

## **Regular Meeting Minutes, April 3, 2017 – 7:00 P.M.**

### **Council Chambers**

**Attendance:** A. Knutson, W. Cartrette, C. Ekern, P. Syverson, J. Anderson, T. Robertson, T. Wheeler, A. Robertson, GVCC, S.E.H., Blair Press and TC Times

Call the meeting to order: by Mayor Knutson

Verify Open Meeting Law Requirements/Yes

**Motion: T. Wheeler to approve amendment to agenda for J. Paulson building permit/2<sup>nd</sup> approve W. Cartrette/Unanimous**  
**Approve minutes of the March 6 & March 28, 2017 Regular and Special meeting/Action item-Motion to approve as presented: P. Syverson/Approved Second: W. Cartrette/Unanimous**

Public comment session: Al Robertson urged all to vote tomorrow.

GVCC/Grand View Avenue Ownership Resolution # 4-3-2017 & Public Hearing 'time'/Action Item

**INFORMATION:** Garrett Nix (GVCC representative) explained GVCC is requesting the North 150 feet of Grandview Avenue to be discontinued for remodel and expansion. Process is for Council to 'Introduce Resolution today'/Public Hearing later date-June 5<sup>th</sup> prior to June Council Meeting, where can be acted on at that Regular Meeting.

**QUESTIONS:** Will Gunderson Clinic be affected? No that part of the Avenue will not be changed.

**ACTION: Motion: J. Anderson to Introduce Resolution 4-3-2017 regarding discontinuance of a Public Way/2<sup>nd</sup> Approve: T. Wheeler/Unanimous**

Building Permits:/Action Items-MOVED UP FOR RESIDENT THAT IS PRESENT.

We Energies – replacement main-Webster street road project-INFO ONLY;

Patricia Nielsen @ 414 W. First St-privacy fence/meets all Ordinance requirements

Jon Paulson @ 421 W. 4<sup>th</sup> Street concrete pad near garage/Meets all Ordinance requirements

Preferred Sands @ N33005 Helmers Road for new office building/State Approved Plans already attached

**Motion by W.Cartrette to approve Neilson, Paulson and Preferred as presented/Approved 2<sup>nd</sup> by T. Robertson/Unanimous**

R. Hurst @ 307 Tappen Road for fence in front yard, VARIANCE requested

**INFORMATION:** City Ordinance does not allow for fence placement in front yard areas. City Attorney cautioned against approve any Variances. They are difficult to manage. Mr. Hurst is concerned about the fast traffic on Tappen Road and the safety of neighborhood children.

**Motion by W. Cartrette to instruct Police Department to monitor the Tappen/Olson and 5<sup>th</sup>/Hillcrest area for speeding and issue tickets for any amount over so pattern is changed to slower and to investigate a 4 way stop in both areas/2<sup>nd</sup> Approve by T. Robertson/Unanimous**

**Motion by W. Cartrette to deny the R. Hurst permit for front yard fence/2<sup>nd</sup> by T. Robertson/Discussion-R. Hurst asked if could change to side fence at this meeting? No not on this agenda for action needs to be resubmitted/Unanimous**

S.E.H. Updates

Main Lift Station/AFP No. 8/Action Item

**INFORMATION:** only few miscellaneous items remain; with outside work to be done when weather permits. J. Anderson added that B. Fraust wishes to be involved with review of completed process prior to last payment.

Application for Payment # 8 to Wapasha-work done in March, metal fabrications, HVAC and electrical. Amount \$54,910.00.

**AFP # 7 MOTION by C. Ekern to approve/Approve 2<sup>nd</sup> by T. Wheeler/Unanimous**

Clean Water Fund-Fiscal Sustainability Planning Contract-Clerk-B. Hentschel/Action Item

**INFORMATION:** Required for City to obtain Clean Water Fund Loan for Lift Station upgrades. There are specific DNR requirements for this document and grant dollars to fund the entire development of the contract. Grant amount is \$30,000 and the City of Blair is eligible for the entire amount. The contract S.E.H. has outlined has all the basics needed and also dollars for much needed televising sanitary sewer. This is typically an engineering guided project and S.E.H. has prepared an Agreement for Services to help and perform the required work for an acceptable FSP. This agreement will be completely funded by grant dollars.

**Motion by W. Cartrette to approve agreement with S.E.H. for FSP contract development/Approve 2<sup>nd</sup> by C. Ekern/Unanimous**

Webster Street Bid Opening Update & Bid Award/Action Item

INFORMATION: P. Syverson reported Erickson Excavating of Whitehall, was the low bid @ 141,337.15 which was well below the engineering estimate of \$223,000 and the Street Committee recommends Council award this Bid.

**Motion by C. Ekern to award Webster Street Extension to Erickson Excavation of Whitehall for the low Bid of \$141,337.15./Approve 2<sup>nd</sup> by T. Wheeler/Unanimous**

Comprehensive Plan Review/B. Hentschel-discussed during 6:00 pm kick off meeting.

Blair/Preston Fire Department Application for Temporary Class "B" Liquor License-May 13, 2017 Fireman's Dance Fundraiser/Action Item-**Motion by C. Ekern to approve/Approve 2<sup>nd</sup> by P. Syverson/Unanimous**

Committee Reports:

Pool Meetings – 3/8, 3/22 & 3/29/2017-W. Cartrette/Possible Action

INFORMATION: W. Cartrette reported fundraising is at \$1,703,000, meetings take place most every Wednesday and a large fundraising event is scheduled for June 17<sup>th</sup> with food, music, raffles, auction etc. Starts at 11:00 am and goes most of day. Pool Committee is asking for donations from Community for baskets and auction items.

