

**MINUTES OF  
REGULAR COUNCIL MEETING  
WEDNESDAY DECEMBER 14, 2016**

The Cass Lake City Council held its regular city council meeting on Wednesday December 14, 2016 after a working session and Public Hearing.

Attendance: Mayor Wayne LaDuke, Council Members George Donnell, Wayne Bohn, Leonard Fineday

Absent: Council Member Scott Reimer

Also in Attendance: Sue Uhrinak, City Clerk-Treasurer, Tate Frazer, Public Works Supervisor, Brad Rittgers, Cass County Sheriff's Department, Jerry Smith, Barb Sproul, Rene Wright, Alan Olson, Cass Lake Times.

**6:00pm Truth-in-Taxation Public Hearing:** Mayor LaDuke opened the Public Hearing at 6:00pm for comments. Rene Wright requesting clarification as to why here property tax value dropped by \$7,000 in one year. It was explained to her that the City does not set the assessed property values on homes, that is done at the County level and directed her to call the Cass County Assessor's office for specifics on how the property values are assessed.

Having no other comments from the public regarding the proposed 2017 Tax Levy, the Mayor closed the Public Hearing at 6:04pm.

Open Regular City Council Meeting at 6:04pm

1) **Draft Minutes:** None

2) **Consent Agenda**

a. Minutes:

11-9-16 Minutes of Regular City Council Meeting

11-17-16 Minutes of Budget Meeting

b. Claims & Payroll:

Claims #11298 - 11354 for \$75,490.06

Payroll # 23 for \$5,495.17

Payroll # 24 for \$7,562.48

Payroll # 25 for \$5,267.45

c. Water & Sewer Adjustment:

None

d. Journal Entry Adjustment:

None

A **Motion** by Fineday, seconded by Donnell to approve the Consent Agenda as presented. **Motion Passed Unanimously**

3) **Scheduled Groups or Individuals**

None

4) **Council Committee Meetings:**

**11-22-16 Property Committee: conditional use application:** discussed proposed plans for the property and verified that it meets with the current building and rental regulations.

**12-6-16 Property Committee: Fire Association expansion:** explained the stage 1 application for assistance on the proposed expansion and commitment of the Fire Association to cover the cost of this step.

**Down payment assistance application:** confirmed that the applicant meets the requirements of the program and the home will be a new construction.

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5) **Special Committee Meetings:** None

6) **Department Head Reports:**

**Sue Uhrinak, Clerk-Treasurer:**

Regular daily work, entered proposed 2017 budget in system, Account maintenance on water & sewer accounts, annual maintenance vendor list, sent Assessments for 2016 Past Due Utilities to county to be certified, attended Mississippi Headwaters comp plan meeting, worked on investment accounts for year end.

**Tate Frazer, Public Works:** brought up the open position. Council will defer to the new council when they take office in January on filling the position

7) **Attorney Reports:**

Meeting scheduled for December 13, 2016 in Twin Cities for discussion with IP and City on Property Bohn & Reimer discussed options and will defer to the City Attorney to draft a report for the council and propose uses for the property in question.

8) **Notices & Communications:**

None

9) **Old Business:**

None

10) **New Business:**

A **Motion** by Bohn, seconded by Fineday to Approve **Resolution 16-9** to Decertify Tax Increment Financing District No. 1-2 of the City of Cass Lake. **Motion Passed Unanimously**

A **Motion** by Fineday, seconded by Donnell to Approve **Resolution 16-10** to Certify the Final Tax Levy for the City of Cass Lake for budget year 2017. **Motion Passed Unanimously**

A **Motion** by Donnell, seconded by Bohn to Approve Business Licenses for 2017 for the following: The Big Tap, Safari Liquor, Canal House Restaurant, 371 Café, Cass Lake Mini-Mart, Teal's SUPERVALU, Family Dollar, Schwan's, BB's Snow Plowing & Repair, J & L Oil. **Motion Passed Unanimously**

A **Motion** by Bohn, seconded by Fineday to Approve a Park Board Walk funded through Leech Lake DRM for the Forest E. Villier Memorial Park with no cost to the City on condition of approval from the DNR. **Motion Passed Unanimously**

A **Motion** by Bohn, seconded by Donnell to Approve a Conditional Use Permit for the Property located at 106 Aspen Ave SW, for a change in occupancy for a 5-unit apartment building subject to all terms and conditions of current rental ordinance. **Motion Passed Unanimously**

A **Motion** by Donnell, seconded by Fineday to approve a down-payment assistance application for a new home to be constructed at 205 Norway Ave NE, with Lakes Area Habitat for Humanity. **Motion Passed Unanimously**

A **Motion** by Donnell, seconded by Fineday to Approve request for Grant Writing Services through WSN to assist with the USDA Community Facilities Stage 1 Application on the Fire Hall Project with the Fire Association. **Motion Passed Unanimously**

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A **Motion** by Donnell, seconded by Bohn to Approve placing 4-way stop signs at the intersections of Norway Ave NE & 3<sup>rd</sup> Street NE and Spruce Ave NE & 3<sup>rd</sup> Street NE. **Motion Passed Unanimously**

A **Motion** by Bohn, seconded by Donnell to authorize the Mayor to sign the environmental assessment for the Cass Lake HRA on the building expansion of the apartment building. **Motion Passed Unanimously**

A **Motion** by Donnell, seconded by Fineday to approve the AFSCME 2016-2017 Contract. **Motion Passed Unanimously**

**11) Announcements and Information:**

a. Revenue & Expenditure Guideline as of December 9, 2016.

**12) Items Removed from Consent Agenda**

**13) Groups or Individuals not on the Agenda**

**Presentation:** City Clerk-Treasurer Uhrinak presented Mayor LaDuke with a plaque on behalf of the City Council and City Staff in appreciation of his 10 years of service as the Mayor of Cass Lake.

**Up Coming Meetings:**

Tuesday January 3, 2016 at 5:30pm Annual Organizational meeting with Swearing in of New Members

A **Motion** by Fineday, second by Donnell to Adjourn Regular City council meeting at 6:15pm. **Motion Passed Unanimously**

**ATTEST:**

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**Wayne LaDuke, Mayor**

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**Sue Uhrinak, City Clerk-Treasurer**