

Regular Council Meeting minutes, August 1, 2022 at 6:30 p.m.

Mayor John Rawson called the meeting to order at 6:30 p.m. Open meeting law requirements were met. Council attending: P. Syverson, C. Ekern, D. Stephenson, T. Wheeler, J. Tranberg, J. Anderson. Others in attendance: Clerk-Susan Frederixon, Attorney-Mark Radcliffe, TCT-Andrew Dannehy, Andy Graff-Street Manager, Joshua Greenwold-Water/Sewer Manager, Tim Stevens-City Public Works Utility, David Donnelly and Dave Schofield-S.E.H..

Discuss/Take Action on 7/11/2022 Regular Council Meeting Minutes and 6/13 and 7/14/2022 Special meeting minutes: Clerk Frederixon explained 7/11/22 Regular meeting minutes are not completed yet will have to be pushed to your 9/12/2022 meeting, but both Special Meeting minutes have been sent ahead of this meeting for review and ready to be acted on. **Motion by J. Anderson to approve both 6/13/22 and 7/14/22 Special Meeting minutes as presented, 2nd by P. Syverson. Discussion: None. Vote: Yes 6, No 0. Motion approved.**

Public Comment Session: Joyce from Federal Heights, Colorado introduced herself. Said her city is known for one of the largest water parks west of the Mississippi, population of 15,000. I was Mayor for 8 years, just visiting and wanted to check out other local government proceedings.

Discuss/Take Action: Acceptance of CDBG-PF 22-01 Broadway from Pearl St. to Tappen & 1 block of Pearl Street Infrastructure Grant: D. Schofield/S.E.H. explained the grant of \$1,000,000 was awarded to the City of Blair after a successful 2nd application submission. City is required to match that amount which our project is estimated at \$2.5 million. Very exciting. First step was submission of the application, 2nd step is to accept the award and Pre-Agreement Requirements, and then they can start contract documents. Project needs to be completed by December 2024, would recommend bidding project out in early 2023. **Motion by P. Syverson to direct Mayor Rawson to sign document accepting grant, 2nd by J. Tranberg. Discussion: Very Good News per all Council. D. Schofield said we improved our score on the 1st application from 133 to 2nd application score of 159 points, which he attributes to the City investing in getting preliminary plans completed, showed the State, the City was serious about the project. P. Syverson reminded this project will have to be coordinated with County S. project, S.E.H. agreed. Roll Call Vote: D. Stephenson-yes, C. Ekern-yes, P. Syverson-yes, J. Anderson-yes, J. Tranberg-yes and T. Wheeler-yes. Motion approved.**

Discuss/Take Action: Approve S.E.H. CDBG-FF 22-01 Administration portion of the Supplemental Letter of Agreement for this grant project: This was actually approved in December/January to complete task 1-Application and then verbally if awarded task 2, but this should be formally acted on. **Motion by D. Stephenson, 2nd by C. Ekern to approve task 2: CDBG-PF 22-01 Grant Administration (\$25,000) for this awarded grant and project, 2nd by C. Ekern. Discussion: None. Roll Call Vote: D. Stephenson-yes, C. Ekern-yes, P. Syverson-yes, J. Anderson-yes, J. Tranberg-yes and T. Wheeler-yes. Motion approved.**

Discuss/Take Action: Consideration of Non-refundable Fee for applications of C.U.P., Variances, Zoning Changes, etc.: Clerk Frederixon reminded this was discussed at a previous meeting with Council's wish to consider at later date. There is a considerable cost and amount of work that goes into these types of applications, which are currently at no cost to the applicant. Engineering, Financial advisors, Attorney opinions, publication costs, etc. This is an opportunity to discuss and plan if a fee should accompany these applications up front. **Motion by C. Ekern to send to the**

Ordinance Committee for review, 2nd by J. Anderson. Discussion: None. Vote: Yes 6, No 0. Motion approved.

