

**Finance & Legal Committee
Building, Planning & Zoning Committee
Civic Center & Promotion Committee
Police & Fire Committee
Public Works Committee
January 21, 2021, Minutes**

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

FINANCE & LEGAL COMMITTEE

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

Steele moved to recommend the City Council approve the request from JSDC for Economic Development Funds for a Jamestown Tourism Grant in the amount of \$75,000, with the City Share to be \$60,000, and paid from the City Sales Tax Fund. Seconded by Kamlitz. Unanimous aye vote. Carried.

Kamlitz moved to recommend the City Council approve the request from JSDC for Economic Development Funds for 2021 Flex PACE Program to be held by the JSDC incentive fund account in the amount of \$250,000, with the City Share to be \$200,000, and paid from the City Sales Tax Fund. Seconded by Schloegel. Unanimous aye vote. Carried.

Steele moved to recommend the City Council approve the request from JSDC to repair the caulk, mortar and brick on the JSDC building exterior in the amount of \$26,400, with the City Share to be \$23,760, and paid from the City Sales Tax Fund. Seconded by Schloegel. Corry Shevlin, JSDC, provided information about the building and repairs. Unanimous aye vote. Carried.

Kamlitz moved to recommend the City Council re-establish the sales prices on city-owned lots for the year 2021, as suggested by the City Assessor. Seconded by Steele. City Assessor Veil provided information. Unanimous aye vote. Carried.

The meeting adjourned at 3:11 p.m.

BUILDING, PLANNING & ZONING COMMITTEE

Chair Kamlitz convened the meeting at 3:11 p.m.

Buchanan joined the meeting remotely at 3:11 p.m.

Heinrich moved to recommend the City Council approve the easement agreement with Eagle Flats Apartments LLC, pertaining to the Eagle Flats project at 211, 213 and 217 Second Ave SW, Jamestown and the city-owned parking lot located at 116 3rd St SW Jamestown, ND. Seconded by Schloegel. City Building Inspector Blackmore provided information about the project. Assistant City Attorney Geroux reminded the Committee that the City typically has license agreements to restrict rather than easements that encumber the property. Heinrich stated that without the easement, the building will not meet the building code. Unanimous aye vote. Carried.

Heinrich moved to recommend the City Council approve the Major Subdivision, preliminary plat of Stoudt Second Addition, re-plat of blocks 4 and 5 of Mall Woods Addition, within N ½ Section 2, T139, R64W, City of Jamestown, North Dakota. The property is located at 912 & 1024 23rd St SW. Seconded by Steele. Unanimous aye vote. Carried.

The second reading of Ordinance No. 1542, introduced by Council Member Kamlitz, to annex property located at 2806 8th Ave SW, Jamestown, ND, legally described as LOWRY'S SUBDIVISION, BLOCK 12, LOTS 1 AND 2, & THE EAST 7.70' OF LOT 3, & ONE HALF OF THE VACATED ALLEY ADJACENT TO THE SOUTH SIDE OF THE SAID LOTS 1 AND 2, & EAST 7.70' OF LOT 3 (CERTIFICATE OF SURVEY #0230635), within the SE1/4 of Section 2, T139N, R64W, Woodbury Township, Stutsman County, North Dakota, is scheduled at the February 1, 2021, City Council meeting.

David Sweeney, SRF Consulting Group, Inc., presented a summary of the Jamestown Land Use and Transportation Plan Audit, completed by SRF in December 2020.

The meeting adjourned at 3:53 p.m.

Chair Schloegel stated that there were no items for the Civic Center and Promotion Committee.

POLICE & FIRE COMMITTEE

Chair Heinrich convened the committee at 3:54 p.m.

Chief Edinger reported that police officers continue to wear masks in public according to the local mandate. Dispatch has received very few complaints of people being unmasked in public places – only two lately.

Kamlitz reported that the jaws of life equipment for the Fire Department is currently being assembled.

The meeting adjourned at 3:56 p.m.

