



BLACKDUCK CITY COUNCIL WORK SESSION

TUESDAY NOVEMBER 20TH, 2018 @ 6:15PM

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 6:00PM on November 20th, 2018.

Roll Call

Councilors present: Mayor Patch, Councilors Sellon, Kolb, Moore

Councilors Absent: none

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

Others Present: incoming council member Maxwell Gulette

The meeting was called to order at 6:06pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

OLD BUSINESS –

1. Ordinance 2018-02 – An Ordinance amending Chapter 7 entitled “Parking Violations” – discussion including Chief Grangruth on the expansion on the parking violations section. Mayor Patch asked if the ordinance needed a lot of revisions. Grangruth stated the current language had nothing for ‘parking the wrong way on streets’ so for the City to cite someone the department has to use a state violation and Grangruth would rather the City see the fine come to the City instead but needed the language to support the fine. Grangruth stated any ‘improper parking’ would fall under the new language. Regas requested council consider setting a fine for a parking violation and listing it in the annual resolution. Grangruth suggested a \$15 fine noting it should not be higher than the state. Regas noted that discussion on the fine can be discussed in new business. Regas stated there will not be enough time to adopt the ordinance at the December meeting and would have it ready for its first reading for the January meeting. Grangruth stated there was not a rush. Nothing further.
2. Resolution 2018-29 – Regas reviewed a draft of Resolution 2018-29 for the 2019 Regular Council Meetings and opened the proposed dates for discussion. Mayor Patch asked if the June meeting would be too early. Regas reviewed a 2019 calendar and suggested holding that meeting on June 4th which is a Tuesday instead. Regas noted all other dates would be on a Monday and should be alright. Nothing further.

NEW BUSINESS –

1. Truth in Taxation Public Hearing Draft – Regas reviewed a draft of the truth in taxation document to deliver at the December 4th meeting. Regas noted updates on the LGA, EMV, and TMV updated numbers. Regas noted some notations on the housing and building in the City in the report. Regas reviewed the general fund budget revenues and expenditures in the document and asked for feedback on the proposed levy from the council. Mayor Patch noted if the Pond is doing well in 2019 would it be able to transfer additional funds to the general fund. Regas noted it already is budgeted to move \$65,000 to the general fund and \$10,000 to the golf fund in 2019 and would like to keep those numbers in the proposed levy and not stress the liquor store operating more. Regas does not want the liquor store to have a loss after moving the funds. Mayor Patch asked for further questions on the proposed levy of council. Councilor Kolb noted the report is very thorough and that he had no further questions or requests for changes. Nothing further.
2. Labor Agreement – Regas reviewed the approved agreement between the City of Blackduck and the Local 49 Engineers Union. Regas reported the City Attorney has reviewed the agreement and has signed off. Regas summarized parts of the agreement that were agreed upon that differ from the City Personnel Policy noting the Personnel Committee approved of all the language prior to sending it to the attorney for review. Regas noted



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the contract is for a period of one year and the City and union will discuss renewal in the Spring. Regas asked if council had any questions regarding the contract. Gullette asked what came out of the personnel committee not wanting to approve the sick leave severance of 40%. Regas noted the personnel committee was originally asked for a 50% payout @ 20 years of service but the agreement was a counter offer to reduce the payout to a 20-year term but keep the payout to 40%. Regas noted the auditors were involved in what the payout would be for the sick leave at both options noting the 50% would be a larger payout. Gullette asked if the City life insurance pays double indemnity. Regas did not know but noted it is only a \$10,000 life policy and covers the employee on or off the job. Nothing further.

