

COMBINED
Finance & Legal Committee
Building, Planning & Zoning Committee
Civic Center & Promotion Committee
Police & Fire Committee
Public Works Committee
December 16, 2021, 3:00 PM

Present: Heinrich, Buchanan, Kamlitz, Steele and Schloegel, Geroux, Hellekson, Ahmad, Blackmore, Dillman, Edinger, Liebig, Michel, O'Neill, Reuther, Rowell, Sveum, and Veil.

PUBLIC WORKS COMMITTEE

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

Kamlitz moved to recommend the City Council approve the tree shredding agreement with Hanson Auto Crushing & Trucking, Inc., expiring December 31, 2025, to shred trees and yard waste debris at the landfill and transfer station at least once annually at a rate of \$30 per ton. Seconded by Heinrich. Unanimous aye vote. Carried.

Buchanan moved to recommend the City Council authorize the advertising for bids for the purchase of One (1) New Single Axle Truck with Single-Arm Automated Packer or Equivalent, Sanitation Department. Seconded by Schloegel. Engineering Technician Michel provided information. Unanimous aye vote. Carried.

Kamlitz moved to recommend the City Council approve the proposed agreement with LKA Engineers, Inc., to develop Fire Station Generator Project plans and specifications to be distributed to bidders under the NDDDES grant project, for full electrical engineering services including furnishing and installation of the engine-generator and service entrance rated automatic transfer switch, reviewing shop drawing submittals, and conducting site visits as necessary for quality control and final inspection, but does not include bid process administration fees, for a total fixed fee of \$7,800, as part of the FEMA mitigation grant project. Seconded by Schloegel. City Engineer Dillman provided information. Unanimous aye vote. Carried.

Heinrich moved to recommend the City Council approve the plans and specifications and authorizing the advertisement of bids for the Water Treatment Plant Ceilings, Lighting, and Mechanical Upgrades Project. Seconded by Kamlitz. City Engineer Dillman stated this 2021 project is budgeted at \$325,000 as three different line items in the 2021 budget. Unanimous aye vote. Carried.

Kamlitz moved to recommend the City Council approve the following pertaining to the 2022 Seal Coat, Patching, Construction and Reconstruction District No. 22-41:

- a. To create the district.
- b. To direct the preparation of a preliminary engineering report concerning the district.
- c. To approve the preliminary engineering report on the district.
- d. 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 Technician Liebig described District No. 22-41. Unanimous aye vote. Carried.

City Engineer Dillman reviewed projects.

Recycling collection update. Steele asked that everyone dispose of garbage in the garbage containers as the recycling carts currently have 13% garbage which increases costs to the city and everyone.

Sanitation Foreman O'Neill provided a garbage collection update and stated that the baling facility is open the second Saturdays monthly in December, which is also posted at the gate.

Chair Steele stated the U.S. EPA Lead and Copper Rule funds will not be sufficient to cover the lead service lines that will be required to be replaced in our city and we will need to develop a plan to fund the program. Water Superintendent Rowell is seeking more information.

Chair Steele adjourned the meeting at 3:31 p.m.

CIVIC CENTER AND PROMOTION COMMITTEE

Chair Schloegel convened meeting at 3:31 p.m.

Searle Swedlund, Executive Director Jamestown Tourism provided an update on the 60-year-old Frontier Village owned by the City of Jamestown. Swedlund stated that Jamestown Tourism concentrated primarily on maintenance, operations, and some small changes in 2021, including installing two educational play areas: the Eagles Train Parkette and the Kiwanis Homesteader Parkette. Swedlund stated that the future of the Frontier Village requires executable vision, revenue, governance, and a plan for the deferred maintenance. The General Store is intended to be a source of revenue under the management of Jamestown Tourism, selling ND goods and ice cream. The executable vision includes a strategic document, branding (identity) process, operations manual and an already completed object and artifact inventory. Swedlund asked that the City continue to support Jamestown Tourism and the Frontier Village property, and thanked staff and City Council. Swedlund stated that it is important that any new non-profit governance entity be connected to the City.

Chair Schloegel adjourned the meeting at 3:50 p.m.

BUILDING, PLANNING & ZONING COMMITTEE

Chair Kamnitz convened meeting at 3:50 p.m.

On the request from Brian Hanson for a Special Use Permit, Building Inspector Blackmore reviewed the Planning Commission requirements and stated that the applicant signed the special use permit with the requirements although the City Council has not yet approved the special use permit. Blackmore does not recommend the special use permit for this location.

Heinrich stated that the applicant is operating a junkyard on the property which is not allowed.

Buchanan said Hanson is already violating all the important factors of the proposed special use permit.

Steele stated Hanson is already well beyond the intended use.

Brian Hanson, Budget Auto owner, addressed the Committee and stated he could haul some of the impounded vehicles to his property south of town.

Buchanan moved to postpone the motion on the special use permit for Lots 5 & 6, Lubeck's Addition, 1512 Business Loop East (Unit A & B) until the next meeting, or until the applicant presents a plan showing the design of the project and how the property would meet the special use permit requirements. Seconded by Schloegel. Voice vote: 3 ayes, 2 nays, 0 absent. Carried.

