

JAMESTOWN CITY COUNCIL
REGULAR MEETING, FEBRUARY 4, 2019
OFFICIAL 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, Assistant City Attorney Geroux, and City Administrator Hellekson.

A public hearing was held concerning the performance of the City of Jamestown in carrying out its community development responsibilities related to the \$150,000.00 Community Development Block Grant (CDBG) Project No. 4271-CD1316-PF-U, for the James River Tree Snagging and Clearing Urgent Need, and to obtain citizen views and to respond to proposals and questions. No one appeared to comment and no written comments were received. The hearing was closed.

Council Member Buchanan moved to approve the minutes of the regular council meeting, January 7, 2019; and the special council meeting, January 22, 2019. Seconded by Council Member Steele. Unanimous aye vote. Carried.

Council Member Buchanan moved to amend the committee meeting, January 22, 2019, as Phillips name was listed twice in the attendance paragraph. Seconded by Council Member Brubakken. Unanimous aye vote. Carried.

Council Member Buchanan moved to approve the committee meeting, January 22, 2019, as amended. Seconded by Council Member Brubakken. Unanimous aye vote. Carried.

No bids were received for the sale of impounded/abandoned vehicles.

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

- A. Resolution to re-affirm pledges of deposit as follows:
 - Unison Bank - \$15,709,330.49;
 - Wells Fargo Bank - \$23,314,256.70;
 - Dacotah Bank - \$6,000,292.96.
- B. Resolution to approve and re-establishment the suggested sales prices on City owned lots, as amended, for the year 2019.
- C. Resolution to approve the request from the JSDC for \$250,000 in Flex PACE interest buy down funds for 2019 from the Economic Development Fund with the City Share to be \$200,000, and paid from the City Sales Tax Fund and changing the repayment policy.
- D. Resolution to approve the request from the JSDC for \$5,687.79 from the Economic Development Fund to reimburse CED building loss for 2018 with the City Share to be \$5,119.01, and paid from the City Sales Tax Fund.
- E. Resolution to approve the request from the JSDC for reimbursement for 2018 JSDC Real Estate & Special Assessment costs from Economic Development Funds, in the amount \$6,467.01, with the City Share to be \$5,820.30 and paid from the City Sales Tax Fund.

- F. Resolution to approve the final plat of Steidl Subdivision, Lot 1, Block 1, a re-plat of Lots 5 and 6 of Lakeshore Addition within the NW ¼ of Section 13, T140N, R64W extraterritorial jurisdiction of the City of Jamestown, Midway Township, North Dakota. The property is located at 3964 4th Ave NW.
- G. Resolution to approve entering into a memorandum of understanding with Stutsman County to maintain and regulate the law enforcement shooting ranges.
- H. Resolution to approve entering into an agreement with Interstate Engineering, Inc., for engineering services on the Sanitary Sewer Lift Station System Improvements (Lift Station No. 11, Lift Station No. 20 and the Main Lift Station).
- I. Resolution to approve Change Order No. 4, to Burski Excavating, Inc., for a time extension from September 15, 2018 to September 27, 2018, per request from the ND Department of Health.
- J. Resolution to approve Payment No. 12 (Inv 08387.04-12), to SRF Consulting Group, Inc., for 2018 Jamestown Planning and Zoning Technical Services, in the amount of \$791.34.
- K. Resolution to approve Payment No. 14 (Inv 8669), to Apex Engineering Group, for services on Jamestown Wastewater Treatment Facility Capacity Assessment, in the amount of \$352.00.
- L. Resolution to approve Payment No. 56 (Inv 61317), to AE2S, for On Call engineering services, in the amount of \$1,164.50.
- M. Resolution to approve Payment No. 58 (Inv 61316), to AE2S, for engineering services on the Infrastructure I&C Support, in the amount of \$287.00.
- N. Resolution to approve Payment No. 2 (Inv 36954), to Interstate Engineering, Inc., for preliminary design and surveying on the James River Bank Stabilization Project, Phase 3, in the amount of \$12,481.30.
- O. Resolution to approve Payment No. 8 (Inv 36953), to Interstate Engineering, Inc., for engineering services on the James River Tree Snagging Project, in the amount of \$423.00.
- P. Resolution to approve Payment No. 9 (Inv 36955), to Interstate Engineering, Inc., for engineering services on the Title V Air Quality Permit for Sanitary Landfill, in the amount of \$1,128.50.
- Q. Resolution to approve Payment No. 12 (Inv 36952), to Interstate Engineering, Inc., for engineering services on the 2018 Safe Routes to School Sidewalk District 18-21, in the amount of \$3,065.20.
- R. Resolution to approve Payment No. 18 (Inv 36951), to Interstate Engineering, Inc., for engineering services on NW Water Main Replacement Project District 17-61 (11Blocks), in the amount of \$2,996.50.
- S. Resolution to approve Payment No. 20 (Inv 36949), to Interstate Engineering, Inc., for engineering services on Sanitary Landfill Cell 4A Development, in the amount of \$7,569.50.
- T. Resolution to approve Payment No. 259 (Inv 36950), to Interstate Engineering, Inc., for Special Services for Compliance to Health Department Permit for Landfill, in the amount of \$2,280.00.