Police & Ordinance Committee Meeting 3/22/2017/Possible Action items-T. Robertson reported:

INFORMATION: Shoreland Zoning Ordinance reviewed/Tabled by Committee with direction to City Attorney to review proposed statute modifications to clarify governance.

Chapter 46.03 Home Occupations Ordinance reviewed/anything decided upon would need Plan Commission review/Committee recommended to send to Plan Commission to add an annual renewed permitting process with fees and penalties to section 46.03(b) for residential based businesses/**Motion by T. Robertson to send to Plan Commission as presented above/Approve 2<sup>nd</sup> by W. Cartrette/Unanimous**

Chapter 27 Plumbing Ordinance-consider DNR request to change current ordinance to read in all areas a 5 year permit process(some sections referred to only a 2 year) and correct a couple of typos. Committee recommends these changes to full Council. **Motion by C. Ekern to approve as presented with Clerk corrections as stated/Approve 2<sup>nd</sup> by T. Robertson/Unanimous**

Police department schedule was reviewed with Police Chief. Chief feels it is working well, but not all officers agree this is the best solution, Chief wishes to stay with current schedule and Committee agreed. Committee reminded Chief that budget for part time officers is at \$10,000 for 2017. Chief thinks this should cover most special events, but training and unexpected absences could affect. Committee wonders if Cheesefest should be approached to help with security costs, Chairperson Robertson will reach out to them.

Combination Water-Sewer/Streets Committee Meeting-3/23/2017/Possible Action

INFORMATION: Storm water runoff remedies were discussed. Committee recommends 4<sup>th</sup> Street/Main and 5<sup>th</sup> /Hillcrest jobs could be bid out and considered maintenance type issues. **Motion by W. Cartrette to proceed with 'request for bids on 4<sup>th</sup> Street and 5<sup>th</sup> Street projects/Approve 2<sup>nd</sup> by J. Anderson/Unanimous.** Clerk can work with S.E.H. for Bid documents. Would need to work with township and county.

Hickory Street issues are of a bigger nature. Need to dig down, set a better elevation and widen areas. Committee recommends to have S.E.H. work with Clerk on Bid Documents as a future project. **Motion by T. Robertson to approve as presented/Approve 2<sup>nd</sup> by W. Cartrette/Unanimous**

Signage in the City was discussed. Residents requests for Handicap Parking sign and No Truck Traffic on certain areas of Broadway. Both were denied as more information is needed, with plans to have Committee member participate in a City wide review of signage needs with Street Superintendent and Police Chief. Council approved installation of 3 hour parking signs that have already been made.

City of Blair Chamber meetings 3/26/2017 @ C.J.'s Cafe/P. Syverson/Possible Action

INFORMATION: Chamber group shared that after reading 'by laws' the City is not required to participate. Set dues of \$100 business and \$25 individual. Planning Easter Egg Hunt, Norwegian Day again, Holiday Blitz booth, more advertising. Very enthusiastic group. Clerk asked for clarification on City supplying printed materials, etc. at no charge. Council decided that in order to be fair to all groups, City should not do that.

Special/Personnel Meeting – 3/28/2017/J. Anderson/Possible Action

INFORMATION: **Motion and 2<sup>nd</sup> by full Council at that meeting to approve Application for Payment #7 with Unanimous approval.**

Most of meeting was held in Closed Session. Council came out of Closed Session and recommended to advertise for bids on cleaning of the City Hall and Community Center/ **Motion by J. Anderson to approve as presented/Approve 2<sup>nd</sup> by P. Syverson/Discussion related to specifics of bid information – keep similar amount of time as currently being done, bid should be per week not per hour. Unanimous**

CDBG Bank Account title change request/Action Item

INFORMATION: Clerk request to change current CDBG Housing Bank Account title

Currently CO Audrey A. Smith, is part of the title, which does not indicate what the money is for. Request to remove CO Audrey A. Smith and replace with Cedar Corporation which is our 3<sup>rd</sup> party administrator for the Housing account. **Motion by T. Robertson to approve as presented/Approve 2<sup>nd</sup> by P. Syverson/Unanimous**

Clerk Report: Spring Clean Up- Set for Saturday, May 6<sup>th</sup> from 8 am to 2 pm with items being brought to City Shop on Hwy 95-same format as last Fall, resident will bring items for dumping and pay at that time, Annual Fire Dues report has been completed and submitted, Judge Candidate thank you to Council for time permitted at March meeting; Best wishes to Alderperson Cartrette on her trip to Washington D.C. to national manufacturing award acceptance; and City has taken delivery of the new Police squad car-detailing still being worked on.

Present vouchers for approval & payment/Action. **Motion by W. Cartrette to approve as presented/Approve 2<sup>nd</sup> by T. Robertson/Roll Call vote with all Yes.**

**Motion by C. Ekern for Adjournment of meeting/approve 2<sup>nd</sup> by P. Syverson/ Unanimous**

**S. Frederixon**

**City of Blair**

**Clerk/Treasurer**