

JAMESTOWN CITY COUNCIL
REGULAR MEETING, FEBRUARY 7, 2022
OFFICIAL MINUTES

The regular meeting of the City Council was called to order by Mayor Heinrich at 5:00 P.M.

The Pledge of Allegiance to the flag was recited.

Roll Call showed the following members present: Mayor Heinrich, Council Members Kamlitz, Steele, Buchanan and Schloegel, City Attorney Ryan, Assistant City Attorney Geroux, and City Administrator Hellekson.

Council Member Steele moved to approve the minutes of the regular council meeting January 3, 2022, minutes of the committee meetings January 25 & 27, 2022. Seconded by Council Member Schloegel. Unanimous aye vote. Carried.

Council Member Buchanan moved to approve the following consent agenda items:

- A. Resolution to approve funding the 2022 Flex PACE Program up to \$500,000, with \$100,000 or 20% paid by the County, and \$400,000 or 80% paid by the City from the 224 City Sales Tax Fund. Corry Shevlin, JSDC Business Development Director, said the Flex PACE funds are loans that are returned to the community.
- B. Resolution to approve the antenna license agreement with Sprint (T-Mobile), for the right to install, operate and maintain antenna and related facilities without interference with city's infrastructure, or maintenance and repair requirements. The previous agreement expired and Sprint stated an intent to remove its infrastructure from the city's water tower this spring.
- C. Resolution to approve an energy conservation grant agreement with the ND Department of Commerce Division of Community Services to retrofit lights in the Street Department facilities at a 50% local share of \$18,739.34, which is projected to save \$7,225 annually in energy costs, and authorize the City Administrator to sign the agreement.
- D. Resolution to recommend the County Commission accept the City Assessor's recommendation using the cost methodology for the 2019 abatement application for the property located at 502 24th St SW, 58401, with a reduced assessed value of \$1,684,239.
- E. Resolution to re-establish the sales prices on city owned lots for the year 2022.
- F. Resolution to approve the Major Subdivision, Final Plat of Jamestown Southwest Second Addition, Replat of Block 2 of Jamestown Southwest Addition Within NE ¼ of Section 3, T139N, R64W, City of Jamestown, North Dakota.
- G. Resolution to approve of the following for 2022 Sidewalk, Curb & Gutter District 22-11:
 - 1) To set up and establish the district;
 - 2) To direct the City Engineer to prepare plans & specifications for the construction of the district;
 - 3) To accept and approve the plans and specifications, as prepared by the City Engineer, for the construction of the district; and
 - 4) To direct the City Administrator to advertise for bids for the construction of the district.
- H. Resolution to approve Change Order No. 1 to Naastad Brothers, Inc., for Emergency Waterline Replacement, for a net increase in the contract price of \$16,332.43.
- I. Resolution to approve Change Order No. 1 to Basaraba Excavating., for Water Main Replacement DWSRF No. 4700498-12 (Watermain District 21-61), for a net decrease in the contract price of \$14,733.73.

- J. Resolution to approve Payment No. 3, to Naastad Brothers, Inc., for construction on Emergency 18" Water Main Replacement District 21-62, in the amount of \$16,332.43.
- K. Resolution to approve Payment No. 8 and Final, to Basaraba Excavating & Dirtworks LLC, for construction on 2021 Water Main Improvements, District 21-61, in the amount of \$78,729.08.
- L. Resolution to approve Payment No. 12 (Inv 08387.07-12), to SRF Consulting Group, Inc., for 2021 Jamestown Planning and Zoning Technical Services, in the amount of \$5,025.76.
- M. Resolution to approve Payment No. 86 (Inv 78623), to AE2S, LLC, for On Call engineering services (I&C Water) for a total amount of \$2,594.20.
- N. Resolution to approve Payment No. 1 (Inv 78403), to AE2S, LLC, for Cyber Security Improvements for a total amount of \$2,118.29.
- O. Resolution to approve Payment No. 2 (Inv 46091), to Interstate Engineering, Inc., for engineering services on Water Treatment Building Ceiling Removal and Replacement, in the amount of \$5,643.50.
- P. Resolution to approve Payment No. 2 (Inv 46089), to Interstate Engineering, Inc., for engineering services on Civic Center Roof Removal and Replacement, Area B & D, in the amount of \$1,871.50.
- Q. Resolution to approve Payment No. 5 (Inv 46088), to Interstate Engineering, Inc., for engineering services on Emergency Water Line Improvements District 21-62, Crosstown Supply Line River Crossing and 4th Ave SW/13th St SW to 15th St SW, in the amount of \$15,397.98.
- R. Resolution to approve Payment No. 8 (Inv 46082), to Interstate Engineering, Inc., for engineering services on Solid Waste Landfill, SW-213, Cell 3B Final Cover, in the amount of \$192.00.
- S. Resolution to approve Payment No. 11 (Inv 46085), to Interstate Engineering, Inc., for engineering services on Sanitary Sewer Lift Station Improvements District 20-32 (Lift Station No. 11 and 1 Design), in the amount of \$2,031.50.
- T. Resolution to approve Payment No. 11 (Inv 46087), to Interstate Engineering, Inc., for engineering services on 2021 Watermain Improvements District 21-61, in the amount of \$4,784.50.
- U. Resolution to approve Payment No. 12 (Inv 46086), to Interstate Engineering, Inc., for engineering services on Wastewater Treatment Plant Facility Issues, in the amount of \$460.00.
- V. Resolution to approve Payment No. 31 & Final (Inv 46083), to Interstate Engineering, Inc., for preliminary design and surveying on the James River Bank Stabilization Project, Phase 3, in the amount of \$1411.00.
- W. Resolution to approve Payment No. 33 (Inv 46084), to Interstate Engineering, Inc., for engineering services on the Title V Air Quality Permit for Sanitary Landfill, in the amount of \$1,054.00.
- X. Resolution to approve Payment No. 316 (Inv 46090), in the amount of \$8,824.40, to Interstate Engineering, Inc., for engineering services on various city department consultations as follows:
 - (General), in the amount of \$5,062.90;
 - (Streets), in the amount of \$1,692.50;
 - (Water), in the amount of \$1,954.00;
 - (Solid Waste), in the amount of \$115.00.

