

JAMESTOWN CITY COUNCIL  
REGULAR MEETING, DECEMBER 2, 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, City Attorney Ryan, 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 \$11,000.00 Community Development Block Grant (CDBG) Project No. 4584-SL19-ED-R for Journey Behavioral Solutions, and to obtain citizen views and to respond to proposals and questions. No one appeared to comment or respond. The hearing was closed.

City Attorney Ryan recommended opening the bid for the Jamestown Sanitary Landfill. Council Member Phillips moved to open the bid. Seconded by Council Member Brubakken. Unanimous aye vote. Carried. City Attorney Ryan read the Tier 2 Sampling Project bid from Braun Intertec for a total bid of \$17,982.50.

Council Member Buchanan moved to approve the minutes of the regular council meeting November 4, 2019; minutes of the special council meeting, November 21, 2019; and minutes of the committee meetings November 19 & 21, 2019. Seconded by Council Member Steele. Unanimous aye vote. Carried.

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

- A. Resolution to accept the 2018 City Audit Report as prepared by Schauer & Associates, PC.
- B. Resolution to approve the requested Application for Abatement for 609 4<sup>th</sup> Ave NW (Fire) (74-7227000) in the amount of \$161,969.
- C. Resolution to approve the requested Application for Abatement for 617 3<sup>rd</sup> Ave NW (Fire) (74-3770520) in the amount of \$4,000.
- D. Resolution to approve a partial reduction in valuation for 632 2<sup>nd</sup> St SW (74-3372700) from \$74,581 to \$27,900, rather than the requested \$15,000 amount stated in the Application for Abatement.
- E. Resolution to approve the adjustments to utility rates effective in 2020.
- F. Resolution to approve the adjustments to license and permit fees effective in 2020.
- G. Resolution to 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.
- H. Resolution to authorize the City Attorney to draft an ATM lease agreement with Carr Enterprises, and authorize the City Administrator and Mayor to sign the agreement.
- I. Resolution to 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.

- J. Resolution to approve Payment No. 4 & Final, to LD Concrete, for construction on 2019 Sidewalk, Curb & Gutter District #19-11, in the amount of \$4,882.59.
- K. Resolution to approve Payment No. 5, to Scherbenske, Inc., for construction on 2019 Watermain Replacement Project, in the amount of \$80,187.50.
- L. Resolution to approve Payment No. 6 & Final, to Border States Paving, Inc., for construction on Seal Coat, Patching, Construction & Reconstruction District #19-41, in the amount of \$51,652.58.
- M. Resolution to approve Payment No. 10 (Inv 08387.05-10), to SRF Consulting Group, Inc., for 2019 Jamestown Planning and Zoning Technical Services, in the amount of \$4,023.10.
- N. Resolution to approve Payment No. 26 (Inv 65682), to AE2S, for engineering services on Jamestown Stormwater Utility Implementation, in the amount of \$26,437.40.
- O. Resolution to approve Payment No. 1 (Inv 39435), to Interstate Engineering, Inc., for engineering services on Demolition of LeFevre Building, in the amount of \$1,355.32.
- P. Resolution to approve Payment No. 2 (Inv 39434), to Interstate Engineering, Inc., for engineering services on 2019 Fall Flood Event, in the amount of \$36,917.48.
- Q. Resolution to approve Payment No. 3 (Inv 39431), to Interstate Engineering, Inc., for engineering services on 2019 Safe Routes to School, in the amount of \$20,010.48.
- R. Resolution to approve Payment No. 6 (Inv 39430), to Interstate Engineering, Inc., for engineering services on the 2019 Watermain Replacement Project, in the amount of \$23,960.10.
- S. Resolution to approve Payment No. 8 (Inv 39428), to Interstate Engineering, Inc., for preliminary design and surveying on the James River Bank Stabilization Project, Phase 3, in the amount of \$1,459.24.
- T. Resolution to approve Payment No. 13 (Inv 39427), to Interstate Engineering, Inc., for engineering services on the Inert Landfill Closure Cell 1-4, Section 5-139-63, in the amount of \$1,278.64.
- U. Resolution to approve Payment No. 16 (Inv 39429), to Interstate Engineering, Inc., for engineering services on the Title V Air Quality Permit for Sanitary Landfill, in the amount of \$1,517.50.
- V. Resolution to approve Payment No. 28 (Inv 39426), to Interstate Engineering, Inc., for engineering services on Sanitary Landfill Cell 4A Development, in the amount of \$1,035.00.
- W. Resolution to approve Payment No. 283 (Inv 39433), to Interstate Engineering, Inc., for engineering services on Wastewater Treatment Facility Sludge, Grease Trap & LRATS Issues, in the amount of \$615.00.
- X. Resolution to approve Payment No. 284 (Inv 39432), in the amount of \$12,029.00, to Interstate Engineering, Inc., for engineering services on the following:
  - a. City Department consultations (General), in the amount of \$5,449.00
  - b. City Department consultations (Streets), in the amount of \$3,534.00
  - c. City Department consultations (Sewer), in the amount of \$1,914.00
  - d. City Department consultations (Water), in the amount of \$948.50
  - e. City Department consultations (Solid Waste), in the amount of \$102.50
  - f. City Department consultations (Storm Water), in the amount of \$81.00

Y. 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.

Z. Resolution to allow the November indebtedness in the amount of \$2,498,244.70 consisting of \$489,375.68 payroll and \$2,008,869.02 general obligations.

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

Council Member Brubakken moved a Resolution to award the bid for the REBID Tier 2 Sampling Project, Title V Air Quality Permit, Sanitary Landfill, to Braun Intertec, in the amount of \$17,982.64. Seconded by Council Member Phillips. Hournbuckle stated this was below the engineer's estimate. Roll Call No. 2 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Phillips moved a Resolution to approve Change Order No. 2, to On The Level Construction, Inc., for construction on the Inert Cell 1-4, Final Cover, for a net decrease in the contract price of \$6,253.50. Seconded by Council Member Steele. Hournbuckle stated that the amount was balanced to the actual installed quantities. Roll Call No. 3 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Brubakken moved a Resolution to approve Payment No. 4 & Final, to On The Level Construction, Inc., for construction on the Inert Cell 1-4, Final Cover, in the amount of \$25,902.00. Seconded by Council Member Steele. Roll Call No. 4 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Phillips moved to appoint Scott Roemmich and Thomas Steckler to serve as members of the Fire Code Board of Appeals for three year terms to November 2022. Seconded by Council Member Steele. Unanimous aye vote. Carried.

Council Member Phillips moved to adjourn at 5:28 PM. Seconded by Council Member Steele. Unanimous aye vote. Carried.

ATTEST:  
SARAH HELLEKSON, City Administrator

APPROVED:  
DWAINE HEINRICH, Mayor