

**Finance & Legal Committee
Building, Planning & Zoning Committee
Civic Center & Promotion Committee
August 24, 2021, Minutes**

Present: Heinrich, Buchanan, Kamlitz, Steele, Schloegel, and Hellekson, Ahmad, Blackmore, Blinsky, Michel, Sveum, and Veil.

FINANCE & LEGAL COMMITTEE

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

Buchanan moved to recommend introducing an ordinance to amend and re-enact Section 2-6, Article 1, of the Code of the City of Jamestown, by modifying the competitive bidding on certain contracts. Seconded by Kamlitz. Unanimous aye vote. Carried.

Assistant Police Chief Blinsky stated that Superintendent Lech, Police Chief Edinger and City Administrator Hellekson all support the contract renewal for the School Resource Officer agreement with Jamestown Public School District.

Steele moved to recommend the City Council renew the School Resource Officer agreement with Jamestown Public School District. Seconded by Kamlitz. Unanimous aye vote. Carried.

Deputy Auditor / HR Coordinator Sveum provided information on the job description for the position of Finance Administrative Assistant and stated that this will allow time to train a replacement for the current person prior to retirement. Sveum also stated that if the Committee approves, it does not require City Council approval.

Buchanan moved to approve the job description for the position of Finance Administrative Assistant at Range 31 (\$3,398 - \$4,882). Seconded by Kamlitz. Unanimous aye vote. Carried.

Heinrich stated that it was necessary to clarify and hold a discussion concerning City Ordinance No. 1510, relative to Temporary Alcohol Permits Sec. 5-39(c)f. Heinrich stated that the ordinance reads “the permit holder shall not be permitted to provide on-sale alcoholic beverages at a site owned, leased, or operated by the permit holder.”

Buchanan moved to recommend the City Council adopt a policy that, notwithstanding the above language, it is the position of the Jamestown City Council that two legal corporations or limited liability companies will not be construed to be the same owner, operator or lessee for purposes of Ordinance No. 1510 regardless of ownership of the separate corporations or limited liability companies. Seconded by Heinrich. Unanimous aye vote. Carried.

The franchise agreement for a proposed non-exclusive franchise in the city with Midcontinent Communications, Daktel Communications and Cable Services Inc., for the right to construct, maintain, and operate within and upon, in and under, the streets, alleys, and public grounds of the city, a telecommunication system for public and private use in the city will be on the September committee agenda.

The committee discussed the request from CBF Oil, Inc., d/b/a Vining Oil and Gas, for a license agreement to place a sign on city property with a term of ten (10) years.

Building Inspector Blackmore stated that the City granted permission for the current sign, but not in the City right-of-way where the sign is currently located.

Brent Nerland, 1902 7th Ave N, Fargo, stated that if the sign is moved to S&R property, the 30-foot, lit sign will not be visible. Nerland stated that Marathon Oil is paying CBF Oil, Inc., d/b/a Vining Oil to rebrand, including erecting the new sign for ten years.

Buchanan moved to send to the City Council, without recommendation, the request from CBF Oil, Inc., d/b/a Vining Oil and Gas, for a license agreement to place a sign on city property with a term of ten (10) years. Seconded by Schloegel. Unanimous aye vote. Carried.

INFORMATIONAL: A public hearing is scheduled on the September 7, 2021, City Council agenda, to obtain citizen views and to respond to questions related to the proposed Community Development Block Grant application, in the amount of \$75,000, for the City of Jamestown (ROAB) Removal of Architectural Barriers in Park Bathrooms Project; the community development and housing needs, including the needs of very low and low income persons, as well as other needs in the community that might be addressed through the CDBG program, and the performance of the City in carrying out its community development responsibilities.

The meeting was adjourned at 4:47 p.m.

BUILDING, PLANNING & ZONING COMMITTEE

Chair Kamnitz convened the meeting at 4:47 p.m.

Zoning Administrator / Building Inspector Blackmore provided information on the Minor Subdivision, Preliminary/Final Plat of Jarrett Subdivision, and stated that the City has not received the title opinion from the City Attorney's Office.

Steele moved to recommend the City Council approve the Minor Subdivision, Preliminary/Final Plat of Jarrett Subdivision, Replat of Block 4 and Part of Block 5, Berge's Subdivision and Tract K within the Southeast Quarter of Section 30, T140N, R63W, Extraterritorial Jurisdiction of the City of Jamestown Bloom Township, Stutsman County, North Dakota, upon acknowledgement of receipt of the title opinion by the City Attorney's office. The property is located at 3489 85th Ave SE. Seconded by Heinrich. Unanimous aye vote. Carried.

The meeting adjourned at 4:49 p.m.

CIVIC CENTER AND PROMOTION COMMITTEE

Chair Schloegel convened the meeting at 4:49 p.m.

Jamestown Tourism Director Searle Swedlund provided information about the video photography and marketing for a community video project which tells the unique story of Jamestown.

Kamlitz moved to recommend the City Council approve the Jamestown Tourism's request for \$16,250 to fund video photography and marketing for a community video project, which will be paid from Jamestown Tourism's funds held in trust by the City in the Jamestown Tourism Capital Improvements Fund. Seconded by Steele. Voice vote showed: 4 ayes, 1 nay (Buchanan), 0 absent. Carried.

The meeting was adjourned at 4:56 p.m.

Sarah Hellekson, City Administrator