



# BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY AUGUST 31<sup>ST</sup>, 2015 6PM

WORK SESSION MEETING MINUTES

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**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 31<sup>st</sup>, 2015.

**Roll Call**

**Councilors present:** Councilors Christenson, Stade, Loeken, and Mayor Lundberg

**Councilors Absent:** Patch

**Staff Present:** City Administrator, Christina Regas

**Others Present:** City Engineer Curt Meyer, Widseth Smith & Nolting Funding Specialist Pat Conroy, and Northwest MN Foundation representative Lisa Peterson

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. **Blackduck Trestle Fund – Lisa Peterson NW MN Foundation** - Lisa Peterson was present to discuss the Blackduck Trestle Fund to be set up under the Blackduck Community Fund. Peterson reviewed the need to have an initial set up need of \$5000. A portion of that set up money could come from the Community Fund, the City, the Stump Jumpers, etc. The Fund would need volunteers as advisory committee members. Peterson also touched on the need to have volunteers to attend training in October funded by the NWMNF and Administrator Regas offered to attend for Blackduck.
2. **Snustad Property – Lisa Peterson NW MN Foundation** – Lisa Peterson was present to discuss the vacant lot from the Art Snustad funeral home and how the foundation has had it listed on sale however no offers have been made. The foundation and fund board has decided to offer to the City of Blackduck or The Blackduck School district the opportunity to accept the lot as a donation with the hope that the lot would have some type dedication to Art Snustad. Regas suggested surveying the community to attain a good plan for the property.
3. **Frontage & Pine Ave. & Main & Summit funding – Curt Meyer, City Engineer & Pat Conroy** – City Engineer Curt Meyer was present to offer funding options for the 2016 road projects. Pat Conroy discuss the Blackduck Demographics and how that plays a role in attaining funding based on the Median Household Income of Blackduck and the percentage of households low or moderate income. Based on those demographics Pat presented to council the best options for funding the projects. The options include the Clean Water Revolving Fund, Wastewater Infrastructure Fund, or the Drinking Water Revolving Fund all part of MN Public Facilities Authority (PFA). The remaining option is the Community Development Funding from the Small Cities Development Program funded by DEED. The overall agreement was to pursue the Community Development Fund and apply for a comprehensive application to combine the water/sewer project and housing rehab for the community. Pat Conroy will look into the eligibility for the City of Blackduck and return with Curt Meyer at the September Council meeting for council to agree to the application choice.



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4. **Greater MN Regional Parks & Trails Commission- submissions for the Blackduck Trail & Pine Tree Park on the Regional Significance listing** – Regas reviewed the application result for the regional significance application for Pine Tree Park and the Blackduck Trail. The results for the Park were ranked medium and the Trail was ranked low. Regas will continue to work on the application because it is the foot print that is needed to apply for Legacy Grants. Councilor Christensen requested an end of season Park board meeting for 2016 planning.
5. **Tax Forfeit property – review of parcels for sale** – Regas reviewed with council a listing of parcels that are up for public sale. The listings include: 81.00368.00, 81.00451.00, & 81.00454.00. The parcels lie along the corner of Brown Ave. S. and 3<sup>rd</sup> St. SE and border a portion of the Blue Ox Trail. Councilmember Christensen suggested that the property would be great as a trailhead. The council agreed to request conveyance to the City of Blackduck for public use for all three parcels instead of approving the parcels for public sale.
6. **Local Donation Requests – Blackduck History Center – insurance** – Regas reviewed the donation request from the History Center to donate funds from the Liquor Rent Fund of \$903.25 for the History Center’s insurance. The council agreed to donate the money at the next council meeting.
7. **A Brush With Kindness – request of council involvement for 2016** – Regas and Christensen reviewed the need for more council involvement with the program. Christensen suggested that it still remain as a Planning Commission program. Regas reviewed with council the need to continue to get the word out to the community that the money is available. Mayor Lundberg stated that if the funding from the Community Development Fund comes through as well then more housing rehab could coincide with the program.
8. **Planning Commission Updates –solar energy system ordinance -** Regas reviewed with council the planning commission’s intention to add a solar energy system ordinance to the zoning code. Mayor Lundberg suggested that instead of just solar energy that the commission create an alternative energy ordinance instead. Regas and Christensen will bring that idea back to the commission for consideration.
9. **Noon Whistle – Sam Christensen, Councilmember** – Christensen suggested that the City of Blackduck consider changing the noon whistle to not sound when a Fire is alerted. The Fire Department already is notified and it is not necessary. The council agreed to discuss it with Chief Gabrelcik.
10. **2016 General Fund Budget – Christina Regas, City Administrator** – Regas discussed the general fund budget for 2016 and highlighted fund changes such as payroll changes, LGA, health premium increases, PERA for part time employees, automation for the library, and the need to fund the ARMER hardware changes for the Police department. Overall the budget would only affect the levy increasing it \$1,000. Regas stated that if the Liquor Store can have \$5,000 additional funding to the general fund then the levy will not have to increase. Mayor Lundberg suggested continue the 2015 approved transfers and see where the Liquor Store Fund cash balance is sitting. He commented how he is not for the levy to increase and if the suggested levy in September can always be lowered. Regas stated that some expenditures could be lowered however the majority of the increases are all payroll and insurances. Regas stated that she is currently surveying the Fire and Police department for non-smokers to lower the workers compensation insurance premiums. Mayor Lundberg also suggested that the Liquor store set a goal to have the carpet replaced in 2015 and the men’s bathroom fixed. Then in 2016 the project for the parking lot and patio area a 2016 project to fund.



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**ADJOURN** – Council adjourned their work session at 7:45pm.

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Christina Regas, City Administrator

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Daryl Lundberg, Mayor