

JAMESTOWN CITY COUNCIL
REGULAR MEETING, FEBRUARY 3, 2020
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 (via telephone), Steele, Brubakken, and Buchanan, Assistant City Attorney Geroux, and City Administrator Hellekson.

Steve Reidburn, Jamestown, addressed the City Council. No official action was taken.

Council Member Phillips moved to approve the minutes of the regular council meeting January 6, 2020; minutes of the special council meeting, January 16, 2020; and minutes of the committee meeting January 16, 2020. Seconded by Council Member Buchanan. Unanimous aye vote. Carried.

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

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

- A. Resolution to approve the request from DRM Chef LLC DBA Davoni's for an Alcohol Beverage License (On-Sale) at 113 1st Street West, for the period ending June 30, 2020.
- B. Resolution to approve the re-establishment sales prices on City owned lots for the year 2020 as suggested by the City Assessor.
- C. Resolution to approve the request to reimburse the JSDC for 2019 JSDC Real Estate & Special Assessment costs of \$7,291.30 from Economic Development Funds, with the City Share to be \$6,459.67 and paid from the City Sales Tax Fund.
- D. Resolution to approve the request from the JSDC for \$250,000 in Flex PACE interest buy down funds for 2020 from the Economic Development Fund with the City Share to be \$200,000 and paid from the City Sales Tax Fund.
- E. Resolution to approve the request from the JSDC to reimburse the \$5,745.01 CED building loss for 2019 from the Economic Development Fund with the City Share to be 90% or \$5,170.51 and paid from the City Sales Tax Fund.
- F. Resolution to approve the reclassification of police department positions as presented retroactive to January 1, 2020, eliminate two positions in the police department, and increase the ranges.
- G. Resolution to approve the Jamestown Police Department's participation in the UJ fundraiser to raise funds for the regional SWOT and to use the funds donated to the SWOT to purchase a replacement robot for the SWOT.
- H. Resolution to approve the Plans and Specifications for the Civic Center Roof Removal and Replacement (1/4 of roof under this phase).
- I. Resolution to approve Payment No. 12 (Inv 08387.05-12), to SRF Consulting Group, Inc., for 2019 Jamestown Planning and Zoning Technical Services, in the amount of \$8,260.51.

- J. Resolution to approve Payment No. 27 (Inv 66567), to AE2S, for engineering services on Jamestown Stormwater Utility Implementation, in the amount of \$353.25.
- K. Resolution to approve Payment No. 65 (Inv 66584), to AE2S, for On Call engineering services, in the amount of \$5,877.00.
- L. Resolution to approve Payment No. 1 (Inv 39915), to Interstate Engineering, Inc., for engineering services on 2020 Roof Repairs at the Jamestown Civic Center, in the amount of \$1,081.00.
- M. Resolution to approve Payment No. 3 (Inv 39912), to Interstate Engineering, Inc., for engineering services on Demolition of LeFevre Building, in the amount of \$1,414.04.
- N. Resolution to approve Payment No. 4 (Inv 39913), to Interstate Engineering, Inc., for engineering services on 2019 Fall Flood Event, in the amount of \$3,051.50.
- O. Resolution to approve Payment No. 4 (Inv 39909), to Interstate Engineering, Inc., for engineering services on Sanitary Sewer Lift Station Improvements (Main Lift and Lift Station No. 20), in the amount of \$4,603.00.
- P. Resolution to approve Payment No. 5 (Inv 39910), to Interstate Engineering, Inc., for engineering services on 2019 Safe Routes to School, in the amount of \$5,329.20.
- Q. Resolution to approve Payment No. 10 (Inv 39907), to Interstate Engineering, Inc., for preliminary design and surveying on the James River Bank Stabilization Project, Phase 3, in the amount of \$2,854.00.
- R. Resolution to approve Payment No. 18 (Inv 39908), to Interstate Engineering, Inc., for engineering services on the Title V Air Quality Permit for Sanitary Landfill, in the amount of \$6,575.32.
- S. Resolution to approve Payment No. 29 (Inv 39906), to Interstate Engineering, Inc., for engineering services on Sanitary Landfill Cell 4A Development, in the amount of \$410.00.
- T. Resolution to approve Payment No. 288 (Inv 39914), to Interstate Engineering, Inc., for engineering services on Wastewater Treatment Facility Sludge, Grease Trap & LRATS Issues, in the amount of \$638.00.
- U. Resolution to approve Payment No. 289 (Inv 39911)-2019, in the amount of \$8,012.00, to Interstate Engineering, Inc., for engineering services on the following:
 - 1) City Department consultations (General), in the amount of \$4,970.00
 - 2) City Department consultations (Streets), in the amount of \$1,353.00
 - 3) City Department consultations (Sewer), in the amount of \$717.50
 - 4) City Department consultations (Water), in the amount of \$444.50
 - 5) City Department consultations (Solid Waste), in the amount of \$527.00
- V. Resolution to approve Payment No. 290 (Inv 39916)-2020, in the amount of \$11,858.00, to Interstate Engineering, Inc., for engineering services on the following:
 - 1) City Department consultations (General), in the amount of \$5,928.00
 - 2) City Department consultations (Streets), in the amount of \$2,622.00
 - 3) City Department consultations (Sewer), in the amount of \$1,937.00
 - 4) City Department consultations (Water), in the amount of \$1,105.50
 - 5) City Department consultations (Solid Waste), in the amount of \$265.50

