



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY OCTOBER 22ND, 2018 @ 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 6:00PM on October 22nd, 2018.

Roll Call

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

Councilors Absent: none

Staff Present: City Administrator, Christina Regas

Others Present: Glennis Moon & Joan Gunderson of the Blackduck Art and History Center

The meeting was called to order at 6:01pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

OLD BUSINESS –

1. **SUMMIT & MAIN ROAD PROJECTS** – Curt Meyer

- a. Assessment Hearings – Regas reported to the City Council details on the assessment process for both the Frontage & Pine Ave. project and the Summit & Main project. Regas reported that letters have been mailed certified as of October 12, 2018 and most letters have been received. Regas reported comments and questions to the Council that the City has received to date regarding the assessments to bring the board up to speed with which residents may attend the public hearings. Regas reviewed the deferment process again with Council, and the statute that supports the option to defer. Regas reviewed the process of the public hearing and how important it will be to keep order during the meetings. Mayor Patch requested City Engineer Meyer bring to the hearing for the Summit and Main improvement the amount of the project taken on by Beltrami County, the total amount of the project and then how much was forgivable loan and/or grant from PFA and DEED to show to those residents in attendance the City's portion. Regas stated once the project is reviewed by Meyer then the Council can open the meeting up to questions. Regas further reported to council that she provided an in-depth interview for the American that should be in the paper on October 26, 2018. Mayor Patch asked for clarification on the timing of accepting the assessment roll and if that should take place at the Public Hearing. Regas did not encourage the council approve the assessment roll on October 29, 2018 but to delay until the regular November council meeting on the 5th. Regas stated that after the public hearing if the council wishes to change the percentage of assessment to a lower amount it could still do so, however, Regas reminded council that the roll needs to be turned into the county by November 15, 2018. Regas continued stating the that timeline would be very tight with the general election and Veteran's day. Regas stated that once Council approves the Assessment Resolution no further changes can be taken. Mayor Patch requested Chief Grangruth attend the public hearing for the safety of the people in attendance. Councilor Sellon stated the it will be very informative for the people in attendance to the public hearing to explain that the assessment is over a 10-year period instead of all due up front on January 1, 2019.

NEW BUSINESS –

1. Ordinance 2018-02 – An Ordinance amending Chapter 7 entitled “Parking Violations” was discussed by council to revise section 710.01 entitled “Authority” adopting MN Statute §169.34 & §169.35 so the City of Blackduck has more authority to issue parking tickets. Regas stated she is still working with Chief Grangruth to finalize the Ordinance and bring to council for approval. Nothing further at this time.



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY OCTOBER 22ND, 2018 @ 6:00PM

WORK SESSION MEETING MINUTES

2. Blackduck Art & History Center Donation Request – Glennis Moon & Joan Gunderson – Moon & Gunderson reviewed the projected revenues and expenditures for the Blackduck Art & History Center with the City Council to inform the council on the importance of the City of Blackduck’s financial support to the History Center. Gunderson reported the revenue primarily comes from memberships and donations. After receiving details of the BAHC annual budget, the City Council discussed the importance of the donation from the Liquor Rent Fund. Nothing further discussed.
3. Resolution 2018-29 – Regas reviewed a draft of Resolution 2018-29 for the 2019 Regular Council Meetings. Nothing further.
4. Bond Projections – Regas reviewed with council a spreadsheet to show in one snapshot the amount of City debt (including debt paid with property taxes and revenue) over the duration of the amortization schedules. Regas wanted to be able to show Council when the existing debt that drives the levy up will sunset for future planning or other capital replacements needed. Regas reported she will continue to work on processes to help the City plan for improvements. Mayor Patch thanked Regas for the information and noted it is very informative. Mayor Patch continued stating that having tools in place can assisted in future planning and future depreciation for the City.
5. Variance Application 2018-01 – Regas reviewed with Council how the Planning Commission approved Variance Application 2018-01 for the School district. Regas reported the PC was reluctant to approve the variance when no one attended the public hearing. Regas stated the PC believes the reason for the variance was not planned out well. Regas stated the commissioners wanted it on record that if any damage was to come to the patio overhang from snow plowing once constructed that the City would not be responsible for any repairs. Mayor Patch asked for clarification as to where the setback on a vacated road would be located. Regas believed it would be the same if a home or structure was built so a 30’ front setback. Regas pointed out to Council how it should start at the setback. Regas stated she planned to measure the road again with Public works prior to the November council meeting so Council was informed correctly. Mayor Patch and Councilor Kolb both requested knowing where the setback truly was located and if the contractors that built the concessions stand went against where Public Works Manager Klug marked the setback. Regas stated she will try to remeasure the road and take updated pictures prior to the council meeting. Nothing further.
6. Election Canvassing Meeting – Regas reviewed the details of holding an Election Canvassing Meeting within 10 days of the general election to ‘certify’ the City election. Regas stated currently Regas is recommending the City Council meet on November 13th, 2018 to certify the election.
7. Blackduck Chamber Fall Dinner Invite – Regas noted the Blackduck Chamber Fall Dinner is scheduled for October 29th, and all of Council is invited. Regas further stated that the date of the dinner is on the same night as the Public Hearing and is a conflict. Mayor Patch asked if the dinner is a fundraiser. Regas stated no and Councilor Moore stated it is a nice time for all business owners to attend and network. Councilor Kolb asked if it was a violation of the Open Meeting Law if all council attends. Regas stated only if work is discussed. Nothing further.
8. Net Tax Capacity - Regas reviewed the updated NTC and TMV & EMV for the City of Blackduck and how the amounts increased significantly after the 2017 construction.

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

Christina Regas, City Administrator

Rudy Patch, Mayor