

JAMESTOWN CITY COUNCIL  
REGULAR MEETING, DECEMBER 3, 2018  
UNOFFICIAL MINUTES

The regular meeting of the City Council was called to order by Mayor Heinrich at 5:00 P.M.

The Pledge of Allegiance to the flag was recited.

Roll Call showed the following members present: Mayor Heinrich, Council Members Phillips, Steele, Brubakken, and Buchanan, City Attorney Ryan, and City Administrator Hellekson.

Mayor Heinrich removed two items from the agenda. (Proposed CPS Agreement & Proposed Marco Agreement)

David Satrom, 514C 1<sup>st</sup> Ave S, protested a utility bill late fee for 711 1<sup>st</sup> Ave N, and the base garbage and base water rates for his vacant rental properties. City Council referred to staff.

The National League of Cities presented the City of Jamestown with the Milestone Award at the recent convention in California. Blake Crosby, ND League of Cities Executive Director, accepted the award on behalf of the City of Jamestown and presented it to the City at this meeting. Jamestown is the only city to receive the award for 50 years of membership and participation in the organization.

Council Member Brubakken moved to approve the minutes of the regular council meeting, November 5, 2018; the committee meetings November 20, 2018. Seconded by Council Member Steele. Unanimous aye vote. Carried.

Council Member Steele moved to approve the following consent agenda items:

- A. Resolution to approve the transfer of the municipal court checking account and two savings accounts from the current financial institution to another financial institution.
- B. Resolution to approve the plat of Berndt Addition, Lot 1, Block 1, a tract of land located within the SE ¼ of Section 26, T140N, R64W of the Fifth Principal meridian, being with the City of Jamestown, Stutsman County, North Dakota.
- C. Resolution to approve the request from On The Level to suspend the Landfill Closure Project until spring at which time the cover will be finished, final cleanup completed, and the soil cap scarified and re-compacted at the contractor's expense prior to turf restoration and seeding, which entire Landfill Closure Project must still be completed by June 15, 2019.
- D. Resolution to approve Payment No. 1 (Inv 60471), to AE2S, for engineering services on NW Booster PLC Upgrade, in the amount of \$940.00.
- E. Resolution to approve Payment No. 5, to LD Concrete, for construction on 2018 Sidewalk, Curb & Gutter District #18-11, in the amount of \$4,710.15.
- F. Resolution to approve Payment No. 7, to Border States Paving, Inc., for construction on Seal Coat, Patching, Construction & Reconstruction District #18-41, in the amount of \$15,430.85.
- G. Resolution to approve Payment No. 10 (Inv 08387.04-10), to SRF Consulting Group, Inc., for 2018 Jamestown Planning and Zoning Technical Services, in the amount of \$7,665.45.
- H. Resolution to approve Payment No. 12 (Inv 8504), to Apex Engineering Group, for services on Jamestown Wastewater Treatment Facility Capacity Assessment, in the amount of \$825.00.

- I. Resolution to approve Payment No. 21 (Inv 60670), to AE2S, for engineering services on Jamestown Stormwater Utility Implementation, in the amount of \$2,972.00.
- J. Resolution to approve Payment No. 54 (Inv 60473), to AE2S, for On Call engineering services, in the amount of \$1,722.75.
- K. Resolution to approve Payment No. 56 (Inv 60472), to AE2S, for engineering services on the Infrastructure I&C Support, in the amount of \$135.00.
- L. Resolution to approve Payment No. 4 (Inv 36481), to Interstate Engineering, Inc., for engineering services on the Inert Landfill Closure Cell 1-4, Section 5-139-63, in the amount of \$8,158.65.
- M. Resolution to approve Payment No. 6 (Inv 36482), to Interstate Engineering, Inc., for engineering services on the James River Tree Snagging Project, in the amount of \$4,090.35.
- N. Resolution to approve Payment No. 8 (Inv 36484), to Interstate Engineering, Inc., for engineering services on the Title V Air Quality Permit for Sanitary Landfill, in the amount of \$684.00.
- O. Resolution to approve Payment No. 10 (Inv 36480), to Interstate Engineering, Inc., for engineering services on the 2018 Safe Routes to School Sidewalk District 18-21, in the amount of \$5,479.55.
- P. Resolution to approve Payment No. 16 (Inv 36479), to Interstate Engineering, Inc., for engineering services on NW Water Main Replacement Project District 17-61 (11Blocks), in the amount of \$5,438.75.
- Q. Resolution to approve Payment No. 18 (Inv 36477), to Interstate Engineering, Inc., for engineering services on Sanitary Landfill Cell 4A Development, in the amount of \$5,619.10.
- R. Resolution to approve Payment No. 255 (Inv 36478), to Interstate Engineering, Inc., for Special Services for Compliance to Health Department Permit for Landfill, in the amount of \$820.00.
- S. Resolution to approve Payment No. 256 (Inv 36483) in the amount of \$21,206.50, to Interstate Engineering, Inc., for engineering services on the following:
  - 1) City Department consultations (General), in the amount of \$5,791.00
  - 2) City Department consultations (Streets), in the amount of \$2,803.50
  - 3) City Department consultations (Sewer), in the amount of \$7,324.50
  - 4) City Department consultations (Water), in the amount of \$3,805.00
  - 5) City Department consultations (Solid Waste), in the amount of \$717.50
  - 6) City Department consultations (Storm Water), in the amount of \$765.00
- T. Motion to accept the reports of the Municipal Judge, Police Department, Fire Department, Public Works Departments, Inspection Department, Forestry Department, Civic Center, Central Valley Health Unit, and financial status.
- U. Resolution to allow the November indebtedness in the amount of \$3,430,224.99 consisting of \$505,266.04 payroll and \$2,924,958.95 general obligations.