Steele moved to recommend the City Council approve the Minor Subdivision, Preliminary/Final Plat of Christensen Addition, Replat of Lot 9, Block 1 of Prairie Park Addition Within NW ¼ Section 35, T140N, R64W, City of Jamestown, North Dakota. The property is located at 1516 10th St SW. Seconded by Buchanan. Building Inspector Blackmore provided information. Unanimous aye vote. Carried.

INFORMATIONAL: A public hearing and second reading is scheduled at the January 3, 2022, city council meeting, concerning Ordinance No. 1556, introduced by Council Member Kamlitz, to repeal the current Appendix C and to enact the reformatted Appendix C of the City Code of the City of Jamestown, ND, pertaining to Zoning Regulations.

INFORMATIONAL: A public hearing and second reading is scheduled at the January 3, 2022, city council meeting, concerning Ordinance No. 1555, introduced by Council Member Steele, to amend and re-enact Ordinance No. 329 of the City Code by amending the District Map to change the zoning of the South One-Half (S ½) of the Southwest Quarter of the Southwest Quarter of Section 12, Township 139 North, Range 64 West of the Fifth P.M., except that portion thereof presently existing as highway right of way, City of Jamestown, Stutsman County, North Dakota from C-2 & Ag (General Commercial District & Agricultural District) to M-1 (Limited Industrial and Manufacturing District). The property is located at 3790 Hwy 281 SE.

Chair Kamlitz adjourned the meeting at 4:21p.m.

FINANCE & LEGAL COMMITTEE

Chair Heinrich convened the meeting at 4:21 p.m.

Schloegel moved to recommend the City Council approve an antenna license agreement at the request of the American Family Association, Inc., for the right to install, operate and maintain an antenna and related facilities without interference with city's infrastructure, or maintenance and repair requirements, which current agreement expires December 31, 2021, and direct the city attorney to draft an agreement. Seconded by Steele. Unanimous aye vote. Carried.

City Administrator Hellekson stated that Sprint/T-Mobile has not responded regarding the antenna license agreement, which expires December 31, 2021. Water Superintendent Rowell stated that Sprint does have antennae on city towers. Heinrich recommended sending a certified letter to the ND Secretary of State Office and wait to hear from Sprint/T-Mobile. No action.

Buchanan moved to recommend the City Council approve designating a local North Dakota Cares steering committee for the Jamestown community per the October 2018 City Council resolution, to help improve understanding of the needs and services for military service members, veterans, and their families. Seconded by Steele. Unanimous aye vote. Carried.

Steele moved to recommend the City Council approve an updated agreement between the City of Jamestown and Aqua-Pure, beginning January 1, 2022, and ending December 31, 2022, with the option to extend annually. Seconded by Schloegel. Water Superintendent Rowell provided information. Unanimous aye vote. Carried.

Steele moved to recommend the City Council approve the North Dakota State and Political Subdivisions Opioid Settlement Memorandum of Understanding and the Settlement Agreement and authorize the Mayor to sign them. Seconded by Kamlitz. Assistant City Attorney Geroux stated that the Settlement Agreement applies to the J&J settlement and distribution of funds to states, and within the state, in which the state, an abatement program fund, and the political subdivisions receive percentages of the distribution. The ND MOU would apply to this and future settlements and, if enough sign, pool government settlement funds within ND to be handled by the state as the legislature determines, to mitigate the effects of the opioid epidemic. Voice vote: 4 ayes. 1 nay. 0 absent. Carried.

Steele moved to recommend the City Council approve and accept the proposal from SRF Consulting for Planning and Zoning Technical Services for 2022 in an amount not to exceed \$20,000. Seconded by Schloegel. P&Z Coordinator Blackmore responded that in 2022 that there may be a request for additional funds depending upon the experience of a new city planner. Buchanan responded that SRF is well worth the investment for their expertise. Blackmore noted that we are under budget currently. Unanimous aye vote. Carried.

The committee discussed the franchise agreements for a proposed non-exclusive franchise in the city with Midcontinent Communications, Daktel Communications, and Cable Services Inc., the requirement in the agreements that the entities broadcast the public meetings as it is important to people in Jamestown to know what is happening in meetings, and the state law that requires the city to record all public meetings. Keith Larson, Dakota Communications General Manager, provided information and expressed willingness to work with the City.

INFORMATIONAL: A public hearing and second reading is scheduled at the January 3, 2022, city council meeting, concerning Ordinance No. 1552, introduced by Council Member Buchanan, for the franchise agreement for a proposed non-exclusive franchise in the city with Midcontinent Communications 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.

INFORMATIONAL: The appointment applications for the Board of Adjustments, Jamestown Regional Airport Authority, Special Assessment Commission and Civil Service Commission will be considered at the January 3, 2022, City Council meeting.

Chair Heinrich provided an update regarding the Stutsman County Redistricting Board meeting held on December 16, 2021. Heinrich stated that since there are no districts in Stutsman County, the meeting was short.

Chair Heinrich adjourned the meeting at 5:11 p.m

Sarah Hellekson, City Administrator