



BLACKDUCK CITY COUNCIL WORK SESSION

WEDNESDAY JANUARY 27TH, 2016 5:30PM

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 5:30 p.m. on January 27th, 2016.

Roll Call

Councilors present: Councilors Christensen, Stade, Loeken, and Patch,

Councilors Absent: Mayor Lundberg

Staff Present: City Administrator, Christina Regas

Others Present: none

The meeting was called to order at 5:35pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

1. **RESOLUTION 2016 -02** - Resolution adopting a schedule of fees & charges for 2016. The council discussed current charges and made the following changes to the Schedule of Fees and Charges:
 - a. **#79 The fee for impounded automobiles shall be \$12.50 per day** – Changes to \$45.00 per day.
 - b. **#80 The fee for Club House rental is \$100.00 for 4 hour minimum** – Will change to \$100.00 for 6 hours.

2. **BLACKDUCK DEVELOPMENT CORP. UPDATES** – Regas presented to the Council for consideration the following:
 - a. **BDC Meeting Minutes from January 13th, 2016** – no action needed.
 - b. **Land Division Request** – The Planning Commission recommended Council approve the land division request from James Wolden. No further action needed.
 - c. **Rezoning of Wolden Property from A-1 to R-1** – The planning commission recommended council approve the rezoning of parcel #81.00020.00 & #81.00024.00.
 - d. **Preliminary Plat Options** – Discussion on the preliminary plat options submitted were reviewed by the Council. No action needed at this time.

3. **LIGHTING FEE LETTERS TO THE CITY** – Regas submitted for review five letters/notes to the City regarding residents' negative feedback on the Community Lighting Fee. Council discussed the ordinance consistency and the option of either ratifying the lighting fee ordinance, or changing the ordinance to hold only parcels with structures on it and hooked up to water and sewer be charged. Patch stated the only way to get rid of it is to add it up and add it to the levy. Christenson suggested ratifying the ordinance and increases the levy to account for the uncollectable fees. Regas stated that if council wishes to ratify the ordinance the process would include a public hearing, and two council meetings to discuss the ratification and the levy increase instead. Regas will research the process for council and report back at the next work session.



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4. **2015 TRIAL BALANCE** – Regas highlighted the Trial Balance for 2015 summarizing funds with a surplus and those with a loss. Preliminary to the 2015 Audit the following Funds are showing a surplus:

- a. General Fund = \$78,513.79
- b. Cemetery Fund = \$237.41
- c. Pine Tree Park = \$2,585.01
- d. Bond Fund 307 = \$11,048.58
- e. Bond Fund 311 = \$2,042.43
- f. TIF Fund = \$9,357.99
- g. Water Fund = \$10,507.35
- h. Sewer Fund = \$9,194.01
- i. Liquor Fund = \$6,667.28

Funds showing a loss include:

- j. Golf Fund = -\$8,875.89
- k. Bond Fund 309 = -\$3,510.68

Regas suggests the City consider moving surplus funds from 2015 to reserve accounts by Miller McDonald after the 2015 audit is complete. Suggested amounts will be determined after the audit. Regas suggests the City move funds from the General Fund Streets and General Fund Fire Department.

5. **FIRE DEPARTMENT 2015 BUDGET SURPLUS TRANSFER** – Regas submitted for review of the City the meeting minutes from the Annual Meeting of Parties. In the minutes the towns/cities moved to recommend to the City to move surplus funds from 2015 to the Capital Replacement Fire Truck Fund. Amount to be determined after the 2015 audit.
6. **DONATION REQUESTS** - Regas submitted for consideration of the City donation requests from the following:
- a. **Great River Rescue** – Council did not recommend a donation.
 - b. **Ladies Auxiliary 2016 Easter Egg Hunt** – Council requested a budget from the Ladies Auxiliary but is recommending a donation of \$75.
 - c. **Pet Fixers 2016 Blackduck Clinic in June** – Regas stated that Pet Fixers a non-profit organization plans to hold a clinic in Blackduck in June. Pet Fixers has needs for a place to hold the clinic, lodging and food for the volunteers that hold the clinic. Regas submitted the information for consideration. No decision has been made by the City at this time for donations.
7. **2016 ELECTIONS** – Regas summarized the need for those councilors and Mayor position up for election in November. Regas asked for current councilors to consider reelection and/or assist in the search for new candidates.
8. **GOLF COURSE 2016 FINANCIAL PLANS** – Regas submitted the 2016 Golf Course Budget for review of Council. Regas summarized the membership drive and documents sent out before the end of 2015. Christenson stated the need for the Golf Course to hold its budget in 2016 or the result will be to close the course down. Regas stated even if the City decides to close the course for business the Bond payments will still need to be made. Christenson suggested meeting with the Members so they understand the dire need for the course to do better financially. Loeken



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suggested having a half day membership in 2016 for sale. The idea formalized was to have a half day weekday membership from 5pm-9pm for \$200 & a weekend membership for \$200.

- 9. FREE LITTLE LIBRARIES** – Zoranna Larson sent an email to the City requesting feedback for the 4H Club as they start to work on the designs for the Free Little Libraries. Regas shared the questions with council. Feedback requested is to know the size of each box, how it is monitored, and where will they be located. Regas will ask those questions to Larson and send the email along to Public works Supervisor Klug.

- 10. ADJOURN** – Council adjourned their work session at 7:20pm.

Christina Regas, City Administrator

Daryl Lundberg, Mayor