

**Finance & Legal Committee
Building, Planning & Zoning Committee
Civic Center & Promotion Committee
Police & Fire Committee
Public Works Committee
December 17, 2020, Minutes**

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

FINANCE & LEGAL COMMITTEE

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

Steele moved to recommend the City Council accept the proposal from SRF Consulting for Planning and Zoning Technical Services for 2021 in an amount not to exceed \$60,000. Seconded by Schloegel. Building Inspector Blackmore stated that the amount is the same as previous years. Unanimous aye vote. Carried.

The joint power agreement for the management and maintenance for the county-owned, city-managed shooting range, was removed from the agenda as it was approved in 2019.

Kamlitz moved to recommend the City Council approve and recommend to Stutsman County the 2018, 2019 and 2020 abatement applications for 909 9th Ave NE, 58401, in the amount of \$147,600 for 2018, in the amount of \$152,500 for 2019, and in the amount of \$154,500 for 2020. Seconded by Steele. City Assessor Veil provided information. Unanimous aye vote. Carried.

Kamlitz moved to recommend the City Council approve and recommend to Stutsman County the 2019 and 2020 abatement applications for 518 14th St NE, 58401 in the amount of \$155,530 for 2019, and in the amount of \$157,500 for 2020. Seconded by Steele. City Assessor Veil provided information. Unanimous aye vote. Carried.

Buchanan moved to recommend the City Council accept the updated Special Assessment Policy and to publish notice of a public hearing to be held at the February 1, 2021, City Council meeting. Seconded by Steele. City Administrator Hellekson reviewed the written proposed policy changes primarily to include current practices. Engineering Technician Michel provided information. City Attorney Ryan reminded the committee that the Special Assessment Commission determines whether a property benefits from a project. Unanimous aye vote. Carried.

Steele moved to recommend the City Council approve the request from Andrea Huus, owner of Blazer Inc., d.b.a. Shady's, which is a separate entity from the Gladstone Inn and Suites, but located within the Gladstone Inn and Suites, to alter the on/off-sale liquor license to on-sale liquor license only as of January 1, 2021 through the remainder of the licensing year, June 30, 2021, since the hotel has been closed due to the global COVID-19 pandemic. Seconded by Kamlitz. Unanimous aye vote. Carried.

Kamlitz moved to recommend the City Council approve the request from the ND Department of Human Services to approve an MOU between the Jamestown Police Department and the South Central Human Services Center for the collection of abandoned property, unknown substances or illicit/controlled substances, and authorize the Police Chief to enter into the agreement on behalf of the City. Seconded by Schloegel. Assistant Chief Blinsky provided detail regarding the circumstances and process, and this agreement which will formalize the current understanding between the organizations. Unanimous aye vote. Carried.

The appointment applications for Stutsman County Weed Board (city resident), Civil Service Commission, Fire Code Board of Appeals, and Board of Adjustment will be placed on the January 4, 2021, city council agenda.

The meeting adjourned at 3:35 p.m.

BUILDING, PLANNING & ZONING COMMITTEE

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

Heinrich moved to recommend the City Council approve the request from Paul Goehner for annexation of property located at 2806 8th Ave SW, Jamestown, ND, legally described as LOWRY'S SUB DIV, BLOCK 12, Lot 1 - 2, ACRES 1, & THE EAST 7.7' OF LOT 3, & 1/2 OF THE VACATED ALLEY ADJACENT TO THE SOUTH SIDE OF THE SAID LOTS 1, 2, & EAST 7.7' OF LOT 3 (CERTIFICATE OF SURVEY #0230635), within the SE1/4 of Section 2, T139N, R64W, Woodbury Township, Stutsman County, North Dakota. Seconded by Steele. Unanimous aye vote. Carried.

Heinrich moved to consider the request from Commonwealth for a license agreement provided by Commonwealth pertaining to the city-owned parking lot located at 116 3rd St SW Jamestown, ND, and upon review by the City Attorney, return the matter to this committee. Seconded by Steele. Building Inspector Blackmore provided a summary stating that due to the footprint of the proposed development with zero-foot setbacks, and to meet building code, the developer requests an additional 11 feet of city-owned property be left clear of buildings. Committee members suggested that the license agreement run for the life of the building as the parking lot must remain parking for an existing agreement for at least 21 years. Heinrich suggested that a clause exist that if the building ceases to exist, the license agreement terminates. Unanimous aye vote. Carried.

The meeting adjourned at 3:40 p.m.

CIVIC CENTER AND PROMOTION COMMITTEE

Chair Schloegel convened the committee at 3:40 p.m.

Steele moved to recommend the City Council approve the changes to the Frontier Village vendor leases, authorize the City Attorney to modify the leases, and authorize the City Administrator to enter into the agreements. Seconded by Heinrich. Searle Swedlund, Jamestown Tourism Director, provided information. The matter will return to the committee for a discussion regarding lease rates. Unanimous aye vote. Carried.

Swedlund stated that the Jamestown community calendar was distributed this week from Jamestown Tourism and thanked those who contributed to the idea and the creation of the calendar as it has been well received.

Civic Center Director Fosse stated that events are scheduled well into 2021 at the Civic Center primarily because they were previously postponed.

The meeting adjourned at 3:50 p.m.

POLICE & FIRE COMMITTEE

Chair Buchanan convened the committee at 3:50 p.m.

Assistant Chief Blinsky stated that the Police Department and the municipal court are being diligent in following COVID-19 protocols and precautions. First responders, which include police and fire, are now included in the emergency management system phase 1 vaccination schedule, although the departments do not have a specific date for vaccinations. For vaccination information in our area, go to www.centralvalleyhealth.org/hot-topics.

