

**Finance & Legal Committee  
Building, Planning & Zoning Committee  
Civic Center & Promotion Committee  
Police & Fire Committee  
Public Works Committee  
April 23, 2020**

Present: Heinrich, Buchanan, Brubakken, Steele, Phillips, Ryan and Hellekson, Blackmore, Dillman, Edinger, Michel, Reuther, Sveum, Hournbuckle.

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

**FINANCE & LEGAL COMMITTEE**

Chair Buchanan convened the meeting at 3:00 p.m.

Sarah Frohlich, Director of Jamestown Community Corrections (JCC), presented information about the program. The JCC and the City are proceeding based on the 2019 contract. Ms. Frohlich monitors the community service ordered by Judge Krapp. JCC has contracts with two counties and is working toward new contracts with Stutsman County and the City of Jamestown. The County and City Auditors performed a program audit since last October. Phillips requested that the contract return to this Committee.

City Administrator Hellekson requested the Committee refer the NDDOT request for an agreement to the City Attorney for review drafting of an ordinance. Phillips moved to table to the May Committee meeting, the request from ND Department of Transportation to recommend the City Council approve the Wireless Telecommunication Facilities on NDDOT Right of Way Within LPA Jurisdiction Agreement. Seconded by Brubakken. Unanimous aye vote. Carried.

The meeting adjourned at 3:14 p.m.

**BUILDING, PLANNING & ZONING COMMITTEE**

Chair Steele convened the meeting at 3:14 p.m.

Heinrich moved to recommend approval to extend the building demolition at 202 Business Loop West. Seconded by Brubakken. Unanimous aye vote. Carried.

Chair Steele read the proposed ordinance pertaining to subdivision definitions and authority to authorize lot combinations.

Buchanan moved to amend Appendix B, Section 5.1, Part C, Appeal Procedure, from five (5) days, to seven (7) days. Seconded by Phillips. Building Inspector Blackmore and City Attorney Ryan provided information. Unanimous aye vote. Carried.

Phillips moved to recommend the first reading of an ordinance, as amended above, to amend and re-enact Section 3, Appendix B, and to ENACT Section 5.1, Appendix B, of the City Code pertaining to subdivision definitions and authority to authorize lot combinations. Seconded by Heinrich. Unanimous aye vote. Carried.

Heinrich moved to recommend the first reading of an ordinance to ENACT Section 12.1, Appendix C, of the City Code to allow the Zoning Administrator to issue building permits over interior lots lines in the City of Jamestown. Seconded by Phillips. Unanimous aye vote. Carried.

Chair Steele adjourned the meeting at 3:32 p.m.

## POLICE & FIRE COMMITTEE

Chair Heinrich convened the meeting at 3:32 p.m.

Heinrich stated that the City's plan includes asking the State of North Dakota to fund one-third of the truck which replaces the state-owned truck, local donations fund one-third, and the City fund one-third. The ladder truck is being held, but the hold expires May 10 and another entity is prepared to purchase the truck. Heinrich has very firm commitments from local businesses toward the replacement of this truck, some of which will be paid over a five-year period. Heinrich requested that the Committee finalize the purchase of this fire ladder truck from the city's Equipment Replacement Fund, rather than borrow the money and pay interest, adding to the cost. Heinrich requests the City Attorney to draft a resolution to reflect the history of the situation, the finances and the repayment plan. Chief Reuther thanked the many people working toward acquiring the fire truck.

Heinrich proposes to take \$1,008,244 from the Equipment Replacement Fund and repay the fund over time. Heinrich stated that local donations, the State share, payments from Fire and depreciation will replace these borrowed funds. City Administrator Hellekson explained that the Fund has \$3.5 million. The Fire Department's amount in the fund is \$1 million.

Brubakken moved to recommend approving the fire truck purchase through the Equipment Replacement Fund and repaying the fund with donations and State funds. Seconded by Steele. Buchanan said this is too rushed. Brubakken said that July 2019 to May 2020 without a ladder truck is not rushed and May 10 is the deadline. Unanimous aye vote. Carried.

**INFORMATIONAL:** The second reading of Ordinance No. 1530, introduced by Council Member Buchanan, to establish residency qualification for employees, is scheduled at the May 4, 2020, City Council meeting.

Meeting adjourned at 3:54 p.m.

## PUBLIC WORKS COMMITTEE

Chair Brubakken convened the meeting at 3:54 p.m.

Chair Brubakken read the ND Department of Environmental Quality 2019 Safe Drinking Water Act Award of Compliance. Phillips thanked the staff.

City Engineer Dillman said one bid was received for the Seal Coat, Patching, Construction and Reconstruction District 20-41 from Border States Paving for \$1,961,147.50 in six phases, which is below the engineer's estimate of \$2,170,759. Dillman recommends that the bid be awarded at the April 23, 2020 Special City Council meeting.

City Engineer Dillman received one bid for the Watermain Improvement District 20-61 from Scherbenske Inc. The one bid is higher than the engineer's estimate, so staff and Scherbenske are working together to find cost savings on this project. The City Engineer is not giving a recommendation at this time.

City Engineer Dillman stated that two of the three bids were opened for the State Hospital Water Line District 20-62. One had a bid bond irregularity and will not be opened. The low bid is Scherbenske, Inc. at \$1,081,455.75, which is under the engineer's estimate of \$1,319,625. Most of this project is special assessed to the North Dakota State Hospital. The City pays a portion of the project which will improve water quality to the entire city. The award by the City Council would be contingent upon approval by the

ND Department of Environmental Quality. Dillman recommends that the bid be awarded for the State Hospital Water Line District 20-62 at the April 23, 2020, Special City Council meeting.

City Engineer Dillman said an addendum extended the bid opening to April 28, 2020 for the Sanitary Sewer Lift Station No. 20 Improvements Project.

Phillips moved to recommend approval of the Resolution of Governing Body of Applicant for a loan application under the Clean Water Act to fund the Bio-Gas Project at the Waste Water Treatment Plant and authorize the City Administrator to execute and file the application with the ND Department of Environmental Quality on behalf of the City. Seconded by Buchanan. Unanimous aye vote. Carried.

The City Engineer provided project updates.

Recycle North Dakota provided a recycling collection update.

Sanitation and Solid Waste Garbage collection update. Tyler Michel, Sanitation Superintendent, said that people are bringing a lot of things out to the baler, probably as a result of having time at home to get rid of things. Superintendent Michel reminded everyone that the Citywide Cleanup Week is cancelled this year due to the COVID-19 pandemic for health and safety reasons.

Meeting adjourned at 4:07.

Sarah Hellekson, City Administrator