

**Finance & Legal Committee, Building, Planning & Zoning Committee,  
Civic Center & Promotion Committee, Police & Fire Committee, Public Works Committee  
November 19, 2020, Minutes**

Present: Heinrich, Buchanan, Kamlitz, Schloegel, Steele, Ryan, and Hellekson, Ahmad, Blackmore, Blinsky, Dillman, Edinger, Fosse, Hanson, Laber, Lipetzky, Michel, O'Neill, Reuther, Stroh, Sveum, and Veil.

**JAMESTOWN COMPLETE COUNT COMMITTEE**

Chair Phillips convened the meeting at 3:00 p.m. The City Council established the Jamestown Complete Count Committee 2020 by resolution on March 4, 2019. Mayor Heinrich appointed then Council Member Pamela Phillips the chair. Chair Phillips presented the 2020 Census Final Report and summarized the friendly rivalry between the cities of Valley City and Jamestown and its mayors which was highlighted nationally. The meeting adjourned at 3:07 p.m.

**PUBLIC WORKS COMMITTEE**

Chair Steele convened the committee at 3:07 p.m.

City Engineer Dillman provided information on the 2021 Watermain Project.

City Engineer Dillman provided information on the State Transportation Improvement Projects List (STIP List). The list will be discussed at the December 17, 2020, Public Works Committee meeting and finalized at January 4, 2021, City Council meeting.

City Engineer Dillman provided information on the NDDOT I-94 Exit 257 project.

There was discussion on the State of ND Municipal Infrastructure Funds that will be received in early 2021 and how the funds may be spent on infrastructure.

There was discussion on the financing for the City's 2021 UJ Stormwater Project 21-71 and the project. City Engineer Dillman provided information. UJ President Peterson thanked the city for providing a substantial way to involve the entire community in the joint university and school district project.

Buchanan moved to recommend the City Council approve Change Order No. 3 to Scherbenske, Inc., for the 2020 State Hospital Waterline Replacement Project 20-62, for a net increase in the contract price of \$23,648.00. Seconded by Kamlitz. City Engineer Dillman and Darrell Hournbuckle, Interstate Engineering, Inc., provided information on the project. Unanimous aye vote. Carried.

City Engineer Dillman provided updates on current projects.

Heinrich moved to recommend the City Council extend the Water Department service agreement with Aqua-Pure for a period of one year. Seconded by Kamlitz. Unanimous aye vote. Carried.

City Administrator Hellekson stated that the committee could discuss wood waste grinding at a future meeting as staff is unavailable. Staff is also unavailable to discuss garbage and recycling updates.

The meeting adjourned at 3:52 p.m.

**FINANCE & LEGAL COMMITTEE**

Chair Heinrich convened the meeting at 3:52 p.m.

Heinrich moved to place the Special Assessment Policy on the December 17, 2020, committee agenda for further consideration. Seconded by Steele. Unanimous aye vote. Carried.

Buchanan moved to forward to the December 7, 2020, City Council meeting, without recommendation, the agreement for paying agent services for municipal bonds with Starion. Seconded by Kamlitz. Richard Gehloff, Starion, stated that the proposed agreement is the result of a 2018 audit of Starion by the U.S. Securities and Exchange Commission in which Starion was told it must be more transparent to comply with SEC regulations. Gehloff was not sure whether this agreement is exclusive. City Attorney Ryan listed some of the issues with the contract. Buchanan requested review and information from the City Attorney and the Bond Counsel. Gehloff stated there is no clear direction in case of the absence of this agreement. Heinrich stated the City Council needs more information. Unanimous aye vote. Carried.

A draft letter in support of the James River Valley Library System's future plans will be available for review at the December 7, 2020, City Council meeting.

Steele moved to recommend the City Council approve the City of Jamestown acting as the sponsoring unit of government for the Main Street Façade Improvement Project during the period September 2020 through August 2021. Seconded by Kamlitz. Unanimous aye vote. Carried.

Kamlitz moved to recommend the City Council approve the application for Renaissance Zone incentives for up to five years, with 100% state income tax exemption and a 100% five-year property tax exemption for JoAnn Gatewood, 204 Lindwood Drive, pending approval by the State of North Dakota Department of Community Services. Seconded by Steele. City Assessor Veil provided information. Unanimous aye vote. Carried.

