

## City of Blair Regular Council Meeting Minutes

Monday, February 6, 2017

In attendance: Mayor A. Knutson, Alderpersons – W. Cartrette, C. Ekern, P. Syverson, J. Anderson, T. Wheeler via phone, T. Robertson, Attorney A. Robertson, Clerk S. Frederixon and City engineers-B. Hentschel & R. Sanford, Fire Dept.-L. Solberg & T. Armitage, Blair Press, TC Times.

Mayor A. Knutson opened the meeting at 7:00 pm

Clerk request for amendment to agenda for Application for Payment # 5 for Wapasha Construction Inc. related to the Main Lift Station project, received today at 5:01 pm and to move the Public Comment portion to the end of the meeting. **Motion to approve by J. Anderson/2<sup>nd</sup> by P. Syverson/Discussion-none/Vote: Yes:-5, No-0.**

Clerk Frederixon verified that open meeting law requirements had been met.

Minutes from Regular Council meeting held on 1/9/2017 were presented: **Motion by P. Syverson to approve as presented/2<sup>nd</sup> by T. Wheeler/Discussion – none/Vote: Yes-4, No-0. (1 alderperson out of room/other just arrived) Motion carried.**

Allied Co-op Manager R. Olson requested the City's 'no open burning' Ordinance be set aside so they could dispose of a large pile of tree debris from a previous project. Hoping to clean up the area. Blair Preston Fire department has agreed, upon City Council approval to assist for a safe practice burn. **Motion by C. Ekern to set aside City Ordinance related to open burning for this controlled burn at a date to be determined as safe by Allied and Fire department/2<sup>nd</sup> by P. Syverson/Discussion: none/Vote: Yes-6, No-0. Motion carried.**

Blair Preston Fire Department members addressed the City with a request to remember to include plans/thoughts for new fire station and/or Community Center with in the Comprehensive Plan update. They reminded Council that S.E.H. had already donated time to help initiate a "needs analysis". Town of Preston will also be approached on this topic. **Councilperson J. Anderson said she definitely had that on her radar with a general agreement from all Council and Mayor. S.E.H. was also present to hear this topic and they are the administrators for the Planning Grant work.**

S.E.H. staff change update: B. Hentschel/S.E.H. reported that long time management team member and Zoning Administrator for the City of Blair, David Carlson has left his position with S.E.H. They expect the transition to be seamless as Brad H. and Carlson worked together on all projects for the City including Zoning Administration for the Sand mine facilities. Brad H. has a master's degree in Planning and Public Administration with many years of experience with City of Blair projects. No formal action was taken.

S.E.H. presented 2 agreements for services for Council consideration:

- CDBG Planning Grant final contract/previously approved by Council/this is a final draft that needs signatures of all the planners and the City for the Grant process to continue. **Motion by J. Anderson to approve Mayor/Clerk to sign contract/2<sup>nd</sup> by P. Syverson/Discussion: none/Vote: Yes-6, No-0. Motion approved.**
- S.E.H. CDBG Planning Grant Administrator Agreement: T. Robertson voiced much concern/questions about the high cost of engineering services and wondered if we should be opening projects up for bids. \$7,500 for administration costs seems like a lot for a \$25,000 grant. He also requested, to assist with understanding, an outline of the last couple of years showing engineering services provided to City and benefits/R. Sanford expressed a number of valuable benefits and would be happy to work to provide

that type of breakdown. B. Hentschel estimates the Comprehensive Plan to be completed by end of 2017. **Motion by T. Robertson to approve/2<sup>nd</sup> by W. Cartrette/Discussion: none/ Vote: Yes-6, No-0. Motion approved.**

Application for Payment # 5 for Wapasha Construction Inc. related to the Main Lift Station project construction services. The amount of the AFP is \$68,000 and recommended by S.E.H. to be paid. **Motion by W. Cartrette to approve AFP as presented/2<sup>nd</sup> by C. Ekern/Discussion – none/Vote: Yes-6, No-0. Motion approved.**

Main Lift Station Upgrade Grant Project Update: Clerk Frederixon explained that the work needing the ‘bypass’ has been completed as of end of day, Friday, February 3<sup>rd</sup>. Two change orders for the project were presented for approval:

Change Order 2 – wall cap in Control Room for \$327.00. **Motion by T. Robertson to approve/2<sup>nd</sup> by C. Ekern/Discussion-none/Vote: Yes–6, No–0. Motion approved.**

