

## City of Blair – Special Council Meeting minutes 12/14/2021

Mayor J. Rawson called the Special Council Meeting to order at 6:00 pm. The meeting was posted in 3 public places, with 24 hours' notice. Roll Call: Mayor J. Rawson, P. Syverson, T. Wheeler, M. Lisowski, J. Anderson, C. Ekern, D. Stephenson. Others attending: Attorney M. Radcliffe, Clerk S. Frederixon, and Jeremy Tranberg.

Discuss/Take Action on Blair Haus WEDC-CDI Grant Application Developers Agreement: Points of discussion: Attorney Radcliffe explained he has reviewed the draft Blair Haus Grant Application, discussed it a couple of times with Mark Tallman of WEDC and had done a couple of Developer Agreements, but not for a WEDC-CDI grant, so he needed to get additional information and a better understanding of the requirements and the effect on the City if we enter into this. In your packets is the 'draft' I am proposing incorporating my experience and the information needed by the WEDC. Attorney Radcliffe thought Tallman did a great job explaining the grant process on Monday, the City is really just the 'grant applicant/middleman', because that is the rules of the program. Don't give dollars directly to businesses. City has no liability related to this grant. There is what should be 'minimal' work on the part of the Clerk to assist Jeremy with the sending of documents, receiving and processing 'requests for grant funds' when that point comes. Independent auditor report will have to be done if more than \$100,000 is awarded, could cost approximately \$6,000 which is the responsibility of the developer. All costs and preparation work is the responsibility of the developer, City Clerk should only be sending documents, developer needs to be keeping a file, so if documents are requested they can provide it. All of this information has been incorporated in this draft agreement. Blanks still needing to be filled are total cost of project and # of employees, Jeremy said it is estimated at \$1.25 million and expected to employ 6. Other parts of the agreement include Project Plans, Grant Application, WEDC Reporting and Requirements, Costs/Expenditures, Construction of Project, Project schedule, Indemnification, Notices, Entire Agreement, Immunity, Amendments, Non-Assignability, Agreement Not Construed as Waiver of Ordinance or other Laws, Choice of law and Venue, Waiver and binding Effect. Tranberg needs provide Exhibits A & B to Susan to be able to attach to agreement. D. Stephenson questioned #'s 11 and 12 of the draft agreement, if WEDC is requiring City to be the 'applicant', should they also be added in on approval of any amendments/Non-assignability? Radcliffe said no because any changes would be only between the developer and the applicant not WEDC. WEDC cautioned developer to NEVER underestimate the completion date, pick a date and add 6 months to it, WEDC does NOT want to do an extension because of under estimated substantial completion date. **Motion by C. Ekern to approve with Attorney Radcliffe completing fixing of typos and entering the missing data received tonight and send a final copy of Blair Haus WEDC-CDI Developers agreement to Clerk, 2<sup>nd</sup> by P. Syverson. Discussion: None. Roll Call Vote: D. Stephenson-Yes, C. Ekern-Yes, P. Syverson-Yes, J. Anderson-Yes, M. Lisowski-Yes and T. Wheeler-Yes. Motion approved.** Mark Radcliffe repeated that all work needs to be done by developer NOT Clerk, reminded Susan of that also.

Discuss/Take Action on offer to purchase of City Shop located at 108 S. Pearl Street: That building is currently being used for cold storage and organization of Public Works items, like Street signs, tools, and there is room for 1 Public Works manager's truck to be in out of the weather. Clerk said she searched Ordinances but found nothing specifically about sale of buildings, etc., but that previously we have been requested by community members to at least offer up to public rather than deal with just one group. Attorney Radcliffe said, how that works it any offer made for any City owned property would be put on an agenda for a 'closed session' discussion for 'bargaining purposes'. Attorney Radcliffe shared information from WEDC Mark Tallman suggestion that Blair should look into hiring an experienced Economic Development Coordinator to work maybe 10 hours a month to assist people like this person interested in developing this property. Someone that could coordinate the TIF and Grant opportunities that are out there, Mark Tallman said Blair is a PERFECT location for this type of development. Mike Lisowski asked the hiring of a P.T. Economic Development Coordinator on the January agenda. **Council wants Clerk to check with Public Works group to see if they can do without the space and update Council with a January 3, 2022 agenda item.**

Discuss/Take Action on Personnel Committee recommendation of Police Chief Positon to remain as hourly, not change to salary on 1/1/2022, as recently approved with in the 2022 Budget discussions: J. Anderson explained after some additional information has come to light, the Committee feels they need to keep the Police Chief position at an ‘hourly’ paid one rather than ‘salary’. Information tell us there are some duties a Police Chief can be paid hourly for and some they are ok to be paid salary, we need to do more investigating so we can make a more informed decision. Motion by M. Lisowski to keep Police Chief at hourly pay plan until further investigation by our Personnel Committee is completed, 2<sup>nd</sup> by C. Ekern. Discussion: None. Roll Call Vote: **D. Stephenson-Yes, C. Ekern-Yes, P. Syverson-Yes, J. Anderson-Yes, M. Lisowski-Yes and T. Wheeler-Yes. Motion approved.**

Dennis Stephenson gave a short review of his 1<sup>st</sup> meeting with the Public Works department staff. All managers were reminded that the City Clerk, Susan Frederixon is their direct supervisor, with back up from Treasurer, Debi Fremstad. They need to report weekly to them there schedules and ask for their assistance to develop a spreadsheet that would include weekly planned projects, time spent on projects, date completed and information on why the project did not get completed and plan for completion. This will set up a method of accountability if needed. Teamwork and positive communication between the entire public works crew and the City Office is expected. Cross training is a must. Review your department’s budget frequently. Do the preliminary work on items needing to be ordered before coming to Treasurer for assistance to save time needed from Treasurer/Clerk. Listened to comments from all managers. Believed it was well received and plans to set up future meetings, with goal that the group be able to have their own productive meetings in future.

**Motion to adjourn by C. Ekern, 2<sup>nd</sup> J. Ekern. Yes-6, No-0.**

**6:44 p.m. adjournment.**

Susan Frederixon, City of Blair Clerk