

**City of Blair Regular Council Meeting minutes, December 7, 2015 at 7:00 p.m.**

Mayor Ardell Knutson called the meeting to order at 7:00 p.m. Council attending: P. Syverson, C. Ekern, W. Cartrette, T. Wheeler, J. Anderson, and T. Robertson (7:10 pm) and S. Frederixon-Clerk/Treasurer.

**Motion by C. Ekern to amend agenda to include: Review and approval of bills/possible action, seconded by W. Cartrette. Discussion-none. Ayes-5, Nays-0.**

**Open Meeting Law Requirements Met** – posted more than 24 hours in advance and in three public places.

**Public comment: None.**

**Present minutes for approval:** Regular Council Meeting 11/2/2015, Special Council Meeting 11/30/15, **Motion to approve minutes as presented by T. Wheeler, seconded by J. Anderson. Discussion-none. Ayes-5, Nays-0.**

**Present minutes for informational purposes only:** Plan Commission Meeting – 11/10/15.

**DNR Phosphorus requirements related to City of Blair Waste Water Process:** Paul Gont of SEH gave a presentation on the phosphorus requirements related to our waste water process and the DNR phosphorus compliance for the future.

**Waste Water Rate Increase review:** The sewer rates have not been changed since 1994. The rates need to meet our expenses and they have not for the past several years. This has now become an issue related to whether the City can be approved for receiving grants and/or low interest loan dollars for the lift station project. Ehlers could provide a utility rate study for a fee. **Motion by W. Cartrette to send to water/sewer committee and table the rate study from Ehlers, seconded by P. Syverson. Discussion-none. Ayes-6, Nays-0.**

**TID 6 update on boundary change:** The boundaries for TID 6 need to be changed in order to meet a 12% valuation test. The TID can't exceed 12% of the municipality's total equalized value. Recommendation from Ehlers is to remove parcel number 3, which is not essential to the District and its removal will bring the District into compliance. No formal action was required, but a verbal full Council approval was recorded and Ehlers was asked to resubmit to the State for approval.

**Police/Ordinance Committee Meeting:** P. Syverson reported on the 11/16/15 meeting. Pot belly pig issue: A pig does not meet ordinance as a domesticated pet – owner needs to bring more information to council. Shoreland Ordinance: The City will adopt the county's ordinance and ask county for help with enforcement. Request for Attorney Robertson to draft appropriate Ordinance for formal adoption at future meeting. Fire Ordinance: this was previously done. 2 Tier Operator License: All licenses must have a State server class. **Motion by P. Syverson to delete Ch. 29, Section 3c, so that all those serving alcohol must take the state server class, seconded by T. Robertson. Discussion-none. Ayes-6, Nays-0.** City addressing system: need to investigate cost of materials and labor and how to attach plates to building material. This will be a 5 digit emergency numbering system that is county wide. More discussion is needed. Annexation of T-Bird Investments: **Motion by P. Syverson to adopt Ordinance 48.14 2015 Annexation II to be part of Chapter 48, seconded by J. Anderson. Discussion-none. Ayes-6, Nays-0.**

**Application of Hen License:** A. Bruss/Mock @ 838 E. Broadway Street. **Motion by W. Cartrette to approve license, seconded by J. Anderson. Discussion-none. Ayes-6, Nays-0.**

**City Budget update after Department Of Revenue manufacturing valuation changes:** No change will need to be made on the 2016 proposed budget. There will be an estimated additional cost to tax payers of \$155.00 per \$100,000.00 of assessed value. This is due the City of Blair's Manufacturing Real Estate and Personal Property Assessment value being lowered \$7,406,400.00.

**Budget Hearing negative “new construction” question information:** Eric Kleven, the City’s assessor explained the decrease in net new construction was due to one house being moved out of the city and another house being gutted in preparation for remodeling.

**Revisit Administration fee for water draws from hydrants:** During the learning process, our new Deputy Clerk/Treasurer found that the City of Blair’s PSC regulations state that the fee for water draws is \$30.00; not the \$25.00 we have been charging. **Motion by T. Robertson to follow the PSC rules and charge \$30.00 for water draws, seconded by W. Cartrette. Discussion - none. Ayes-6, Nays-0.**

**Building Permits:** A. Graff @ 706 E. Taft St.-installation of new gas service to home; T. Getter @ 646 E. Center St. #18-new mobile home; J. Wolfe @ 237 W. Broadway St.-remodel downstairs to an office and a 2 bedroom apartment. **Motion by W. Cartrette to approve Graff and Getter permits, seconded by P. Syverson. Discussion - none. Ayes-6, Nays-0. Motion by C. Ekern to deny Wolfe permit due to ordinance stating no commercial building can have apartments on the main floor, seconded by P. Syverson. Discussion – Clarification by Clerk that it will continue to be permitted to have apartments upstairs. Ayes-5, Nays-1.**

**Clerk Report:** GVCC house foundation covered and parking lot project complete, Thank you to Preferred Sands for funding a safe lift for Christmas light installation, Water main valve work approved at the 11/2/15 meeting complete, Bob Fraust passed Municipal Waterworks Operator Certifications exams, New Kwik Trip manager appointment, Welcome to Debi Fremstad-the new permanent Deputy Clerk-Treasurer, Wildcat Sub-Division lot size, and Web calendar available.

**Closed Session per State Statute 19.85 (1) (b) (c) related to Personnel issues: Motion by C. Ekern to enter into closed session, seconded by W. Cartrette. Discussion - none. Ayes-6, Nays-0.**

**Motion by W. Cartrette to exit closed session, seconded by T. Robertson. Discussion - none. Ayes-6, Nays-0.**

**Motion by W. Cartrette to give Deb Fremstad 5 days of paid vacation as an appreciation for everything she has done for the City of Blair thus far, seconded by C. Ekern. Discussion-none. Ayes-6, Nays-0.**

**Motion by T. Robertson for the clerk to produce a plan of action/improvement for the police department. Chief Wheeler will receive the annual 2% raise, but the 2.6% above that to bring him closer to the area average will be withheld and will be retro-active once, Plan of Improvement requirements are met and approved by the full Council. Seconded by W. Cartrette. Discussion - none. Ayes-6, Nays-0.**

**Motion by T. Robertson for the clerk to produce a plan of action/improvement for 2 employees with disciplinary actions in 2015 they will not receive their 2% raise until they complete plan requirement’s successfully with full Council approval, with a 6 month minimum period, seconded by J. Anderson. Discussion - none. Ayes-6, Nays-0.**

**Present Vouchers: Motion to approve vouchers by C. Ekern, seconded by J. Anderson. Discussion - none. Roll Call vote- J. Anderson-yes, T. Robertson-yes, T. Wheeler-yes, W. Cartrette-yes, C. Ekern-yes, and P. Syverson-yes.**

**Motion by C. Ekern to adjourn, seconded by T. Robertson. Ayes-6, Nays-0.**