Discuss/Take Action: Consider returning to an annual Budget amount for the BIDCO/Blair Industrial Development Corporation: Clerk explained this corporation was formed with the City's consent as an additional resource for new development in our City. They were included in the City annual budget since at least 2000. The last amount budgeted for them in 2016, 2017 and 2018 was \$10,000. The Council decided to end the annual budget amount to BIDCO and give that amount to the newly developed Blair Business Development Committee a City controlled group. BIDCO has assisted many businesses with incentives that the City would not be permitted to do, they also were key in getting the new Wildcat Residential Development in place with the plan of increasing City tax revenue. They are responsible for upkeep of the development, including purchase of equipment and wages, taxes for the property, insurance, with the new incentive of lot sales being returned to purchasers there is no revenue to this Corporation, income is needed to continue this program. The members of this program are not compensated for their efforts, this is a voluntary Corporation. **Motion by P. Syverson to refer this topic to the Tax, Finance and Personnel Committee for review and recommendation to full Council, 2nd by C. Ekern. Discussion: None. Vote: Yes 6, No 0. Motion approved.**

Discuss/Take Action: Consider partial refund to Season Family/Single Pool Pass holders, due to closings related to staff shortages. Park Committee Chairperson, J. Anderson said it has been an avoidable problem this year. We cannot open the pool unsafely, we are required to have a certain amount of trained lifeguards to open. D. Stephenson asked for an estimate of how many days a week are we unable to open, estimated 1 per week as a guess by J. Anderson. J. Tranberg said the biggest concern he has heard is when it can't be open in the evening session for family time. Pool is scheduled to close August 21st. Suggestion by Stephenson to see where we end up the next 30 days and have Park Committee take a look at this topic and make recommendation to full Council. Verbal agreement by all Council members, no action taken.

Discuss/Take Action: Chief Johnson request for extra 24 hours of extra vacation to be given to Officer Kokott: Johnson is requesting Officer Kokott this because he has picked up hours in the absence of a 3rd officer. **Motion by C. Ekern to send to Tax, Finance & Personnel Committee to review and make recommendation to full Council at a later date, 2nd by P. Syverson. Discussion: All City employees in the meeting were asked if they would like 24 hours extra vacation and all said they sure would. Vote: Yes 6, No 0. Motion approved.**

Committee Reports: Tax, Finance & Personnel 7-14-2022; Blair Business Development Group 7-21-22; Combination Blair/Taylor Park 7-26-2022 and Water/Sewer 7-28-2022, minutes were distributed prior to this meeting for review by the Council. **Motion by J. Anderson to accept committee meeting minutes named above as presented and place on file, 2nd by P. Syverson. Discussion: None. Vote: Yes 6, No 0. Motion approved.**

Discuss/Take Action: 7/28/22 Water/Sewer Committee recommendations-West Reservoir Maintenance: J. Greenwold-Water Manager reported he showed C. Ekern issues he is concerned about at the West Reservoir. There is a lot of overgrowth of shrubs and trees. Joshua had a bid from Anderson Logging LLC to clear it out, this would also help dry the area out which is very

muddy. The City has been directed by the WDNR to find this reservoir's overflow valve/pipe, City has looked for years and it finally was found with Erickson Excavating's help this summer. It was 8 feet underground and covered with overgrowth, with one tree already leaning over our existing pipes. We have the overflow pipe marked and cleared for now, but the DNR requires this to be clear and that is one of the reasons we need to maintain the area. There also needs to be a clear road for the WDNR and City staff to have easy access to the area at all times for maintenance and inspections. BID is \$4,500, there are a lot of trees, per Greenwold, the Anderson BID would also include possibly some extra cleanup of the entrance/exit to assist with City vehicle access, if time allowed. So overgrown if there was an emergency even the loader could not access. C. Ekern said the overgrowth is up to the middle of the pickup, Ekern felt the BID of \$4,500 is really fair for the amount of work needed. Anderson Logging LLC has a certificate of insurance on file with the City. **Motion by J. Anderson to accept the BID of \$4,500 from Anderson Logging to clear the West Reservoir and reconstruct access road. This will be a water fund repair/maintenance expense contingent on a current liability coverage insurance certificate, 2nd by J. Tranberg. Discussion: C. Ekern said Joshua said the City doesn't have a Water/Sewer budget process to refer to, Clerk explained that Water and Sewer are Utility funds and have to be managed entirely by 'rate payer' dollars, just revenues from rate payers and expenses, no set budget similar to the general budget process. General Council goal is to work toward developing a budget process for both Water and Sewer funds. Committee Chair T. Wheeler said at their meeting Joshua supplied good information related to the Clear Water tank, sludge amounts and plan for cleaning it. Plan to continue to work closely with AMPI on this, with more information to come later. Roll Call Vote: D. Stephenson-yes, C. Ekern-yes, P. Syverson-yes, J. Anderson-yes, J. Tranberg-yes and T. Wheeler-yes. Motion approved.**