- U. Resolution to approve Payment No. 260 (Inv 36823-Dec2018) in the amount of \$7,079.50, to Interstate Engineering, Inc., for engineering services on the following:
- 1) City Department consultations (General), in the amount of \$2,370.00
 - 2) City Department consultations (Streets), in the amount of \$1,140.00
 - 3) City Department consultations (Sewer), in the amount of \$1,230.00
 - 4) City Department consultations (Water), in the amount of \$228.00
 - 5) City Department consultations (Solid Waste), in the amount of \$1,787.50
 - 6) City Department consultations (Storm Water), in the amount of \$324.00
- V. Resolution to approve Payment No. 261 (Inv 36956-Jan2019) in the amount of \$14,168.00, to Interstate Engineering, Inc., for engineering services on the following:
- 1) City Department consultations (General), in the amount of \$3,192.00
 - 2) City Department consultations (Streets), in the amount of \$3,667.00
 - 3) City Department consultations (Sewer), in the amount of \$4,792.50
 - 4) City Department consultations (Water), in the amount of \$1,901.50
 - 5) City Department consultations (Solid Waste), in the amount of \$615.00
- W. 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.
- X. Resolution to allow the January indebtedness in the amount of \$3,046,529.73 consisting of \$513,102.72 payroll and \$2,533,427.01 general obligations.

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

Council Member Phillips moved a Resolution to approve the JSDC Board of Directors' recommendation to approve the purchase of 18 iPads and covers at a cost not to exceed \$10,000 to replace the iPads purchased in 2012 for Board members and staff, with the City Share not to exceed \$8,000.00, and paid from the City Sales Tax Fund. Seconded by Council Member Brubakken. Roll Call No. 2 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Phillips moved a Resolution to approve Change Order No. 2 & Final, to Border States Paving, Inc., for construction on 5th Street NE (12th Ave to 27th Ave NE), Paving Improvement District #16-42, for a net increase in the contract price of \$41,548.39. Seconded by Council Member Brubakken. Roll Call No. 3 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Brubakken moved a Resolution to approve Payment No. 12 & Final, to Border States Paving, Inc., for construction on 5th Street NE (12th Ave to 27th Ave NE), Paving Improvements District #16-42, in the amount of \$54,295.64. Seconded by Council Member Steele. Roll Call No. 4 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Brubakken moved a Resolution to approve Change Order No. 3, to Scherbenske Inc., for construction on NW Water Main Replacement Project District 17-61 (11Blocks), for a net decrease in the contract price of \$26,117.43. Seconded by Council Member Phillips. Roll Call No. 5 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Brubakken moved a Resolution to approve Payment No. 10, to Scherbenske, Inc., for construction on NW Water Main Replacement Project District 17-61 (11Blocks), in the amount of \$84,785.90. Seconded by Council Member Buchanan. Roll Call No. 6 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Phillips moved to approve the following Resolutions for 2019 Sidewalk, Curb & Gutter District #19-11:

- 1) To set up and establish the district;
- 2) To direct the City Engineer to prepare plans & specifications for the construction of the district;
- 3) To accept and approve the plans and specifications, as prepared by the City Engineer, for the construction of the district; and
- 4) To direct the City Administrator to advertise for bids for the construction of the district.

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

Council Member Phillips moved a Resolution to approve the appointment of Russell J. Myhre as alternate municipal court judge effective immediately. Seconded by Council Member Brubakken. Roll Call No. 8 showed: 5 ayes, 0 nays, 0 absent. Carried.

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

ATTEST:
SARAH HELLEKSON, City Administrator

APPROVED:
DWAINE HEINRICH, Mayor