

**Finance & Legal Committee
Building, Planning & Zoning Committee
Civic Center & Promotion Committee
November 19, 2019**

Present: Heinrich, Buchanan, Brubakken, Steele, Phillips, Ryan, Hellekson, Blackmore, Blinsky, Fosse, Laber, Reuther, Sveum and Veil.

FINANCE & LEGAL COMMITTEE

Chair Buchanan convened the meeting at 4:00 PM.

Phillips moved to recommend acceptance of the 2018 City Audit Report as prepared by Schauer & Associates, PC. Seconded by Buchanan. Linda Mohn, Schauer & Associates, PC, presented information and answered questions regarding the 2018 Audit Report. Unanimous aye vote. Carried.

Jay Sveum, Deputy Auditor, presented new information regarding the Employee Annual Leave Policy. This will be placed on the December 17, 2019, Finance and Legal Committee agenda for consideration.

Heinrich moved to recommend the City Council approve the requested Application for Abatement for 609 4th Ave NW (Fire) (74-7227000) in the amount of \$161,969. Seconded by Steele. Jamison Veil, City Assessor, provided information. Unanimous aye vote. Carried.

Brubakken moved to recommend the City Council approve the requested Application for Abatement for 617 3rd Ave NW (Fire) (74-3770520) in the amount of \$4,000. Seconded by Heinrich. Jamison Veil, City Assessor, provided information. Unanimous aye vote. Carried.

Phillips moved to recommend the City Council approve a partial reduction in valuation for 632 2nd St SW (74-3372700) from \$74,581 to \$27,900, rather than the requested \$15,000 amount stated in the Application for Abatement. Seconded by Steele. Jamison Veil, City Assessor, provided information. Unanimous aye vote. Carried.

The Committee discussed the request from Northern Roots Hair Salon to lease ten (10) parking spaces in the City-owned 3rd St/2nd Ave SW parking lot. The lot is fully contracted or held by other entities at this time. Open spaces are still available for public parking.

Heinrich moved to place the Community Corrections agreement to the December 17, 2019, Finance & Legal Committee agenda. Seconded by Phillips. Unanimous aye vote. Carried.

Brubakken moved to recommend the City Council approve the adjustments to utility rates effective in 2020. Seconded by Phillips. City Administrator Hellekson explained any adjustments. Discussion centered around administrative flexibility, which currently exists, and the late fees, which have reduced in numbers. Unanimous aye vote. Carried.

Phillips moved to recommend the City Council approve the adjustments to license and permit fees effective in 2020. Seconded by Steele. City Administrator Hellekson explained the three adjustments. City Attorney Ryan stated an adjustment to the special liquor license fee to meet state law. Unanimous aye vote. Carried.

The meeting was adjourned at 5:03 PM.

BUILDING, PLANNING & ZONING COMMITTEE

Chair Steele convened the meeting at 5:03 PM.

Brubakken moved to recommend the City Council approve the Minor Subdivision, Preliminary/Final plat – Kraehenbuehl Addition, Lot 1, Block 1, being within the City of Jamestown, Midway Township, Stutsman County, North Dakota, a replat of the East 100 feet of Lots 16 and 17 and East 100 feet of the South 20 feet of Lot 18, Block 31 of Original Plat of Jamestown, within the SW 1/4 of Section 25, T140N, R64W, City of Jamestown, North Dakota. The property is located at 124 3rd Ave SE. Seconded by Heinrich. Unanimous aye vote. Carried.

The meeting was adjourned at 5:05 PM.

CIVIC CENTER AND PROMOTION COMMITTEE

Chair Phillips convened the meeting at 5:05 PM.

Brubakken moved to recommend the City Council authorize the City Attorney to draft an ATM lease agreement with Carr Enterprises, and authorize the City Administrator and Mayor to sign the agreement. Seconded by Phillips. City Attorney Ryan explained that the funds would be kept in a separate account by the City Administrator. Civic Center Manager Fosse stated that a new agreement would provide more revenue for the Civic Center and more flexibility for Carr Enterprises. Unanimous aye vote. Carried.

Brubakken moved to recommend the City Council approve the request from JHS Student Council to waive the fee to utilize the Civic Center as a collection area on Friday, December 20, 2019, for a youth-led community food drive. Seconded by Heinrich. Student Council Executive Board President Jess Chandler, Vice President Caden Heinert, and Treasurer Ashlyn Schauer, described the planned “Stuff the Civic” food drive. Unanimous aye vote. Carried.

Civic Center Manager Fosse provided information regarding the 2019 Rough Rider Rodeo Finals. The City received \$11,600 in revenue from the event and over \$30,000 in expenses so far with a net cost of over \$18,400 so far. Committee members stated that improvements should be made for the event the following year. Civic Center Manager Fosse stated that she did inform the Rodeo manager that the James River Rodeo would be responsible for paying some expenses in 2020 and all expenses in 2021 to allow other organizations to receive partial fee reductions.

Phillips and City Attorney Ryan provided an update on the Frontier Village.

The meeting was adjourned at 5:27 PM.

Sarah Hellekson, City Administrator