Discuss/Take Action: International Truck-Plow repair needed: A. Graff-Street Manager informed the Council that the red International truck was taken to Universal Truck Equipment, Inc. for estimates on plow repair. All the pins are worn, sloppy and egged out. Universals quote to repair is \$2,706.25; a new plow would be \$7,600. Graff believes if the plow is rebuilt it should be as good as new, it looks like it is just the pins are worn. D. Stephenson asked if we have plow rebuilt, how we maintain the pins going forward. Graff said every time we plow we will check the bushings and if they look worn we just get new ones from Universal and install them ourselves very easily. **Motion by J. Tranberg to have the International truck repaired per the Universal Truck Equipment, Inc. Quote of \$2,700, coming out of the Street equipment budget fund understanding it will run over and come out of general, 2nd by D. Stephenson. Discussion: None. Roll Call Vote: D. Stephenson-yes, C. Ekern-yes, P. Syverson-yes, J. Anderson-yes, J. Tranberg-yes and T. Wheeler-yes. Motion approved.**

Discuss/Take Action: Park Committee recommendations from 7/26/2022 meeting:

- Reimburse parent that paid Minor League Baseball tournament entry fee: (J. Tranberg excused himself from the room to avoid possible conflict of interest). Program by-laws state 2 tournaments per year at program expense and come out of Park and Rec fund. Parent paid themselves because of timeliness of payment requirement. Joint Taylor/Blair Park Boards recommend approving reimbursement. **Motion by C. Ekern to approve**

reimbursement to parent that paid for Minor League tournament entry fee of approximately \$300.00-\$350.00, 2nd by D. Stephenson. Discussion: D. Stephenson asked if we have funds to cover that amount. J. Anderson said absolutely. Roll Call Vote: D. Stephenson-yes, C. Ekern-yes, P. Syverson-yes, J. Anderson-yes, J. Tranberg-yes and T. Wheeler-yes. J. Tranberg abstained. Motion approved.

- Advertise for Park & Recreation Program Director: J. Anderson Blair Park Committee Chair reported current Rec. Program Director Lauren Kidd will be resigning after this year's football organization is completed. Salary for this position is \$ 4,000 for summer, \$ 1,000 for football set up and \$1,000 for basketball set up. Summer program has quite a few hours involved, field prepped, concessions organized, teams organized, scheduling, football and basketball is more of a managerial hours, collect names, organize teams, scheduling, distribute equipment, after that pretty self-sufficient. Football season goes until October 1. Alderperson J. Tranberg said he would be willing to take the position over. Joint Park Committees are recommended approval to advertise for new Director. C. Ekern asked if we need to advertise if we have a person already interested, Attorney Radcliffe said yes. **Motion by C. Ekern to advertise for a Blair/Taylor Park & Recreation Program Director to replace current resigning Director, 2nd by D. Stephenson. Discussion: Clerk Frederixon asked if allowable for a sitting Alderperson to take a position like this, Attorney Radcliffe said the amount of the salary for that position is within the guidelines to be allowed, plus it is shared with 2 entities. Vote: Yes 6, No 0. Motion approved.**

Clerk Report: Welcome Mr. Tim Stevens, recently hired as the 4th Public Works person in a utility type position, with a focus on obtaining all water/sewer & pool certifications and cross training in Park and Street departments, to provide backup trained staff for all positions. Tim said he appreciates the opportunity, is enjoying it and really likes working with Joshua, Andy and Brian. Brian Jahr-Park Manager and Cathy Mathson-Pool Director handled the County inspections of our pool. The reports were good, with only a few items to correct, which were done immediately. B. Jahr also completed the campground inspection. Received 2 % fire dues annual grant of \$ 4,245.24 that goes to supplement the fire department budget. The initial Police and Fire Commission meeting is set for August 4 at 3:00 pm. Attorney Radcliffe reminded the council that this Commission is supposed to be an independent Commission that is not influenced at all by Mayor or City Council or even City Attorney, so to avoid potential issues, I would advise you not to attend. Upcoming election on August 9th is the Partisan Primary.

