



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY NOVEMBER 21ST, 2016 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 November 21st, 2016.

Roll Call

Councilors present: Mayor Lundberg, Councilors Stade, and Patch, Molanar

Councilors Absent: none

Staff Present: City Administrator, Christina Regas

Others Present: Curt Meyer, City Engineer WSN

The meeting was called to order at 6:30pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

1. BLACKDUCK ROAD PROJECTS – Curt Meyer

- a. Construction Update – Meyer reported that Marks and Gladens are done for the season. The only thing that was not able to complete was the temporary seeding and grading in the ditches. The biggest concern Meyer has at this point was the speed of Gladens team and how long it took to complete Summit. When Spring 2017 comes around the City is going to need a schedule from Gladens and have them stick to it. Meyer reported the remobilization costs for Gladens is \$45,000. Meyer does not have the remobilization costs from Marks yet. Regas reported that a new invoice from Beltrami County for the water side is \$132,000 bringing the total amount of grant dollars used from PFA of about \$175,000. Regas will recheck all invoices paid and update Meyer and Lee from WSN to make certain the City does not go over the grant dollars used.
- b. WSN Invoice 112866 – Regas reported that the City will have an outstanding amount of sewer engineering services of \$4,604.72 for the project. Regas suggested the City pay for the amount from the Sewer fund cash balances in the November bill batch. Regas will meet with Public Works Supervisor Klug and inform him of the amount.

2. BLACKDUCK TRAIL PROJECT PHASE TWO –Curt Meyer

- a. Updates –Meyer reported on the status of the trail project and the costs to the City. He summarized how the project has increased in costs due to more redesign work requested by TAP and the need to purchase wetland credits. After the DNR trails connection grant and City commitment will still be over \$40,000 of additional fees to pay to finish the trail. The project is now costing about \$150,000 total but the City's portion is still paying 20% of that. The City should decide if it should move forward with the project as the state may request with the permitting process that the City purchase the wetland credits before the project is bid. The wetland credits will cost \$7175.70. Meyer suggests bidding the project in February or March and then if the City decides to hold off on the project and reapply at a later date or move forward with the project if the bids are too high. The City could reapply at a later time with all the completed design components and ask for a larger amount. Regas recommends the City bid the project and find out the costs before deciding on keeping the project or not.



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY NOVEMBER 21ST, 2016 6:00PM

WORK SESSION MEETING MINUTES

3. RESOLUTION 2017-01 DRAFT – 2017 Schedule of fees & charges

a. Review of recommended increase of charges – Regas submitted the following recommended fee increases:

- i. The fee for a billiards or pool license pursuant to §1110.01 shall be ~~\$7.50~~ \$10.00
- ii. The fee for an excavation permit pursuant to §930.25 shall be ~~\$25.00~~ \$50.00
- iii. The fee for a land use permit pursuant to § 1560.12 shall be ~~\$25.00~~ \$30.00
- iv. The fee for picnic shelter reservations shall be ~~\$30.00~~ \$35.00
- v. The fee for RV campsites with electric and water shall be ~~\$23.00~~ per night. \$28.00 per night
- vi. The fee for primitive campsites with electric shall be ~~\$20.00~~ per night. \$25.00 per night
- vii. The fee for primitive campsites w/o electric and water shall be ~~\$18.00~~ per night. \$20.00 per night
- viii. 81. The fee for the Community Lighting will be ~~\$2.50 month or \$15.00 bi-annually.~~
(fee omitted per ordinance 2016-01)

b. Water & Sewer Rate Study review – Regas submitted draft spreadsheets for possible water and sewer base rate and volume increases. Regas reminded the council that the increases may not need to take place if the bonding bill gets past and PFA awards the City more grant dollars. The recommended increases include:

- i. Base rate increases of \$5.00 for residential and commercial connection types for water and sewer.
- ii. Volume increase on water rate to .00728/gallon.

Council recommends including multi-family base rates to increase so all connection types increase. Councilor Patch asked to review a \$3.00 or \$4.00 base rate increase and volume increase amounts instead of the \$5.00. Regas stated that if the grant dollars do not increase she would submit another rate study for council to review. There will be no increases to rates at this time. Regas reminded council that this is just a study at this point and that no action needs to be taken. Mayor Lundberg reminded council that most small cities have a difficult time fund their replacements and upgrades on the water and sewer because their fees are too low and haven't been increased for some time. No further action needed.

c. Golf Course 2017 Membership rates & referral program – Recommended by the Golf board is a new referral program for new memberships signed by a existing golf member. The recommended program will include a \$50 per membership (not per member) that is signed up by a existing member. The \$50 per membership discount will be reduced from the existing member's 2017 rate at the time of sign up. If an additional new member signs up after the existing member pays for their 2017 membership, then a voucher would be offered to the existing member for \$50 that can be used on apparel, cart rental, etc. for that golf season.

4. DRAFT OF 2017 TRUTH IN TAXATION HEARING – Christina Regas

- a. Draft of document with final 2017 budget – Regas reviewed a draft of the TNT report with council for the December Public hearing. No further action needed.
- b. Resolution 2016-27 – Regas reviewed a draft of the Resolution 2016-27 for approving the final 2016 levy. No further action needed.



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY NOVEMBER 21ST, 2016 6:00PM

WORK SESSION MEETING MINUTES

5. **RESOLUTION 2016-28** – Christina Regas
 - a. Resolution 2016-28 – Regas reviewed with council the recommended 2017 meeting schedule for City Council meetings. No further action needed.

6. **PERSONNEL REVIEWS & WAGE STEP INCREASES** – Council asked when the step increases for wages would be reviewed. Regas will try to get a preliminary draft for the Personnel Committee to review when 2016 reviews are discussed. Regas asked for the council to submit input for the City Administrator 2016 performance review for that meeting. Regas will send the form to all councilors to submit and review a self-review at the same time. No further action needed at this time.

7. **ADJOURN** – Council adjourned their work session at 8:00pm.

Christina Regas, City Administrator

Daryl Lundberg, Mayor