3. Housing Rehab Return of funds – Regas summarized a conversation held recently with Deed and Tim Flathers of HRDC. Regas noted that Deed would like the City to return the housing rehab funds early so that HUD could release it to other projects. Regas reported that Michelle Vang of Deed reported that since the City has had not qualifying applications for housing rehab projects at this time it would very difficulty for new applications to be approved and projects completed before the projects were to be finished which would need to be by July 30, 2019. Regas noted that one homeowner has shown interest recently and that the HRDC would like to see if they qualify before agreeing to return the funds. Gullette noted that the government makes it difficult by having many ‘hoops’ to jump through and the homeowners can’t to the work themselves they need to contract it out. Regas stated Flathers would like to see if the applicant qualifies before signing off and recommending the council approve the release of the funds. Regas stated more information will be released to council at that point. Nothing further.
4. Resolution 2019-01 Schedule of fines and fees - Regas noted 3 fees Klug would like to see increase:
 - a. Fee for an excavation permit from \$50 – Klug suggests the fee to raise to \$100. Regas stated once of the charges the City sees when an excavation happens is from Gopher 1 calls. Mayor Patch asked if \$100 is enough to charge given what is included in the permit. Regas believes \$100 is sufficient. Mayor Patch asked if it covers the time to cover the project. Regas stated it depends on the project. Regas recommended council take Klug’s recommendation of \$100 for 2019. Gullette asked if someone doesn’t have a permit that is a code violation fine. Regas confirmed. Gullette stated the fine should reflect the permit. Mayor Patch stated even after paying the fine the permit still needs to be paid for.
 - b. Fee for Reading a meter is \$15. - Klug recommends the fee raise. Regas stated the fee to read a meter is only \$15 and the City charges a \$25 fee to disconnect or connect water. Regas stated it would be best if the fees were the same. Mayor Patch asked if the meter reading was for when an electronic isn’t working. Regas stated yes or if an owner requests to have the meter read if they are closing on their bill. Mayor Patch stated that is when someone wants it done outside the normal time when meters are read.
 - c. Tap fee for water connection is \$25 – Klug recommends the fee raise to \$250 or higher. Mayor Patch asked what the tap fee is for sewer. Regas stated it depends on the location in the City. Regas stated there are additions in the City that have set tap fees by Ordinance but understands the remaining areas of the City the sewer tap fee is the same fee of \$25. Regas would like to recheck with Klug. Mayor Patch asked if that fee is to tap into the main. Regas confirmed. Regas wants to confirm the resolution states the fee for both water and sewer. Mayor Patch stated he believes the fee is only to cover the time it takes for the City to tap into the main. Patch stated he would like to have further clarification from Klug as to why it would need to be \$250 or higher. Councilor Sellon stated he believes \$250 may be too steep that the City should consider what the average amount of time it takes to do a tap and charge that amount.
 - d. Pine Tree Park fee for RV dump – Mayor Patch asked to have the fee for RV dump be added to the resolution.
 - e. Land use permit fee is \$30 – Mayor Patch recommended the land use fee be increase to \$50.



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- f. Peddlers and/or Solicitors License \$100 – Gulette asked how long the license is good for. Regas stated it is good for one year. Gulette stated if a food truck wanted to park down at the wayside for a year \$100 is very cheap. Regas stated not all peddlers want to pay the fee at \$100. Regas noted a vendor from this past summer that wished to be part of the Blackduck Farmers Market so he didn't have to pay the fee. Sellon noted the Bemidji fee is \$280/every two months. Regas noted that the license doesn't just cover peddlers but solicitors that go door to door too. Chief Grangruth recommended the City renew the peddlers permit every two weeks to deter the type of solicitors that are unwanted.
5. Resolution 2019-02 Annual appointments and designations for 2019 – Regas recommended council start looking at the committee appointments to add Gulette. Regas requested having a councilor on the planning commission and Gulette asked to have a councilor on the library board. Councilor Sellon asked if he could sit on the planning commission. Regas agreed and noted she will make the request to the PC to see if a commissioner would step down. Regas further request Gail Landowski take her place on the Safety Committee. Mayor Patch asked to table the discussion on the resolution until the December work session. Councilor Kolb asked how the meeting dates and times are set. Regas stated that only the Planning Commission is set all the other committee times and dates can vary based on need. Mayor Patch stated the joint powers for the Ambulance is set too. Nothing further at this time.
6. City Administrator Vacation – Regas reported she will be on vacation December 22-January 2, 2019.
7. Newly Elected Official Training LMC – Mayor Patch reminded all council of the newly elected official training in January and February and asked Regas to send the reminder back out to the council and Gulette.

ADJOURN – Council adjourned their work session at 7:35pm.

Christina Regas, City Administrator

Rudy Patch, Mayor