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 \$2,854,823.43 consisting of \$547,570.71 payroll and \$2,307,252.72 general obligations.

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

Council Member Brubakken moved a Resolution to approve the issuance of bonds by Cass County, North Dakota, on behalf of Essentia Health and its affiliates under the Municipal Industrial Development Act and authorize the Mayor and City Administrator to sign the agreement on behalf of the City of Jamestown. Seconded by Council Member Steele. Kyle Dorow and Andy Askew, both Essentia Health, addressed the Council regarding the Joint Power Agreement between Cass County and the Cities of Wahpeton, Valley City and Jamestown. Roll Call No. 2 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Phillips moved a Resolution to authorize the City Administrator to sign and submit a SRF Clean Water application to the ND State Health Department and ND Public Finance Authority for the 2019 Watermain Improvements Project 19-61. Seconded by Council Member Brubakken. Darrell Hournbuckle, Interstate Engineering provided information. Roll Call No. 3 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Phillips moved a Resolution to approved the proposal from New Phase Energy for continuation of the study for utilization of biogas. Seconded by Council Member Steele. Darrell Hournbuckle, Interstate Engineering, Inc., provided information and stated the request includes paying NPE \$15,000 for services. Roll Call No. 4 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Brubakken moved a Resolution to authorize New Phase Energy to prepare applications for grants for the utilization of biogas to assist in funding the project, and authorize the City Administrator to sign the grant applications. Seconded by Council Member Steele. Roll Call No. 5 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Steele moved a Resolution to authorize New Phase Energy to prepare and the City Administrator to sign and submit a SRF application to the ND State Health Department and ND Public Finance Authority for the biogas project. Seconded by Council Member Brubakken. Roll Call No. 6 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Brubakken moved a Resolution to authorize, direct and establish storage fees for abandoned and impounded vehicles at \$45 per day beginning when the vehicle is first impounded and from midnight each day thereafter; plus additional costs including, but not limited to towing, storage, taxes and other fees charged by a private business for impounding and securing the vehicle. 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 the City Prosecutor's request to enter into an Agency Access Agreement with the State of North Dakota for electronic online access to the ND Criminal Justice Information Sharing (ND CJIS) Portal. Seconded by Council Member Brubakken. Assistant City Attorney Gereoux provided information. Roll Call No. 8 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Steele moved to introduce the first reading of an ordinance to amend and re-enact Sections 9-12, 9-13, and 23-38 of the City Code pertaining to the Building Code and Plumbing Code.

Council Member Steele moved a Resolution to approve the request from Knights of Columbus for gaming site authorizations at the Jamestown Civic Center on February 22, 2020, and for the Gladstone Inn & Suites on April 18, 2020. Seconded by Council Member Brubakken. Roll Call No. 9 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Phillips moved to adjourn at 5:44 PM. Seconded by Council Member Steele. Unanimous aye vote. Carried.

ATTEST:
SARAH HELLEKSON, City Administrator

APPROVED:
DWAINE HEINRICH, Mayor