it can be. Regas asked if the Council minds if it is a tablet or not. Patch stated he didn't mind. Sellon asked if the City would have anyone to help clean up the Chromebooks at any point so they don't get bogged down. Regas stated yes. Nothing further.

- g. **2018 Election Equipment Purchase** – Regas provided for review of Council the choices for the Blackduck voting precinct can upgrade to with Beltrami County's grant request from the State of Minnesota. Regas reported the City would be upgrading both the ballot box and machine and the roster option to a tablet option that will also work as the voter registration option. Regas stated the costs of the equipment would be invoiced to the City for the 2019 budget year. Nothing further.
- h. **Beltrami County Solid Waste Update** – Regas submitted for Council review of the changes Beltrami County Solid Waste will be doing to locations in the area. Nothing further.

3. **ADJOURN** – Council adjourned their work session at 7:50pm.

Christina Regas, City Administrator

Rudy Patch, Mayor