PUBLIC WORKS COMMITTEE

Chair Steele convened the committee at 3:56 p.m.

Schloegel moved to recommend the City Council approve the 2021 Jamestown Standard Specifications as prepared by the City Engineer. Seconded by Kamlitz. City Engineer Dillman stated that the few changes involved providing electronic drawings in addition to hard copies. Assistant City Attorney Geroux stated that she will review the Standard Specifications before the February City Council meeting. Unanimous aye vote. Carried.

Heinrich moved to recommend the City Council approve the following for 2021 Sidewalk, Curb & Gutter District 21-11:

- a) To set up and establish the district;
- b) To direct the City Engineer to prepare plans & specifications for the construction of the district;
- c) To accept and approve the plans and specifications, as prepared by the City Engineer, for the construction of the district; and
- d) To direct the City Administrator to advertise for bids for the construction of the district.

Seconded by Schloegel. Unanimous aye vote. Carried.

Kamlitz moved to recommend the City Council approve the plans and specifications and authorize the advertisement for bids for Civic Center Roof Removal and Replacement of NW Quarter – Area A. Seconded by Schloegel. City Engineer Dillman provided information about the project and the Civic Center Roof, which is being replaced one-fourth at a time beginning in 2020 through 2022. Unanimous aye vote. Carried.

Kamlitz moved to recommend the City Council approve the plans and specifications and authorize the advertisement for bids for the University of Jamestown Storm Sewer Project District 21-71. Seconded by Schloegel. City Engineer Dillman stated that the bid opening will be late February and the award will be recommended at the March City Council meeting with the project starting in April. Dillman stated that an alternate is likely. Unanimous aye vote. Carried.

Darrell Hournbuckle, Senior Project Engineer, Interstate Engineering, Inc., presented information and options regarding the Condition and Alternatives for Lift Station Improvements – Lift Station 11, and recommended Alternate 2.

Kamlitz moved to recommend the City Council approve the selection of Alternative No. 2 for the Lift Station Improvements – Lift Station No. 11 Project District 20-31. Seconded by Schloegel. Heinrich asked whether the project could wait. Hournbuckle recommended doing it now under the current CWSRF 30-year loan and with the probability of the electrical system needing to be replaced soon another loan would be needed. In addition, most of the communication parts and control systems are considered vintage and not replaceable. Unanimous aye vote. Carried.

Heinrich moved to recommend the City Council approve the 2020 Lift Station Improvement District 20-31 for Lift Station 20, the portion of the project which shall be specially assessed to Cavendish Farms, and for Lift Station 11 and the Main Lift, the portion of the project which shall be funded by the Sewer Utility Fund. Seconded by Kamlitz. Unanimous aye vote. Carried.

Schloegel moved to recommend the City Council approve the 2020 Watermain Improvement District 20-62 for the ND State Hospital Watermain, which \$1,113,500 shall be specially assessed to the North Dakota State Hospital for the State's watermain portion of the project and the remainder shall be funded by the City's Water Utility Fund. Seconded by Kamlitz. City Administrator Hellekson stated that the City will fund the portion of the project attributed to the City. City Engineer Dillman stated that the City has been working with the State of ND and the ND State Hospital on the project and funding. Unanimous aye vote. Carried.

A bid opening is scheduled at 1:15 PM, February 1, 2021, for the purchase of One (1) new single axle truck (cab, chassis & packer body), for the City of Jamestown Sanitation Department. The consideration to award the bid is on the 5:00 PM, February 1, 2021, City Council agenda.

City Engineer Dillman reviewed some of the projects in his report.

Sanitation Foreman O'Neill stated that due to the high winds this week, staff is finding and returning carts.

Kamlitz moved to recommend the City Council approve the plans and specifications and authorize the advertisement for bids for the 2021 Watermain Improvement Project District 21-61. Seconded by Heinrich. City Engineer Dillman provided information about the district. Unanimous aye vote. Carried.

The meeting adjourned at 4:32 p.m.

Submitted by Sarah Hellekson, City Administrator