

**Finance & Legal Committee
Building, Planning & Zoning Committee
Civic Center & Promotion Committee
Police & Fire Committee
Public Works Committee
September 24, 2020, Minutes**

Present: Heinrich, Buchanan, Kamlitz, Schloegel, Steele, Geroux, and Hellekson, Ahmad, Blackmore, Dillman, Edinger, Fosse, Michel, Reuther, Rowell, Stroh, Sveum, and Veil.

FINANCE & LEGAL COMMITTEE

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

INFORMATIONAL: The Special Assessment Commission is scheduled to meet on September 29, 2020, 10:00 AM, to hear objections to any such assessment under Seal Coat, Patching, Construction & Reconstruction District 19-41.

INFORMATIONAL: The public hearing and second readings of Ordinance No. 1537 and 1538, introduced by Mayor Heinrich, pertaining to the 2021 Budget, are scheduled at the October 5, 2020, 5:00 PM, City Council meeting.

Steele moved to discuss an increase in the employee compensation in the 2021 budget. Seconded by Schloegel. Unanimous aye vote. Carried.

Steele moved to recommend the City Council approve an amendment to the 2021 budget ordinances 1537 and 1538 to reflect a \$1,008.00 2021 wage and benefit increase for city employees for the year, \$42 and benefits per pay period per employee, at a total amount of \$132,026.11, in recognition and appreciation for their dedication and providing municipal services. Seconded by Kamlitz. Steele noted that the increase would be funded through the CARES Act funding received from the State. Unanimous aye vote. Carried.

INFORMATIONAL: The City Council Public Hearing for the 19-41 Paving Improvement District 19-41 special assessment project, is scheduled at the October 22, 2020, 3:00 PM, special city council meeting.

Mike Harris, Owner of IDK Bar & Grill, stated that his requested amendment to City Code Section 5 is necessary to allow mason jars and mixed drinks as carry-out on a permanent basis. Heinrich stated that the moratorium is in place during the pandemic for bars only, not restaurants and is only temporary. Heinrich stated that the City Council will consider extending the moratorium at the October City Council meeting.

Heinrich moved to recommend the City Council approve the request from IDK to amend City Code Sections 5.1 and 5.11.1, to add the definition of mason jar; to allow removal of beer, wine, and liquor from an on-sale license holder; to allow any on-sale license holder to fill, seal, and sell a mason jar with beer, wine, or liquor for consumption off-site without an additional license. The motion failed for lack of a second.

The meeting adjourned at 3:26 p.m.

BUILDING, PLANNING & ZONING COMMITTEE

Chair Kamlitz convened the meeting at 3:26 p.m.

Heinrich moved to recommend the City Council approve the variance application from Common Wealth Development Cooperation per the requirements set forth in the 2018 International Building Code, Article I, Section 9.9, Fire Limits. Seconded by Steele. City Inspector and Planning & Zoning Coordinator Blackmore stated that the Board of Adjustments recommended approval. The plans meet the Fire District requirements. Fire Chief Reuther stated that the building will be sprinkled and that the ordinance needs to be brought in line with the International Building Code. Unanimous aye vote. Carried.

INFORMATIONAL: The proposed Ordinance No. 1540, introduced by Council Member Kamlitz, to amend and re-enact Section 4 – Establishment of Districts, and to enact Section 5.4.4, Uses Permitted- Planned Unit Development, all of Appendix C of the City Code will be discussed further at the October 12, 2020, 8:00 AM, Planning Commission meeting.

The meeting adjourned at 3:35 p.m.

CIVIC CENTER AND PROMOTION COMMITTEE

Chair Schloegel convened the committee at 3:36 p.m.

Steele moved to recommend the City Council approve the proposed revised Civic Center rental rates effective January 1, 2021. Seconded by Schloegel. Civic Center Manager Fosse explained that the increases cover the City's labor and facility costs without competing with local businesses. Steele requested rate changes every two years or more frequently than this so the increase isn't so great. Unanimous aye vote. Carried.

INFORMATIONAL: Frontier Village update by Searle Swedlund, Jamestown Tourism Director, and asked for the City Council's support in addressing the needs of the property, creating operational efficiencies, determining revenue sources, and developing a strategic plan.

The meeting adjourned at 4:15 p.m.

POLICE & FIRE COMMITTEE

Chair Buchanan convened the committee at 4:15 p.m.

Chief Reuther provided a general update on the Fire Department, including inspections, training, and COVID-19 protocols and precautions observed and implemented. The Fire Department had emergency vehicle training one night at the Civic Center recently.

Reuther stated that the ladder truck is in SD, painted, but awaiting components that are delayed due to the global pandemic. There is no delivery date for the ladder truck.

Chief Edinger provided a general update on the Police Department, training, COVID-19 protocols and precautions observed, and implemented. Edinger provided an update on current positions. The department is catching up on trainings delayed due to the pandemic. The Citizens Police Academy will begin when the vaccine is widely available, probably next year.

The meeting was adjourned at 4:22 p.m.

PUBLIC WORKS COMMITTEE

Chair Steele convened the committee at 4:22 p.m.

Schloegel moved to recommend the City Council approve Change Order No. 2, to Scherbenske Inc., for the 2020 Water Main Improvement District 20-61 (approximately 11 Blocks) for a net increase in the contract price of \$9,426.00. Seconded by Kamlitz. Ben Aaseth, Interstate Engineering Project Engineer, provided information. Unanimous aye vote. Carried.

Kamlitz moved to recommend the City Council approve Change Order No. 3 (Final Balancing) to Scherbenske Inc., for 2019 Water Main Improvement Project 19-61, for a net decrease in the contract price of \$82,979.09. Seconded by Schloegel. Ben Aaseth, Interstate Engineering Project Engineer, stated that the final balancing includes five days of liquidated damages to the contractor. Unanimous aye vote. Carried.

Kamlitz moved to recommend the City Council approve an engineering agreement with Interstate Engineering, Inc., for the rehabilitation and relocation of the University of Jamestown's stormwater system by Taylor stadium. Seconded by Heinrich. City Engineer Dillman stated that the details are still unknown, including timeline and cost. This contract allows them to meet with UJ to develop that information for the city. Unanimous aye vote. Carried.

Darrell Hournbuckle, Interstate Engineering, Inc., presented information about the true cost of city water and recommended improvements including changes in the billing method to be equitable, change the water rates to gallons, and replacing the water meters. Water Superintendent Rowell provided information.

Schloegel moved to recommend the City Council approve the true cost of city water and recommended improvements. Seconded by Kamlitz. Unanimous aye vote. Carried.

INFORMATIONAL: The Water Department meter readers begin inside visual reads again October 15. Contact the Water Superintendent with concerns and questions.

INFORMATIONAL: City Engineer Travis Dillman provided project updates. The City Engineer and Water Superintendent Rowell will present on water meters at the October Committee meeting. The NDDOT will have the 10th Street bridge fixed by the end of October.

The meeting adjourned at 4:52 p.m.

Sarah Hellekson, City Administrator