

City of Bigfork
Regular City Council Meeting
May 13, 2021
5:30 p.m.

Members Present: Mayor Bryan Boone, David Mann, and via Zoom: Drew Francisco

Members Absent: Paul Gustafson and Ben Maxa

Also Present: Tim Johnson, Gary Erickson, and via Zoom: Sally Sedgwick and Daniel Loch

Mayor Boone called the meeting to order at 5:30 p.m.

The Pledge of Allegiance was recited and the Public Forum was opened. Gary Erickson expressed concern about lack of public input in the comprehensive plan update process and he questioned the accuracy and applicability of the recent housing study as basis documentation for the plan. He felt that more time and input was needed to make a good plan for the City. As no one else wished to address the Council, the public forum was closed.

Motion by Mann to approve the agenda, seconded by Boone, motion carried unanimously (MCU).

Consent Agenda: Motion by Mann, seconded by Francisco and carried unanimously to approve the consent agenda including:

- 1. Minutes of the April 8, 2021 regular Council meeting***
- 2. City Clerk's office report for April 2021,***
- 3. financial report for April 2021,***
- 4. Public Works Department report for April 2021,***
- 5. payroll and timecards for April 16 and 30, 2021 regular payrolls in the amount of \$7,674.08***
- 6. claims paid in the amount of \$5,996.40 and claims for payment in the amount of \$37,820.10***

UNFINISHED BUSINESS

Tim Johnson – Updates: Rural Community Coordinator Tim Johnson was present with several updates for the Council. First was the Bigfork School and Community Enhancement Project. The initial cost estimate of \$1.9 million dollars recently increased to \$2.4 million because of material cost increases, etc. ISD #318 had originally committed \$600,000 and project partners have asked them to double that amount. The remainder must be raised locally. A grant application has been submitted to the IRRRB and they are interested in supporting the project, however they want to see more local contribution before they commit. There are Congressionally Designated Projects funds available. ISD #318 felt an application for these funds would be more successful if it came

from the City of Bigfork as a project partner. Johnson asked the Council for permission to apply and for the City to act as fiscal agent if funds are awarded. **Motion by Boone to do so, seconded by Mann, MCU.**

Johnson's second item was the Comprehensive Plan update. He informed the Council that a couple ideas had come out of the last Planning Commission meeting. Those were to explore creating a canoe access on Cemetery Lake and an RV park, possibly in the same area. Johnson asked if Council wanted those items added as action steps before the plan goes out for public comment. Johnson agreed with Mr. Erickson's comments about the importance of public engagement and provided the Council with a timeline of their work on the plan over the last year which included public input sessions and a community survey.

Johnson's next update was the IRRRB grant submitted by the Bigfork Valley Community Foundation on behalf of the City of Bigfork for the baseball/softball field. The grant was approved in the amount of \$8,600 and BFVCF approved a \$500 grant to the project as well.

Johnson's final item was improvements to RiverWalk trail. The StoryWalk boards and Big Fork River interpretive panel will be installed this summer. Shipping of the exercise equipment has been delayed due to covid. Johnson suggested a Council representative join him in selecting the best locations for these items and Mann volunteered to help with that.

Request to Delay Comp Plan Process: Boone reviewed that the comp plan update process was nearing completion and Mr. Erickson had submitted a formal request to delay it, which he spoke to during the public forum. The Council did not see the benefit of prolonging the process. The consensus was that the draft update is a solid plan with realistic goals for the City to work toward over the next ten years. No action was taken on the request. Boone reiterated that a final public comment period will take place from May 17 to June 10.

Audit Report: Daniel Loch of CliftonLarsonAllen addressed the Council with the 2020 audit results. Highlights of the report were:

- a material weakness in segregation of duties due to the small staff
 - a material weakness due to audit adjustments made by CLA to convert from cash to accrual basis for the presentation of the financial statements
 - a material weakness due to CLA preparing the financial statements
- The above material weakness are common for cities of this size and will likely be on the audit every year.
- no significant deficiencies
 - The General Fund has 251 days cash on hand which is well above the State's recommended amount of 150 days.
 - increase in General Fund revenues of \$78,000, mostly due to the receipt of CARES funding
 - increase in General Fund expenditures of \$140,000, mostly due to the road project
 - Both water and sewer funds are cash flowing as well as covering annual depreciation.
 - Both water and sewer had positive cash flow which hasn't been seen in three of the last five years.

Mr. Loch informed the City they are in a very stable financial position.

Engineering Update: As no one from Widseth was present, the Clerk informed the Council that a pre-construction meeting for the Ash Street/Rajala Mill Road improvement project would be held

soon with Casper Construction and Itasca County. The project is scheduled to begin between mid-June and mid-July.

Recreation Coordinator Position: This item was tabled at the last meeting. The consensus of the Council was to advertise the position. Mann suggested that the Clerk add an item to the job description covering record-keeping responsibilities.

Junior Council Member: *Motion by Mann to accept the application from Lily Danielson for the position of Junior Council Member, seconded by Boone, MCU.*

Hwy 38 Property Bid: *Motion by Francisco to accept the bid from Donald Flury in the amount of \$10,500 for parcel number 85-022-3401, seconded by Mann, MCU.*

NEW BUSINESS

Mower Quotes: Two quotes were received to replace a mower for the Public Works Department. \$5,000 is available in the Public Works Equipment fund. *Motion by Boone to accept the quote from The Shop in the amount of \$9,989.99 if the Public Works Department is willing to designate the 2022 equipment fund line item to this purchase, seconded by Mann, MCU.*

Designation of Excess General Fund Revenues: As reviewed in the audit, the General Fund had a significant balance increase. A portion of this increase was due to the receipt of excess tax increment from parcels removed from the Scenic Estates TIF District. *Motion by Mann, seconded by Boone to designate \$25,268.72 of this for the Graduated Investments Fund with the other \$1,000 being designated for traffic signage at the CSAH 7/Huskie Blvd/Golf Course Lane intersection, MCU.*

OTHER/ANNOUNCEMENTS

Community Clean-Up Days are May 14 & 15 and May 21 & 22. Information is on Facebook or can be picked up at City Hall.

A final public comment period for the comprehensive plan update will run from May 17 to June 10. The draft plan is available on the City website or from City Hall.

Motion to adjourn by Mann at 7:05 p.m., seconded by Francisco, MCU.

Angela L. Storlie
City Clerk/Treasurer

Approved at the regular meeting held on
June 10, 2021

Mayor