



BLACKDUCK CITY COUNCIL MEETING

MONDAY DECEMBER 5TH, 2016 6PM

REGULAR COUNCIL MEETING MINUTES

TRUTH IN TAXATION PUBLIC HEARING MINUTES

CALL TO ORDER: The City Council of the City of Blackduck met in Regular Session at Blackduck City Hall at 6:08p.m. December 5th, 2016. Meeting called to order by Mayor Lundberg and the Pledge of Allegiance was stated.

ROLL CALL:

Councilors present: Councilors Stade, Patch, and Molnar.

Councilors Absent: none

Staff Present: City Administrator Christina Regas, Police Chief Jace Grangruth, Fire Chief Brian Larson, and Public Works Supervisor Bob Klug

Others Present: Audrey Zimmerman Blackduck American, and Resident Jason Kolb,

APPROVAL OF AGENDA – Moved by Councilor Patch and seconded by Councilor Stade to approve the agenda as written. Motion carried unanimously.

CONSENT AGENDA – Moved by Councilor Stade and seconded by Councilor Molnar to approve the consent agenda items:

- a. November 7th, 2016 Council Meeting Minutes
- b. November 14th, 2016 Council Special Meeting Minutes
- c. November 21st, 2016 Work Session Minutes
- d. Kitchigami Regional Library September 15th, 2016 Board Meeting Minutes
- e. November 2016 Fund Balance Report & 2017 Gen. Ob. Bond payments
- f. November 2016 Bills
- g. YTD November 2016 Income Statements
- h. November 2016 Month End Remittance Report
- i. October 2016 LG216 Lawful Gambling Monthly Rent Report
- j. Blackduck Fire Form SC-16 – shows no required municipal contribution for 2017
- k. Joint Powers Police Training Agreement with City of Bemidji – Blackduck Chief Firearms qualification
- l. Merchant Processing Application & Agreement for City Hall
- m. 2016 Second Half Property Tax Statement

Motion carried unanimously.

BLACKDUCK FORUM –

No one present to speak.

2016 ROAD IMPROVEMENT PROJECTS – Curt Meyer, WSN

1. Construction Update – Meyer and Carlson were not present to report any updates. Klug stated that everything is done for this year construction will resume in May or June of 2017. Mayor Lundberg asked if there is a water spot underneath the road that is breaking up on Summit by the Bowling Alley. Klug reported that it is just a soft spot. He stated it will get all tore up and fixed in the spring. Councilor Patch asked if they will cut it out yet this year. Klug stated that it's possible but the County didn't give a good answer. Klug reported there is another soft spot in

BLACKDUCK CITY COUNCIL MEETING



MONDAY DECEMBER 5TH, 2016 6PM

REGULAR COUNCIL MEETING MINUTES

TRUTH IN TAXATION PUBLIC HEARING MINUTES

front of Timberline that surfaced. If it isn't fixed before the ground freezes then it will get fixed in the spring, but it will continue to get bigger. All the services are hooked up working and the ditches are seeded and roads painted. All of Marks equipment is off the City lot.

2. Summit & Main Invoices – Regas provided the below invoices for council review.
 - a. WSN Invoice #113637 – covered by PFA pay app #4
 - b. WSN Invoice #113635 – Water portion covered by PFA pay app #4
 - i. Regas requested the Council meet in work session to discuss the funding source of the sewer portion of this invoice which equals \$9474.18. Regas requested a work session before the holiday and will set the date and inform council.
 - c. Briggs & Morgan #590318 – covered by PFA pay app #4
 - d. Briggs & Morgan #590319 – covered by PFA pay app #4
 - e. Beltrami County Highway #1664 – water portion covered by PFA pay app #4 and sewer portion covered by DEED

TRUTH IN TAXATION PUBLIC HEARING – Christina Regas, City Administrator

1. Close of Council Meeting – Moved by Mayor Lundberg and seconded by Councilor Patch to close the council meeting and open the public meeting at 6:15pm. Motion carried unanimously.
2. Presentation of Truth in Taxation Report – Regas reported from the Truth in Taxation report available for review. Regas highlighted the following points of interest from the report:
 - a. General fund 2017 budget does balance and is recommended to remain at the proposed amount of \$209,000 (page 1)
 - b. LGA (Local Government Aid)(page 2) - amount is slightly higher than 2015 a few variables used to calculate the amount of LGA have changed:
 - i. Household Size - decreased from 342 in 2014 to 339 in 2015.
 - ii. City Revenue Need - used to calculate based on population which decreased from 797 in 2014 to 790 in 2015.
 - c. Tax Base Information (page 3) - the reported estimated market value (EMV) has decreased over the previous year -1.41% or \$370,800.
 - d. Taxable Market Value (page 4) - the reported taxable market value (TMV) has increased over the previous year of +0.69% or \$153,500.
 - e. Administrator Note (page 4) - Regas reported the importance of the City and its officials to continue working toward preserving its existing housing property and working to building new; continue to work to increase the commercial property; and promoting Blackduck's Slogan "A great place for families".
 - f. 2017 General Fund Expenditures (pages 5-10) – Regas reported slight increases in some departments due to increases in health care, street lighting fund increases to support the City's plan to retrofit to LED fixtures on the street lights; and the increase to the Library levy of 2%.
 - g. 2017 General Fund Revenue sources (pages 11-12) – Regas reported on the general fund revenue sources no details were noted.

Regas asked for public comment or questions. No comments or questions were made.

3. Close of Public Hearing – Moved by Mayor Lundberg and seconded by Councilor Patch to close the public hearing and reopen the council meeting at 6:22pm. Motion carried unanimously.

