

**Finance & Legal Committee,
Building, Planning & Zoning Committee
Civic Center & Promotion Committee,
Police & Fire Committee, and Public Works Committee
May 21, 2020 Minutes**

Present: Heinrich, Buchanan, Brubakken, Steele, Phillips, Ryan and Hellekson, Blackmore, Dillman, Edinger, Geroux, O'Neill, Michel, Reuther, Rowell, Sveum, Aaseth, Hournbuckle.

FINANCE & LEGAL COMMITTEE

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

Phillips moved to consider the request from Michael Harris, IDK owner, to allow the sale of alcohol in sealed mason jars by establishments licensed to sell alcohol be discussed later on the agenda with the introduction of an ordinance. Motion failed.

Buchanan moved to recommend the City Council approve and authorize the City Administrator to enter a Municipal Advisor Agreement with Dougherty & Company LLC, for the issuance of improvement warrants for Refunding Improvement Bonds of 2020 (Paving District 19-41), and to schedule the sale at the July 6, 2020, City Council meeting. Seconded by Heinrich. Unanimous aye vote. Carried.

Phillips moved to table the ND Department of Transportation request to recommend the City Council approve and authorize the City Administrator to enter the Wireless Telecommunication Facilities on NDDOT Right of Way Within LPA Jurisdiction Agreement to the June Finance and Legal Committee agenda. Seconded by Brubakken. City Attorney Ryan stated that he and others are meeting to discuss this agreement. Unanimous aye vote. Carried.

Brubakken moved to recommend the City Council approve the request from the JSDC to fund the Preliminary Design Report and Surveys for a potential greenhouse tenant, in the amount of \$21,000, from the Economic Development Fund with the City Share to be \$16,800 and paid from the City Sales Tax Fund. Seconded by Heinrich. Unanimous aye vote. Carried.

Brubakken moved to recommend the City Council introduce the first reading of an ordinance granting a continued franchise agreement with CenturyLink to December 31, 2025. Seconded by Steele. Unanimous aye vote. Carried.

Phillips moved to recommend the City Council approve and authorize the City Administrator to enter the FEMA-4475-DR Public Assistance Grant Program Subgrant Agreement with the State of North Dakota Department of Emergency Services for reimbursement of costs incurred during the fall 2019 flood event, contingent upon review by the City Attorney. Seconded by Brubakken. Unanimous aye vote. Carried.

Brubakken moved to recommend the City Council introduce the first reading of an ordinance to amend and re-enact Section 2-59 of the City Code, during a proclaimed emergency, to allow the Mayor to restrict or relax ordinances listed or related to the regulation of alcohol, provided that the City Council acts within 30 days or the Mayor's order terminates. Seconded by Steele. Unanimous aye vote. Carried.

Phillips moved to recommend the City Council approve extending the temporary moratorium pertaining to the retail sale of alcoholic beverages to the September 8, 2020, City Council meeting. Seconded by Brubakken. Unanimous aye vote. Carried.

Brubakken moved to recommend the City Council approve the promotion of Shawn O'Neill to the Sanitation Foreman position, Range 54, Step 7. Seconded by Phillips. Deputy Auditor/HRO Sveum stated that there were no qualified candidates for the Engineering Technician position recently vacated and Tyler Michel, who had previous experience in that City position, accepted the transfer. Sveum and the interview committee recommended O'Neill for the Sanitation Foreman position. Unanimous aye vote. Carried.

Informational: Staff submitted the data for the State Fiscal Year 2020 State Aid transit grant application.

Meeting adjourned at 3:36 p.m.

BUILDING, PLANNING & ZONING COMMITTEE

Chair Steele convened the meeting at 3:37 p.m.

Brubakken moved to recommend the City Council approve the Minor Subdivision, Preliminary/Final plat of Hollaar Addition, Lot 1, Block 1, being within the City of Jamestown, Midway Township, Stutsman County, ND, a replat of Lot 20 and south half of Lot 21, Block 6 of Residence Park Addition, within the NW Quarter of Section 25-140-64, City of Jamestown, ND. Seconded by Heinrich. Unanimous aye vote. Carried.

Phillips moved to recommend the City Council establish a non-refundable \$200.00 application fee on requests for lot combinations. Seconded by Buchanan. Building Inspector Blackmore provided information about the costs covered by this fee. Unanimous aye vote. Carried.

Brubakken moved to recommend the City Council approve and authorize entering into a license agreement with Fort Seward Reconstruction Committee d/b/a Flags Across America, Fort Seward. Seconded by Heinrich. Assistant City Attorney Geroux provided information about the amended license agreement regarding camp sites. Dale Marks thanked the committee. Unanimous aye vote. Carried.

Informational: The public hearing and second reading of Ordinance No. 1532, to enact Section 12.1, Appendix C, of the City Code of the City of Jamestown, ND, to allow the Zoning Administrator to issue building permits over interior lots lines, is scheduled at the May 21, 2020, City Council meeting.

