



# BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY SEPTEMBER 19<sup>TH</sup>, 2016 6:00PM

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 September 19<sup>th</sup>, 2016.

**Roll Call**

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

**Councilors Absent:** none

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

**Others Present:** Amata Jo Molnar

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. **2017 GENERAL BUDGET** –Regas submitted for review a revised proposed general budget to include the following highlights:
  - a. Current proposal includes the property tax levy at \$209,000
  - b. 2017 Local Government Aid is \$245,269.00 (an increase of \$659.00)
  - c. Payroll highlights for **General Fund** include the following:
    - i. Recommended 3% Cost of Living Adjustment for Bob, Rae, Chris, Christina, & Angel
    - ii. Recommended Step Increases :
      1. Christina = TOR; Angel = TOR; & Chris = Step 10
  - d. Health Insurance premium \$335.50 (increase of \$55.50 to monthly contribution per covered employee)
  - e. Health Care Savings Account contribution increases to \$266.67 (\$16.67 per employee)
  - f. Dental Insurance premium \$28.10 (\$1.35 increase to monthly contribution per covered employee)
  - g. No municipal contribution to Fire Relief Association
  - h. Automation and Repair for Library 3% increase (+\$303.00)
  - i. PERA (no full time employee increase for 2017)
  - j. PERA Police & Fire 16.2% (no increase for 2017)
  - k. PERA part time employees REMAIN SAME(base withholding of 6.5% factored for all PT grossing + \$5100yr)
  - l. Recommendation to fill Chief of Police Vacancy
  - m. Recommend to adopt 2-3 year plan for replacement of Street Light Heads to LED.
    - i. Public works manager offered a cost of \$328 per fixture -\$80 rebate for a net cost of \$248. At this cost the City could retrofit about 20 street lights per year and have additional costs for any repairs to poles that need it. Councilor Patch asked if a licensed electrician will need to do the install. Regas will pose the question to Klug. Other questions were posed if the street lights can stay on more (put



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eyes on them) and to find a company that would help doing repainting. Regas stated that Klug included the need to rent a lift for the install as BEC would not do a large project for the City without charging for their time.

- n. Increase the repairs and maintenance to \$5,000 for General Government Buildings to replace windows at City Hall and replace the front door.
- o. The Liquor Store contribution to revenues is set at \$60,000 (a \$5,000 decrease from 2016).

Regas submitted for Council the Estimated Market Value for 2017 is now \$26,333,300 a decrease of 1.41% over 2016 and the Taxable Market Value payable for 2017 is \$22,179,100 which is a +.69% over 2016. These amounts do not include exempt parcels. Knowing that the TMV has increased it will reduce the burden to property owners this is good news. The City needs to continue to push for more development.

The council reviewed each general fund department in revenues and expenditures for further recommendations. The following items were encouraged:

- p. New Elected Officials Training – have all newly elected officials attend in 2017.
  - q. Review Police Administration equipment budget – Could be reduced pending cost of ARMER radios
  - r. Additional payroll for Part time Police Officer was added to support Scott Wherley's service contract through July 2017.
  - s. Recommend seal coating the Walking Trail – street department
  - t. Revenue reservations for Wayside Rest Pavilion into the General Fund and not Pine Tree Park.
2. **CLEO POSITION VACANCY HIRE PROCESS TIMELINE** – Regas submitted the proposed timeline for interviews and hiring a new Chief of Police for Blackduck. The following schedule will be a guide for the City to have a new Chief sworn in before the 2016 year ends:
- a. October 3<sup>rd</sup>, 2016 at 4:30pm = Application deadline
  - b. October 4<sup>th</sup>, 2016 = Deadline to review applications for minimum qualifications and panel interviews = (Personnel Committee after October council Meeting)
  - c. October 7<sup>th</sup>, 2016 = Letters to Candidates (Interviews & denials)
  - d. October 19<sup>th</sup>, 2016 = Panel Interviews (Council members in separate chambers +1 not Open Meeting)
  - e. October 24<sup>th</sup> or November 2<sup>nd</sup>, 2016 (Open meeting) = Second round of Interviews with whole council (backgrounds started at this time)
  - f. November 16<sup>th</sup>, 2016 = Backgrounds Completed for final 2 candidates
  - g. November 30<sup>th</sup>, 2016 = Pending Job Offer (Physical & Psych Evaluation)
  - h. December 5<sup>th</sup>, 2016 or January 9<sup>th</sup>, 2017 = Swear in of CLEO



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3. **DONATION REQUEST** – Blackduck History & Art Center for insurance premium. Regas submitted for review the qualifying donation request for the Blackduck History and Art Center.
4. **SCDG LOAN DEFAULTS** – Regas submitted two housing rehab loan defaults for settlement consideration. After consideration of both requests council advised Regas to request the City Attorney Ryan Kieson representing the City in these cases the following:
  - a. The City will not settle for less than \$20,000 for the home at 57 3<sup>rd</sup> Street SE of which the default amount is \$24,920.24.
  - b. If a formal settlement offer is made by the current ‘owner’ and a Warranty Deed is produced for 224 Carlson of which the default amount is \$17,581.00 to not settle.
5. **ADJOURN** – Council adjourned their work session at 8:00pm.

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Christina Regas, City Administrator

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Daryl Lundberg, Mayor