Chief Reuther stated that a trainer arrived for Ladder 1 so the department began training on the new ladder truck and it is easy to use. The firefighters are not otherwise meeting or training as a group.

The meeting adjourned at 4:00 p.m.

PUBLIC WORKS COMMITTEE

Chair Steele convened the committee at 4:00 p.m.

Kamlitz moved to recommend the City Council approve and authorize entering into Supplemental Agreement No. 1, as a part of the September 8, 2016, agreement between the City and Interstate Engineering to close Cell 3B Jamestown Sanitary Landfill. Seconded by Steele. City Engineer Dillman and Darrell Hournbuckle, Interstate Engineering, Inc., provided information about the landfill project. Hournbuckle stated that a sanitary cell life is typically ten years and Cell 3B began in 2010. Unanimous aye vote. Carried.

Heinrich moved to recommend the City Council approve the verbiage for the engraved pavers for the Main Street Road Diet Project, the pavers and installation to be paid by the NDDOT, and the engraving to be paid by the Jamestown Downtown Association with grant funds. Seconded by Kamlitz. Searle Swedlund, Jamestown Tourism Director, stated that the paver project was developed by Lynn Lambrecht, Keith Norman and Allison Linke and recognize formidable personalities of our community posthumously. Unanimous aye vote. Carried.

Kamlitz moved to recommend the City Council approve the following pertaining to the 2021 Seal Coat, Patching, Construction and Reconstruction District No. 21-41:

1. To create the district.
2. To direct the preparation of a preliminary engineering report concerning the district.
3. To approve the preliminary engineering report on the district.
4. To declare it necessary to construct the district and direct the City Administrator to publish notice of a public hearing concerning the district.

Seconded by Schloegel. Engineering Technicians Michel and Hanson, and City Engineer Dillman provided information. Unanimous aye vote. Carried.

Kamlitz moved to recommend the City Council approve the State Transportation Improvement Projects List (STIP List) and recommend a final prioritized list to the City Council for approval at the January 4, 2021, City Council meeting. Seconded by Heinrich. City Engineer Dillman provided information about the projects on the list and the priorities. Steele asked about including the viaduct in the list. Dillman stated that the city needs to open up regular dialogue with the railroad so they can be part of a solution. Unanimous aye vote. Carried.

Sanitation Foreman O'Neill stated that at this time it is not feasible to purchase a wood shredder or grinder and fund the maintenance and operation of that equipment. O'Neill estimates that the average cost annually to continue to hire someone will be \$60,000 if the wood waste is shredded at least twice annually. The other issue is that the city charge per ton to contractors is only 53% of the cost to shred the wood. However, most of the wood is left by residents who drop it off at no charge. No action.

Heinrich moved to recommend the City Council award the quote for 2021 Chemicals for the City of Jamestown water treatment and wastewater collection and treatment, to Marc Chemical of Fargo, ND, for bacteria enzymes in the amount of \$131.50 per 25-pound container, and to Hawkins Water Treatment of Fargo, ND, for chlorine at \$748 per one-ton cylinder, hydrofluosilicic acid at \$4.65 per gallon, and sulfur dioxide at \$1,284 per one-ton cylinder. Seconded by Kamlitz. Water Superintendent Rowell provided information. Unanimous aye vote. Carried.

Kamlitz moved to recommend the City Council award the quote for 2021 Lime to Killoran Trucking of Buffalo, ND, in the amount of \$166.07 per ton, at an estimated annual amount of 1,900 tons of lime for an estimated annual cost of \$315,533. Seconded by Schloegel. Water Superintendent Rowell recommended the higher of the two quotes received and explained that the lower of the two quotes provided was a product issue previously for our type of water treatment plant. Unanimous aye vote. Carried.

Heinrich moved to recommend the City Council approve Change Order No. 2, to CC Steel, LLC, for construction on Sanitary Sewer Lift Station Improvements 20-31 (Lift Station No. 20), for a net increase in the

contract price of \$8,250.00, and completion time to March 1, 2021. Seconded by Kamlitz. City Engineer Dillman and Hournbuckle provided information about the project which is extended due to COVID-19. Unanimous aye vote. Carried.

Kamlitz moved to recommend the City Council approve Final Balancing Change Order No. 4, to Scherbenske Inc., for a net decrease in the contract price of \$65,377.09, for the 2020 Watermain Improvement Project (J19-00-088, City Project 20-61). Seconded by Schloegel. Dillman provided information. Unanimous aye vote. Carried.

Heinrich moved to recommend the City Council approve a final loan application under the Drinking Water Act to fund the 2020 Watermain Improvement Project (J19-00-088, City Project 20-61) 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 Kamlitz. Unanimous aye vote. Carried.

Kamlitz moved to recommend the City Council authorize using up to \$500,000 Municipal Infrastructure Funds (Prairie Dog Funds) to finance the Stormwater Project 21-71 (UJ Stormwater). Seconded by Heinrich. City Engineer Dillman provided a timeline for the stormwater project: Design in January 2021, Open bids in March, Begin project in April. The project must coincide with the UJ Taylor Stadium project as the old stormwater system cannot be removed until the new one is operational for that area in the northeast. Buchanan stated concerns about subsidizing UJ and not first prioritizing a list of projects eligible for these funds. Unanimous aye vote. Carried.

City Engineer Dillman provided an update on projects. Water Superintendent Rowell stated that the recent watermain breaks in the SE and SW are due in part to one tank being down and unusual pressure in the system, and the age of the system in that area.

The meeting adjourned at 4:50 p.m.

Sarah Hellekson, City Administrator