Change Order 3 – repair corroded concrete in lower level and Wet Well, unable to see until excavating had been done - \$38,450.00/Discussion: VERY HIGH PRICE TAG-request by Council to have this investigated and have a line by line explanation of costs/**Motion by T. Robertson, to approve, contingent upon satisfactory explanation of high \$ amounts within the change order provided to Council via email/2<sup>nd</sup> P. Syverson/Discussion: none/Vote: Yes-6, No-0. Motion approved.**

Webster Street extension project update: it was discovered that the City may not have a recorded easement needed to go forward with the extension. City Council instructed City Attorney Robertson to do some further research on this topic, but until then the BIDDING of the project is on hold. **Motion by W. Cartrette to move this issue to the Street Committee for review and recommendation to full Council at a later date/2<sup>nd</sup> by T. Robertson/Discussion: none/Vote: Yes-6, No-0. Motion approved.**

Clerk request for formal approval of new Police Officer, start date of 1/1/2017 starting wage/**Motion by W. Cartrette to pay the new full time officer \$19.00 per hour/2<sup>nd</sup> by T. Robertson/Discussion: none/Vote: Yes-6, No-0. Motion approved.**

Uniform Dwelling Code – Attorney Robertson explained: it has been discovered since the City has its own UDC-46:11 it is not allowed to use the County Land Management Building Inspector for new construction building permits. That process has worked well and if the City wishes to continue using the County’s inspectors we may wish to consider repealing our Ordinance 46:11. That would need a review/recommendation by the Plan Commission and final decision by full Council. Even with the repealing of 46:11 the County would not be able to assist with Raze Orders, the City would have to use other sources. **Motion by T. Robertson to refer this matter to the Plan Commission with a recommendation to approve repealing of Ordinance 46:11/2<sup>nd</sup> by W. Cartrette/Discussion: none/Vote: Yes–6, No–0. Motion approved.**

Sealed Bids for 1984, 318 John Deer Mower and Deck were opened with high bid of \$135.00 from Kris Noren/**Motion by P. Syverson to accept Mrs. Noren’s bid/2<sup>nd</sup> by J. Anderson/Discussion: none/Vote: Yes–6, No-0. Motion approved.**

Request from Dawn Olson/Healing Hands LLC for the City to appoint a Chamber of Commerce representative. Mayor Knutson asked for volunteers/Paul Syverson was appointed and accepted the appointment. Much interest was shown by all Council members with expected attendance from Mayor and Chris Ekern also.

In an effort to upgrade the appliances in the City Park Shelters the Council considered purchase of a used, much newer electric range (pictures were shown) that was offered for \$200/**Motion by J. Anderson to purchase and have public works group decide the best Shelter/2<sup>nd</sup> by P. Syverson/Discussion: none/Vote: Yes-6, No-0. Motion approved.**

Sale of no longer needed Jetter, Chipper and generator was tabled until more information could be obtained.

Plan Commission met 1/24/17 – Discussion related to B. Osgood request for property near Bunyan Road/Hwy 53 to be rezoned from Industrial to MH-12, Manufactured Home District to allow full Council to consider annual permitting of updated Mobile Home to remain at that site. Motion by T. Robertson to recommend to full Council converting property in question to MH-12/2<sup>nd</sup> by A. Knutson/Discussion – 0/Vote: Yes-4, No-0. Motion approved. **Motion by T. Robertson to convert property to MH-12-contingent that acceptable legal description is presented/2<sup>nd</sup> by J. Anderson/Discussion: none/Vote: Yes-6, No-0. Motion approved.**

Discussion related to Adoption of recently updated City of Blair Shoreland Zoning Ordinance/Motion by T. Robertson to send this to the Ordinance Committee for review and recommendation for full Council...no recommendation given by Plan Commission/2<sup>nd</sup> by A. Knutson/Discussion-0/Vote: Yes-4, No-0. Motion approved. **Informational no motion required.**

Discussion to consider a zoning change from B-1 commercial to R-1 Residential for property at 217 E. Fourth Street. Motion by T. Robertson to recommend the change from B-1 to R-1 to full Council/2<sup>nd</sup> by B. Stenberg/Discussion-0/Vote: Yes-4, No-0. Motion approved. **Motion by T. Robertson to rezone as presented/2<sup>nd</sup> by P. Syverson/Discussion: none/Vote: Yes-6, No-0. Motion approved.**