- Y. Resolution to approve Payment No. 317 (Inv 46092), in the amount of \$7,590.00, to Interstate Engineering, Inc., for engineering services on various city department consultations as follows:
(General), in the amount of \$3,220.00;
(Streets), in the amount of \$460.00;
(Sewer), in the amount of \$805.00;
(Water), in the amount of \$1,380.00;
(Solid Waste), in the amount of \$1,725.000.
- Z. Motion to accept the reports of the Municipal Judge, Police Department, Fire Department, Public Works Departments, Inspection Department, Forestry Department, Civic Center, Central Valley Health Unit, and financial status.
- AA. Resolution to allow the January indebtedness in the amount of \$3,320,197.02 consisting of \$611,656.28 payroll and 2,708,540.74 general obligations.

Seconded by Council Member Kamlitz. Consent Roll Call No. 1 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Steele moved a Resolution to ratify the signature of Engineering Technician II Michel on the Joint Powers Agreements for both Sourcewell and the MN Cooperative Purchasing Venture, and authorize Michel to enter into the Agreements and use Sourcewell and the Minnesota Cooperative Purchasing Venture as an alternate bidding process. Seconded by Kamlitz. Roll Call No. 2 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Steele moved a Resolution to approve and authorize the use of Sourcewell or the Minnesota Cooperative Purchasing Venture as an alternate bid process for bidding for the purchase of One (1) New Motor Grader, Street Department. Seconded by Council Member Schloegel. Roll Call No. 3 showed: 5 ayes, 0 nays, 0 absent. Carried.

Mayor Heinrich moved to send to the next Finance & Legal Committee meeting for discussion, a Resolution to approve changing the responsibility for payment of remaining special assessments due on water main replacement districts to 70% to be paid by the City and 30% by the property owner for districts 17-61, 19-61, 20-61 and 21-61, with the City share being funded by Municipal Infrastructure, Water Utility, and ARPA funds, with the ARPA funds to be used only for the 21-61 district due to federal limitations. Seconded by Council Member Kamlitz. Council Member Steele stated that although staff has put significant work into this concept, more information is required regarding fully paid specials and the compensation process. Council Member Buchanan noted an open meeting concern with two council members meeting with staff. Roll Call No. 4 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Kamlitz moved to appoint David Nelson to serve as a member of the Jamestown Regional Airport Authority for a five year term to expire December 2026. Seconded by Council Member Steele. Unanimous aye vote. Carried.

Council Member Kamlitz moved to appoint George Barnes and Dan Buchanan for initial three-year terms expiring February 2025, and Dennis Mansavage and David Bratton for initial five-year terms expiring February 2027, to serve as members of the City of Jamestown North Dakota Cares Steering Committee. Seconded by Council Member Schloegel. Unanimous aye vote. Carried.

Mayor Heinrich read his remarks to the City Council.

Council Member Kamlitz moved a Resolution to place the request from Michael Paul Hansen dba Pit Stop Sports, for a Beer, Wine and Sparkling Wine license at 117 4th Ave NW, for the period ending 12/31/2022 on the March City Council agenda. Seconded by Council Member Steele. Building Inspector Blackmore stated that although a building permit was issued, it has not been assigned the correct occupancy rating. Unanimous aye vote. Roll Call No. 5 showed: 5 ayes, 0 nays, 0 absent. Carried.

Assistant City Attorney Geroux stated that two unopened bids had non-waivable defects for the Civic Center Roof Removal and Replacement Area B & D Project.

Council Member Schloegel moved to reject the two unopened bids for the Civic Center Roof Removal and Replacement Area B & D Project. Seconded by Council Member Steele. Unanimous aye vote. Carried.

Council Member Kamlitz moved a Resolution to award the bid for the Civic Center Roof Removal and Replacement Area B & D, to A & R Roofing Co. Inc., in the amount of \$306,770.00. Seconded by Council Member Schloegel. City Engineer Dillman stated that it is over the engineer's estimate of \$250,000. Roll Call No. 6 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Kamlitz moved a Resolution to award the bid for One (1) New Single Axle Truck with Single-Arm Automated Packer or Equivalent, Sanitation Department, to Sanitation Products, Inc., in the amount of \$249,508.00, which was under the budgeted amount. Seconded by Council Member Steele. Sanitation Foreman O'Neill stated only one bid was received. Roll Call No. 7 showed: 5 ayes, 0 nays, 0 absent. Carried.

Council Member Schloegel moved to adjourn at 5:46 p.m. Seconded by Council Member Kamlitz. Unanimous aye vote. Carried.

ATTEST:
SARAH HELLEKSON, City Administrator

APPROVED:
DWAINE HEINRICH, Mayor