

**Finance & Legal Committee  
Building, Planning & Zoning Committee  
Civic Center & Promotion Committee  
December 17, 2019**

Present: Heinrich, Buchanan, Brubakken, Steele, Phillips, Ryan, Hellekson, Blackmore, Blinsky, Edinger, Laber, Liebig, Olson, Sveum and Veil.

**FINANCE & LEGAL COMMITTEE**

Chair Buchanan convened the meeting at 4:00 PM.

Brubakken moved to recommend approving the proposal from SRF Consulting for Planning and Zoning Technical Services for 2020, in an amount not to exceed \$60,000. Seconded by Phillips. Heinrich stated he would like a cost-free, short, administrative process that doesn't require public meetings nor replatting. Steele stated that other cities have a full-time planning and zoning administrator. Building Inspector and Zoning Administrator Blackmore provided information on the current efforts to streamline the process working with the Planning Commission, SRF, the City Attorney and the City Engineer. City Administrator Hellekson stated that staff could provide information on the process and regulations for the next committee meeting. Heinrich noted that he would vote no because the process should change. Voice vote showed: 4 ayes, 1 nay. Motion carried.

Brubakken moved to recommend the City Council approve the requested Application for Abatement for 235 20<sup>th</sup> Ave NE (74-2180360) in the amount of \$396,000. Seconded by Steele. Jamison Veil, City Assessor, provided information. Unanimous aye vote. Motion carried.

Heinrich moved to recommend the City pay the Frontier Village Road Project 18-42 special assessments for the City-owned parcels, in the amount of \$119,213, to be paid from the Special Assessment Deficiency Fund. Seconded by Phillips. Buchanan stated that the lease requires that the ND Buffalo Foundation pay their own specials and the City has no obligation to the tenant. Brubakken emphasized that the intent that the City will pay these specials this one time, but the lessees are responsible to pay special assessments in the future. Voice vote showed: 4 ayes, 1 nay. Motion carried.

Brubakken moved to recommend the City Council approve the revised employee annual leave policy as amended. Seconded by Heinrich. Deputy Auditor and Human Resources Director Sveum provided information. Unanimous aye vote. Carried.

Phillips moved to approve the job description for Utility Operations Director. Seconded by Heinrich. Deputy Auditor Sveum provided information. Unanimous aye vote. Motion carried.

Phillips moved to recommend allowing a City Council Member to attend and participate in Committee Meetings and Council Meetings remotely by clear, uninterrupted, two-way telephone or electronic means if the Council Member is unable to physically attend and upon approval by the Members present. Seconded by Brubakken. Phillips stated that she will be unable to attend in person January through March for health reasons, but could attend by phone and expects to participate and be included in the quorum. City Administrator Hellekson stated that the Members could address these requests as they are presented by members. Unanimous aye vote. Motion carried.

The following appointment applications will be considered at the January 6, 2020, City Council meeting: 1) Board of Adjustment for a three year term to January 2023; and 2) Civil Service Commission for a five year term to January 2025.

Meeting adjourned at 4:43 PM.

**BUILDING, PLANNING & ZONING COMMITTEE**

This committee had no items.

**CIVIC CENTER & PROMOTION COMMITTEE**

Chair Phillips convened the meeting at 4:43 PM.

Brubakken moved to recommend the City Council approve the request from Jamestown Tourism to authorize up to \$15,000 to match a Cultural Heritage Grant for the purpose of hiring staff to inventory, identify and document artifacts at the Frontier Village, with \$2,413 paid from the Jamestown Tourism (BCTF) New Projects Fund and any remainder paid from the Jamestown Tourism (BCTF) Capital Improvement Fund. Seconded by Steele. Jamestown Tourism Director Swedlund stated that the two funds were intended to hold the organization's funds to be distributed to Tourism as the organization requested the funds from the City. Unanimous aye vote. Carried.

Meeting adjourned at 4:48 PM.

Sarah Hellekson, City Administrator