

**Finance & Legal Committee  
Building, Planning & Zoning Committee  
Civic Center & Promotion Committee  
Police & Fire Committee  
Public Works Committee  
March 26, 2020**

Present: Heinrich, Brubakken, Steele, Phillips, Ryan and Hellekson, Blackmore, Dillman, Edinger, Laber, Reuther, Sveum, Veil, Hournbuckle. Absent: Council Member Buchanan.

Note: Due to COVID-19, many staff and others attended remotely by phone.

**POLICE & FIRE COMMITTEE**

Chair Heinrich convened the meeting at 3:05 p.m.

Fire Chief Reuther stated that the City is still accepting small and large donations to acquire the Fire Department vehicle. Everything is appreciated. The Jamestown Volunteer Firefighters Association and Sparky presented a \$25,000 check to the Mayor. The funds were earned during the past ten years through generous donations of attendees at the Volunteer Firefighters Association pancake breakfast fundraisers.

The second readings of Ordinance No. 1524, 1525, 1526, 1527, 1528 and 1529 are scheduled for the April 6, 2020, City Council meeting.

Brubakken moved to recommend the City Council introduce the first reading of an ordinance to amend and re-enact Chapter 2 of the Code of the City of Jamestown pertaining to residency qualification for employees. Seconded by Steele. Unanimous aye vote. Carried.

The meeting adjourned at 3:15 p.m.

**BUILDING, PLANNING & ZONING COMMITTEE**

Chair Steele convened the meeting at 3:15 p.m.

Brubakken moved to recommend the City Council approve the request from Anne Carlsen Center for a special use permit for a building to be located on property east of the Jamestown Regional Medical Center. Seconded by Phillips. Building Inspector Blackmore answered questions. City Engineer Dillman stated that the project does not affect the City's Long-Range Transportation Plan requirement for an overpass in that area. Unanimous aye vote. Carried.

Phillips moved to approve the request from Fort Seward Reconstruction Board for a special use permit to operate a campground on Lots 3-6, plus ½ vacated alley, Block 44, Capitol Hill Addition, conditioned upon an amendment to the current lease agreement. Seconded by Heinrich. Unanimous aye vote. Carried.

The meeting adjourned at 3:28 p.m.

**CIVIC CENTER AND PROMOTION COMMITTEE**

Chair Phillips convened the meeting at 3:28 p.m.

Phillips moved to recommend the City Council approve the Jamestown Tourism request for funds to repair/paint the Buffalo Monument to be funded by the Jamestown Tourism Capital Improvement Fund (Buffalo City Tourism Fund). Seconded by Steele. Jamestown Tourism Executive Director Swedlund provided information. Unanimous aye vote. Carried.

The meeting adjourned at 3:35 p.m.

## **PUBLIC WORKS COMMITTEE**

Chair Brubakken convened the meeting at 3:35 p.m.

Steele moved to recommend the City Council approve the plans and specifications and authorize the advertisement for bids for Seal Coat, Patching, Construction & Reconstruction District No. 20-41. Seconded by Heinrich. City Engineer Dillman stated that the bid opening will be April 23, 2020. Unanimous aye vote. Carried.

Heinrich moved to place the City's Emergency Protection Policy on the June Public Works agenda to allow the City Administrator, City Engineer, City Attorney and Emergency Manager sufficient time to discuss changes. Seconded by Phillips. Unanimous aye vote. Carried.

Steele moved to recommend the City Council approve the bid award on Safe Routes to School (SRTS) Project TAU-2-987(042) to LD Concrete, in the amount of \$389,146.55, pending NDDOT concurrence. Seconded by Phillips. City Engineer Dillman explained that this Safe Routes to School project, a collaboration with the Jamestown Public School District, Central Valley Health District and the City, is designed to allow safe student crossings and to calm or slow traffic. Unanimous aye vote. Carried.

Steele moved to recommend the City Council approve Change Order No. 1, to Braun Intertec, on Jamestown Sanitary Landfill SW-213, Tier 2 Sampling Project, Title V Air Quality Permit, CWSRF Project No. 380808-08, for a net increase in the contract price of \$1,572.62, with a completion date of July 30, 2020. Seconded by Phillips. City Engineer Dillman stated that the snow last fall had to be moved. The intent of this change order is to make a safe working environment. Unanimous aye vote. Carried.

The meeting adjourned at 3:43 p.m.

## **FINANCE & LEGAL COMMITTEE**

Heinrich opened the meeting at 3:43 p.m.

Brubakken moved to proclaim April, 2020, as Fair Housing Month and urge all citizens to understand and exercise their right to equal housing opportunity. Seconded by Steele. Unanimous aye vote. Carried.

Steele moved to recommend the City Council approve the application for Renaissance Zone Incentives for up to a five (5) year, one hundred percent (100%) state income tax exemption and a one hundred (100%) five (5) year property tax exemption for Kevin D. & Colleen S. Koehn, (202 Lindwood Drive) pending approval by the State of North Dakota Department of Community Services. Seconded by Phillips. City Assessor Veil answered questions. Unanimous aye vote. Carried.

Heinrich moved to recommend the City Council approve the request by owners Richard and Lillian Dixon to deem Parcel 74-5621200 as unbuildable and waive all special assessments in the following amounts: \$11,431.13 for 2017 NW Watermain Replacement 17-61 Project; \$363.03 for 15-41 Paving Project; and \$11.81 for 2007 Quiet Zone Project; and with such costs to be paid by the City's Special Assessment Deficiency Fund. Motion failed for lack of a second. The aerial view of the map shows the property has a structure built on the property. City Assessor Veil and City Administrator Hellekson answered questions. Discussion was held to require the owner of a nonbuildable parcel to file a record that requires no structure ever be built on the property including docks, sheds and temporary structures.

Phillips moved to recommend the City Council approve the JSDC request to pay the JSDC's share of legal fees incurred by SEPA for the ND Soy vs SEPA lawsuit. The JSDC share through Feb 20, 2020 is \$108,314.41. This did not include the GRE share of legal fees. The JSDC approved and requests up to \$110,000 total, with the City's share being \$99,000 (90% City, 10% County), to be funded through the City Sales Tax Fund. Seconded by Steele. JSDC Executive Director Ova provided information. Unanimous aye vote. Carried.

Brubakken moved to recommend the City Council approve the JSDC request to support Workforce Recruitment and fund the Career Builders (Loan Repayment) Reimbursement Program at \$100,000 with the 80/20 City/County split, \$80,000 being the City's share, to be funded through the City Sales Tax Fund. Seconded by Phillips. Corry Shevlin, JSDC, answered questions. Unanimous aye vote. Carried.

City Attorney Ryan stated that the company is Eagle Flats LLC is now registered in ND. Ryan is working with David Ritchay to get the remaining information in the agreement.

There is a presentation on the true cost of city water and recommended improvements by Interstate Engineering, Inc., and City Staff on the OneDrive. Direct questions to City Engineer Dillman and Darrell Hournbuckle from Interstate Engineering, Inc.

Heinrich stated that the appointments to the Forestry Committee (1 at-large member open position and the NDSU member position) are scheduled at the April 6, 2020, City Council meeting.

Phillips moved to recommend the City Council approve at the Special City Council meeting on Thursday, March 26, 2020, a temporary moratorium on code enforcement of on-sale and off-sale licensed businesses for delivery, curbside pickup and takeout of alcohol in sealed containers through May 4, 2020, with specific restrictions, and authorize the Mayor to issue additional executive orders as necessary. Seconded by Steele. Unanimous aye vote. Carried.

The meeting adjourned at 4:35 p.m.

Sarah Hellekson, City Administrator