Kamlitz moved to recommend the City Council approve the 2019 and 2020 abatement applications for 626 2<sup>nd</sup> Ave SW, 58401, Lot 7, Block 65, Klaus Second Addition, for a reduction in the 2019 true and full value from \$188,500 to \$127,000 and a reduction in the 2020 true and full value from \$207,300 to \$127,000.00. Seconded by Steele. City Assessor Veil provided information. Unanimous aye vote. Carried.

Kamlitz moved to recommend the City Council approve the request made by Daren Peterka on behalf of the El Zagal Shriners to install a seasonal sign on the City property located at the South Side Fire Station, 521 12<sup>th</sup> Street SW, authorize the City Attorney to draft an agreement, and authorize the City Administrator and Mayor to enter into the agreement on behalf of the City. Seconded by Steele. City Engineer and City Inspector Blackmore provided information. Unanimous aye vote. Carried.

Steele moved to recommend the City Council approve the utility rate adjustments for 2021. Seconded by Buchanan. City Administrator Hellekson noted that wastewater rates increased by 5% per the approved 2021 budget and stormwater rates increased per the August 22, 2019 City Council Resolution. Mayor Heinrich noted that everything was already approved. Unanimous aye vote. Carried.

The appointment of a member to the Jamestown Regional Airport Authority will be placed on the December 7, 2020, City Council agenda.

The meeting adjourned at 4:24 p.m.

### **BUILDING, PLANNING & ZONING COMMITTEE**

Chair Kamlitz convened the meeting at 4:24 p.m.

City Building Inspector Tom Blackmore, provided information on a dangerous building notification for the upper levels at 120 1<sup>st</sup> Street E, Jamestown, ND.

Steele moved to recommend the City Council approve the request for a special use permit for the East 7.7' of Lot 3, and all of Lots 1 and 2 and one half of the vacated alley, Block 12, Lowry's Subdivision, within the SE ¼

of Section 2, T139N, R64W, Stutsman County, North Dakota. The property is located at 2806 8th Ave SW. Seconded by Heinrich. City Inspector Blackmore provided information. Unanimous aye vote. Carried.

The public hearing and second reading is scheduled at the December 7, 2020, City Council meeting, for proposed Ordinance No. 1541, introduced by Council Member Schloegel, to amend and re-enact Ordinance No. 329 by amending the District Map to change the zoning of the East 7.7' of Lot 3, and all of Lots 1 and 2 and one half of the vacated alley, Block 12, Lowry's Subdivision, within the SE ¼ of Section 2, T139N, R64W, Stutsman County, North Dakota, from Ag, Urban Residential to C2, Commercial. The property is located at 2806 8th Ave SW.

The meeting adjourned at 4:31 p.m.

### **CIVIC CENTER AND PROMOTION COMMITTEE**

Chair Schloegel convened the committee at 4:31 p.m.

Civic Center Director Fosse provided the new Large Gatherings Guidance from the State of ND developed by the Departments of Commerce, Health and the Governor's Office. There will be no tournaments until after December 14, 2020, so the girls' basketball tournament is cancelled. Fosse provided a COVID-19 protocol update. Director Fosse stated that the NW stairs project is almost completed.

Jamestown Tourism Director Searle Swedlund requested approval to start the abandoned property process for additional items at the Frontier Village as advised and directed by the ND Historical Society. Steele recommended the abandoned property process start for any items not verified. Seconded by Schloegel. Unanimous aye vote. Carried.

The meeting adjourned at 4:40 p.m.

### **POLICE & FIRE COMMITTEE**

Chair Buchanan convened the committee at 4:40 p.m.

Heinrich moved to recommend the City Council approve changing the trial period for licensed officers in the police department from six months to one year provided that the appointing authority is still authorized to extend the trial period up to an additional six months. Seconded by Kamlitz. Chief Edinger provided information about the requirements for officers. Unanimous aye vote. Carried.

Chief Edinger provided an update on the Police Department and Municipal Court, training, COVID-19 protocols and precautions observed, and implemented. All positions are now filled, including the School Resource Officer as of January 1, 2021.

Chief Reuther Fire stated that the new fire truck will arrive by the end of November. Due to COVID-19, training is still suspended to reduce the entire department becoming ill at one time. Inspections are conducted upon request.

The meeting adjourned at 4:50 p.m.

Sarah Hellekson, City Administrator