Discussion to consider adding Mini or Open Storage as a Conditional Use in Industrial zone. Motion by T. Robertson to recommend to full Council adding Mini storage as a Conditional Use to the Industrial Zone District/Discussion-0/Vote: Yes-4, No-0. Motion approved. **Motion T. Robertson to approve as presented/2<sup>nd</sup> by C. Ekern/Discussion: none/Vote: Yes-6, No-0. Motion approved.**

Discussion to consider allowing Home Occupations as a Conditional Use in R-1 and R-2 (Residential) Zoned Districts. Motion by T. Robertson to recommend to full Council, adoption of Ordinance changes as presented/2<sup>nd</sup> by B. Stenberg/Discussion-0/Vote: Yes-4, No-0. Motion approved. **Motion by T. Robertson to approve as recommended by Plan Commission/2<sup>nd</sup> by J. Anderson/Discussion: none/Vote: Yes- 6, No-0. Motion approved. Plan Commission also requested that the Ordinance Committee review the Home Occupation part of City Ordinances, consideration of permits required, some additional regulation and a complete review of that section.**

Pool Committee Chairperson W. Cartrette reported from 2/1/17 Committee meeting. The Committee continues to meet multiple times per month and continues to be receiving excellent support through donations, examples are a \$10,000 donation from Preferred Sands and \$50,000 from Badger Mining Corporation. A very big part of the success of this project will be “in-kind” donations. There has been ‘in kind’ pledges from Hegg Contractors, Inc. for Demo & Excavation, Shawn Tschanz for construction footing and installation of water slide and construct mechanical building, and Aaron Kidd to complete site, finish grade and storage for site. These are a giant boost to the project financially. Committee is planning a Contractor meeting where ‘in-kind’ donation will be discussed. There has been much feedback to the committee to consider building a new bathhouse instead of doing a remodel as originally planned, Burbach was asked to provide a bid for this change, this would add \$200,000 to the project and increases total to \$2.5 million, rough estimate. Also, due to water table issues the pool vessel needs to be raised from 6’ to 9’. The Committee hopes to obtain aggregate help, also. C. Ekern said that if someone stepped up and offered to erect the 4 bathhouse walls the cost of the new bath house would come in lower than the remodel amount. Currently the committee is at \$1.7 million (75 %) and with pledged ‘in kind’ donations estimated over \$2 million. The Committee would like to enter Phase II which is Design and Bid. When we enter Phase II, Burbach will begin to get the percentage agreed upon initially. This amount is already included in the initial projected costs. Upcoming fundraising event, will be “Buy a Brick” for construction where purchase of Bricks will be

offered as an opportunity for people to support the new Pool project. **Motion by J. Anderson to move to Phase II/2<sup>nd</sup> by P. Syverson/Vote: Yes–5, No–1. Motion approved.**

**Clerk report:** Town of Preston is hoping to give Council some dates to consider for Fire Department & Community Center shared responsibilities so meetings/discussions can take place for future; library carpet replacement is set for January 19<sup>th</sup> through January 28<sup>th</sup>.

Building permit for B. Osgood, mobile home placement @ Bunyan Road and Hwy 53. /**Motion by T. Robertson to approve permit contingent of a County Permit and legal description of area to be re-zoned to the City Clerk and Attorney/2<sup>nd</sup> by C. Ekern/Discussion – none/Vote: Yes–6, No–0. Motion approved.**

Building permit: B. Anderson @ 217 Fourth Street for remodel of house and building of garage/**Motion by W. Cartrette to approve contingent on County permit and verification of ‘set back’ requirements for garage are verified by Clerk/2<sup>nd</sup> by T. Robertson/Discussion: none/Vote: Yes–6, No–0. Motion approved.**

Vouchers presented for review and approval. **Motion by J. Anderson to approve as presented/2<sup>nd</sup> by P. Syverson/Discussion – none/Roll Call Vote – J. Anderson – Yes; W. Cartrette – Yes; T. Wheeler – Yes; P. Syverson – Yes; C. Ekern – Yes; T. Robertson – Yes.**

Public Comment Session: Introduction by February 21, Primary Election, Judge candidate/Rian Radtke.

Request from Personnel Chairperson J. Anderson for a full Council Closed Session meeting date to be set/after discussion February 16, 2017 at 6:30 pm was agreed to/Clerk will do an Outlook calendar invite.

**Motion to adjourn by T. Robertson/2<sup>nd</sup> by P. Syverson/Discussion – none/Vote: Yes–6, No–0.**

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Susan Frederixon, Clerk-Treasurer