BLACKDUCK CITY COUNCIL MEETING



MONDAY DECEMBER 5TH, 2016 6PM

REGULAR COUNCIL MEETING MINUTES

TRUTH IN TAXATION PUBLIC HEARING MINUTES

2016 SCDP HOUSING REHAB PROJECT – Jackie Meixner, Housing Director HRDC

1. Monthly SCDP Report – Meixner provided for Regas to report that final letters are being sent out for pre-applications Dec. 7th then it will open up to the public. Nothing further to report.

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

1. Street Lighting Fixtures to LED – Klug reported that three street lights on Railroad and one on 1st Street were changed out this past week. These will be the same lights fixtures that will be swapped out in 2017 in other areas of the City. Klug reported the only down side to switching out the fixtures is the increased cost of the bulbs. Stade asked if BEC does the changes for the City. Klug reported yes. Regas asked if BEC will charge the City for their service to change out the fixtures. Klug reported not at this time but if they can't do it then the City will rent a lift and do it ourselves. Klug reported they are always willing to help us but only when it is on their schedule.
2. DNR Outdoor Recreation Grant Program – Klug reported that he and Regas will be applying for a grant for both parks to assist with funding to resurface the parking lot at the Wayside, new street lighting, and possibly working on the restrooms, retrofit the Gazebo with newer lighting. A public hearing will be called for community input and will be doing so in January or February. It is a 50/50 match but the City's 50% can be labor.

LIQUOR STORE REPORT – Shawnda Lahr, Liquor Store Manager

1. 2016 Annual Inventory – Regas reported for Lahr that the 2016 Annual Inventory of the liquor store is slated for January 1st, 2017. No further questions.
2. Customer Appreciation – Regas reported for Lahr that The Pond will hold its annual Customer Appreciation on December 23rd from 4-8pm and encourages the public to attend. No further action needed.

LAW ENFORCEMENT REPORT –

1. Swearing in of Chief of Police – Mayor Lundberg swore in Jace Grangruth as Chief of Police. Nothing further needed.
2. Welcome of new Chief of Police – Chief Grangruth reported that he is getting his feet wet and getting around to the businesses and introducing himself, getting systems in place, schedules with his patrol officer, and working well with Beltrami County and the Bemidji Police Department. All have been a great asset to getting started. Councilor Patch stated he has good reports that it is great to have police presence in town again.

FIRE DEPARTMENT REPORT – Brian Larson, Fire Chief

1. GPS Installation in Fire Trucks – Chief Larson reported that it was suggested that the Department put the ability of navigation into the fire trucks and a couple of the volunteers are assisting with the process.
2. Year-end report – Chief Larson reported that the Fire Department has purchased some smaller items that were greatly needed and that the Relief is helping. There have been some items that the department has been working on and will continue to in 2017.
3. Volunteer level – Mayor Lundberg asked Chief Larson if the department is staffed still at 25. It was discussed by Councilor Patch and Chief Larson that the department is at 22 but they have had some applications and are always actively looking for new volunteers.

BLACKDUCK CITY COUNCIL MEETING



MONDAY DECEMBER 5TH, 2016 6PM

REGULAR COUNCIL MEETING MINUTES

TRUTH IN TAXATION PUBLIC HEARING MINUTES

GOLF COURSE REPORT – Jim Andersen, Golf Course Superintendent

No report submitted.

LIBRARY REPORT – Alayna Nestberg, Head Librarian

No report submitted.

ADMINISTRATOR'S REPORT – Christina Regas, City Administrator

1. Final Approval of 2017 General Budget – Moved by Councilor Stade and seconded by Mayor Lundberg to approve the 2017 general fund budget. Motion carried unanimously.
2. Resolution 2016-27 – Moved by Councilor Patch and seconded by Councilor Stade to approve Resolution 2016-27 the final 2016 tax levy, collectable in 2017. Motion carried unanimously.
3. Resolution 2016-28 – Moved by Councilor Molnar and seconded by Councilor Stade to approve Resolution 2016-28 the meeting schedule for council for 2017. Motion carried unanimously.
4. Miller McDonald CPA 2016 Financial Audit Contract – Moved by Councilor Patch and seconded by Councilor Molnar to approve the 2016 audit contract with Miller McDonald. Further discussion by Mayor Lundberg asked if the quoted price not to exceed \$17,000 in services is an increase from 2015. Regas reported that it is an increase however with the amount of audit services being done electronically with Miller McDonald allows for less time on site typically the cost is less. The 2016 audit is scheduled for February 13-17, 2017. No further discussion. Motion carried unanimously.
5. Recap of Impact 20/20 Housing Summit – Regas reported the summit was well attended and it was a great day of networking and that the presentations by developers and funding sources were done well. Nothing further to report.
6. Reminder for the Personnel Committee Meeting for Councilors Patch and Stade for January 7th, 2016 at 6pm. Nothing further.
7. Reminder for the Council and newly elected officials the first council meeting in January 2017 is the 9th. Nothing further.
8. Presentation to Mayor Lundberg – Regas presented Mayor Lundberg with a plaque thanking him for all the years of service he has given to the City of Blackduck.

COMMUNITY EVENTS/GOOD THINGS HAPPENING –

- a. Blackduck Development Meeting – December 14th, 2016
- b. Blackduck Planning Commission Meeting – December 14th, 2016
- c. Blackduck Chamber Meeting – December 21st, 2016

ADJOURN – Moved by Councilor Patch and seconded by Councilor Stade to adjourn the meeting at 6:44pm. Motion carried unanimously.

Christina Regas, City Administrator

Rudy Patch, Mayor