Discuss/Take Action: Class B Liquor License Application for Rita Tranberg Memorial Event, Motion by C. Ekern to approve application as presented for Rita Tranberg Memorial Event on 9/10/2022, 2nd by J. Tranberg. Discussion: None. Vote: Yes 6, No 0. Motion approved.

Discuss/Take Action: Server License Applications: Only 1 with red flags sited by Police Chief, Brandon Schuman. Attorney Radcliff said he was advised to come back in and complete his application after leaving some items out on the application. Options for the Council, deny and offer a hearing or approve contingent on him completing the application and disclosing everything

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Truthfully. J. Tranberg stated he felt that it is the employer that is deciding to take a chance on a person, these are from 6 years ago also. Mayor and Tranberg thought they met him in training at Express Mart and he seemed nice. **Motion by J. Tranberg to approve Brandon Schuman application and all the other applications that had no issues, which included, Luanne Christenson, Sherry Kelly, Amey Knopps, Susan Lilley, Lesley Moen, Sheila Simmons and Julie Wheeler, 2nd by C. Ekern. Discussion: None. Vote: Yes 6, No. Motion approved.**

City Building Permit report from G.E.C. was distributed for information only: 4 building permits were approved in June 2023.

Discuss/Take Action: Police Chief Accident with personal vehicle on City business, invoice payment requested by Kent Johnson: Was previously approved, but no direction on which fund to take the \$2,256.44 expense from. C. Ekern left the room as his business did the repairs for the invoices. Clerk stated after consulting with Baker Tilly Auditors, they recommend the expense come out of the Police budget vehicle repairs/maintenance. J. Tranberg agreed with the auditors. **Motion by J. Anderson to pay for this expense for both the Johnson and Sauls vehicles, out of the repairs and maintenance fund within the Police budget, 2nd D. Stephenson. Discussion: D. Stephenson wanted to be sure this motion included both damaged vehicles, J. Anderson said yes. Roll Call Vote: D. Stephenson-yes, J. Tranberg-yes, P. Syverson-yes, J. Anderson-yes, and T. Wheeler-yes. C. Ekern abstained. Motion approved.**

Discuss/Take Action: Direction on which budget fund to use for purchase of Pontiac Torrent and repairs and maintenance of this vehicle also: Clerk suggested using a % amount split between departments appropriate to estimated usage and adjust after more history is gathered. D. Stephenson suggested General fund and as far as repairs should be minimal and take a better look in a year. Discussion related on where to park this vehicle, no good solution was decided upon, possibly rent space, carport...decided to continue to brainstorm on possibilities. **Motion by D. Stephenson to play this by ear, Treasurer make the decision on how to account for, and after a year we can determine % if needed, 2nd J. Tranberg. Discussion: None. Roll Call Vote: D. Stephenson-yes, C. Ekern-yes, P. Syverson-yes, J. Anderson-yes, J. Tranberg-yes and T. Wheeler-yes. Motion approved.**

Discuss/Take Action on July 2022 Vouchers: **Motion by D. Stephenson to approve July vouchers as presented in packet, 2nd by C. Ekern. Discussion: J. Anderson - check to be sure the Arcade Portables, LLC voucher was for porta potty cleaning, Clerk confirmed yes. Roll Call Vote: D. Stephenson-yes, C. Ekern-yes, P. Syverson-yes, J. Anderson-yes, J. Tranberg-yes and T. Wheeler-yes. Motion approved.**

Motion by C. Ekern to adjourn meeting @ 7:45 pm, 2nd J. Tranberg. Discussion: None. Vote: Yes 6, No 0. Motion approved.

Next City Council Meeting: September 12, 2022 at City Council Chambers @ 6:30 pm

Minutes by: S. Frederixon-City of Blair Clerk/Deputy Treasurer