Brubakken moved to recommend the City Council authorize the replacement and approve the purchase of a digital IP phone system for City Hall in 2020 from Dakota Central, at a one-time cost of \$2,375 and a monthly fee of \$485.40 over 60 months for a total amount of \$31,500 over six years, \$2,375 to be paid from the 2020 Public Building Site Fund, and the remainder from the General Fund. Seconded by Buchanan. Blackmore, Heinrich and Hellekson provided information. Unanimous aye vote. Carried.

Phillips moved to recommend the City Council authorize the advertisement for request for information for an audio-visual system for City Hall. Seconded by Buchanan. Blackmore and Hellekson provided information regarding accessibility, and free access to public. Voice vote showed: 4 ayes, 1 nay (Heinrich), 0 absent. Carried.

Meeting adjourned at 4:00 p.m.

CIVIC CENTER AND PROMOTION COMMITTEE

Chair Phillips convened the meeting at 4:00 p.m.

Buchanan moved to recommend the City Council approve the request from Jamestown Tourism for \$15,450 from the Jamestown Tourism (BCTF) New Projects Fund to build a new website. Seconded by Steele. Unanimous aye vote. Carried.

Steele moved to recommend the City Council approve and authorize the City Administrator to sign the North Dakota Department of Commerce Main Street Initiative Community Action Plan. Seconded by Brubakken. Connie Ova, JSDC Executive Director, stated that this raises the community a step in the hierarchy, allowing application for larger grants. Unanimous aye vote. Carried.

Searle Swedlund, Jamestown Tourism Executive Director, provided a Frontier Village area update. Thanks to the Park District, City Staff and others, the Village will open June 1, 2020. There was some difficulty as the documentation and information expected from the previous association were never received. Tourism is working with the Buffalo Museum on limited hours and signage. Oliver Simm, an historic artifact expert, was hired through a grant, to catalogue items, assign and create paperwork and identify owners of the artifacts.

The meeting was adjourned at 4:15 p.m.

POLICE & FIRE COMMITTEE

Chair Heinrich convened the meeting at 4:15 p.m.

Heinrich discussed the Stutsman County Drug Task Force and history of the Jamestown Police Department service on that Task Force. Police Chief Edinger stated that the current police force is paired for the benefit of new officers, and has officers at academy. The Police Chief planned to place an officer on the Task Force in November. Troy Kelly, Stutsman County Drug Task Force coordinator, and Nicole Melland, Stutsman County Auditor, addressed the Committee expressing a desire to have an officer placed on the Task Force immediately. Kelly stated that there are no requirements for experience or training to be on the Task Force. Phillips asked that the matter be placed on the June committee agenda with more information provided. Heinrich agreed and stated he would meet with the County Auditor.

Steele moved to recommend the City Council introduce the first reading of an ordinance to amend and re-enact Article III, Chapter 15 of the City Code, pertaining to the Fire Protection Code. Seconded by Brubakken. Unanimous aye vote. Carried.

Heinrich provided an update on the replacement for the state-owned fire department vehicle, stating that there have been significant offers of commitments.

The meeting adjourned at 4:39 p.m.

PUBLIC WORKS COMMITTEE

Chair Brubakken convened the meeting at 4:39 p.m.

Ben Aaseth, Interstate Engineering, Inc., NDDOT Consultant, provided an update on the Main Street Road Diet timeline and process for signal removal assessment of traffic flow which begins June 1, 2020. The project will be bid August 7, 2020. The project will begin the fall of 2020 and be completed mid-summer 2021. The traffic signals will be covered with bags beginning June 1 for ninety days for a traffic study and evaluation. The study will include stop signs on the side streets. The first week of June will include flashing traffic signals. This is a NDDOT project. Anyone with questions should contact Ben Aaseth at Interstate Engineering, Inc., for information.

Heinrich moved to recommend the City Council approve Change Order No. 2 to Scherbenske, Inc., on 2020 Water Main Improvement Project 19-61, for a net increase in the contract price of \$10,132.94, with a completion date of November 10, 2019. Seconded by Phillips. Ben Aaseth, Interstate Engineering, Inc., explained the additional costs. The project was substantially completed November 5, 2019, and finished May 22, 2020. City Engineer Dillman provided additional information. Unanimous aye vote. Carried.

Steele moved to recommend holding the award for the Sanitary Sewer Main Lift Station Engine Generator until the June 1, 2020, City Council meeting, requesting more information on Curtis Electric, and rejecting the Ystaas electrical bid. Seconded by Brubakken. Assistant City Attorney Geroux explained that Advantage Electric is the apparent low bid. Ystaas Electric and Curtis Electric are unopened. The City Council may waive the irregularity with Ystaas Electric. Unanimous aye vote. Carried.

The Water Superintendent stated that the Water Department Annual CCR will be mailed to all properties in June. There were no violations.

The City Engineer provided project updates.

Ralph Friebe, Recycle ND, and Brubakken provided the recycling collection update, annual program and contract review. The contract actually began April 2018.

Sanitation Foreman Michel provided the garbage collection update. There is now a container for cardboard at the baler and being emptied by Recycle ND twice daily. The yard waste pile is twice the size as it was this spring when it was shredded. It will cost about \$80,000 to shred.

Meeting was adjourned at 5:24 p.m.

Sarah Hellekson, City Administrator