Seconded by Council Member Phillips. Consent Roll Call No. 1 showed: 5 ayes, 0 nays, 0 absent. Carried.

Nellie Deegan, President of Frontier Village Board of Directors, thanked the City Council and staff.

Council Member Brubakken moved a Resolution to forego bids and enter into an agreement for the purchase of hydrocarbons for 2019 for the City of Jamestown Operational Programs and the Jamestown Park Districts Operational Programs. Seconded by Council Member Phillips. Roll Call No. 2 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Buchanan moved a Resolution to forego bids and enter into an agreement to establish the specific market prices for chemicals for the water, sewer and wastewater departments during the 2019 calendar year. Seconded by Council Member Brubakken. Roll Call No. 3 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Phillips moved to appoint Blaine 'Pat' Stockert and James Weight to serve as members of the Fire Code Board of Appeals for three year terms to expire November 2021. Seconded by Council Member Steele. Unanimous aye vote. Carried.

Council Member Phillips moved to appoint Calvin Dupree to serve as a member of the Law Enforcement Governing Board for a four year term to expire December 2022. Seconded by Council Member Brubakken. Unanimous aye vote. Carried.

Council Members provided reports.

A public hearing was held to obtain citizen views and to respond to questions related to the proposed Community Development Block Grant application for the Downtown Façade Improvement Project; the community development and housing needs, including the needs of very low and low income persons, as well as other needs in the community that might be addressed through the CDBG program, and the performance of the City in carrying out its community development responsibilities. Mayor Heinrich closed the public hearing.

Council Member Brubakken moved a Resolution to approve and authorize the signing and submission of the final grant application for the CDBG program to the North Dakota Division of Community Services for a ten-year, up to \$100,000 annual grant for the Jamestown Downtown Façade Improvement Project, for commercial property owners. Seconded by Council Member Steele. Roll Call No. 4 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Steele moved a Resolution to approve and authorize entering into an agreement with the State of North Dakota for a hazard mitigation grant for Phase III of the River Project to stabilize the riverbank, for which 75% is federal, 10% state funded, and 15% locally funded to be paid from the Special Assessments Deficiency Fund. Seconded by Council Member Phillips. Roll Call No. 5 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Buchanan moved a Resolution to approve and authorize entering into an agreement with Interstate Engineering to provide the basic civil design services and special services on the River Project: Phase III Riverbank Stabilization. Seconded by Council Member Phillips. Roll Call No. 6 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Brubakken moved a Resolution to approve the applications for Renaissance Zone Incentives for up to a five (5) year, one hundred percent (100%) state income tax exemption and up to a five (5) year, one hundred percent (100%) property tax exemption for the following pending approval by the State of North Dakota Department of Community Services:

- A. Legendary Properties LLP on Lot 10, Block 1, Lindberg Addition (213 Lindwood Drive SW);
- B. William and Carrie Curtis on Lot 11, Block 1, Lindberg Addition (211 Lindwood Drive SW);
- C. Jon Lindberg, Lot 1, Block 1, Lindberg Addition (200 Lindwood Drive SW);
- D. Joseph and Jaime Kraehenbuehl, east 100 feet of Lots 16 and 17, and east 100 feet of the south 20 feet of Lot 18, Block 31, Jamestown Original (124 3<sup>rd</sup> Ave SE).

Seconded by Council Member Phillips. Roll Call No. 7 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Phillips moved a Resolution to approve and authorize signing of the Department of Transportation North Dakota State Aid for Public Transit Funding Agreement for Section 5311 and State Aid to Public Transit funding on behalf of Jamestown Taxi Service, and committing the local share of funds necessary as budgeted for 2019. Seconded by Council Member Brubakken. Roll Call No. 8 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Phillips moved to adjourn. Seconded by Council Member Steele. Unanimous aye vote. Carried.

ATTEST:

SARAH HELLEKSON, City Administrator

APPROVED:

DWAINE HEINRICH, Mayor