

**Finance & Legal Committee
Building, Planning & Zoning Committee
Civic Center & Promotion Committee
Police & Fire Committee
Public Works Committee
March 21, 2024, 3:00 PM**

Present: Heinrich, Kamlitz, Schloegel, Steele, Geroux, Hellekson, Dalugama, Edinger, Fosse, Laber, Lipetzky, Michel, O'Neill, Reuther, Rowell, Stroh, and Sveum. Absent: Buchanan.

FINANCE & LEGAL COMMITTEE

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

Steele moved to recommend the City Council approve the payment of National Opioid Settlement Funds received in the amount of \$4,653.08 to Central Valley Health District (CVHD) to be used as mutually agreed by the City and CVHD. Seconded by Kamlitz. Unanimous aye vote. Carried.

Council Member Schloegel seated himself at 3:03 P.M.

Kamlitz moved to recommend the City Council approve the Tower Lease and Use Agreement between the State of North Dakota Information Technology Department and the City of Jamestown for the purpose of placing, operating and maintaining on the City water tower and the water tower site State-owned telecommunications equipment and a building as part of the Statewide Interoperable Radio Network (SIRN 20/20) for use by the public safety community and authorize the Mayor and City Administrator to sign the agreement. Seconded by Steele. Assistant City Attorney Geroux provided information. Unanimous aye vote. Carried.

Kamlitz moved to recommend the City Council approve a request from Buffalo City Gun Club to be recognized as an other public spirited organization and to authorize the issuance of a raffle permit. Seconded by Schloegel. Unanimous aye vote. Carried.

Schloegel moved to recommend the City Council approve the job description for the position of Community Service Officer and place it at a pay range of 23 (\$3,592-\$5,161). Seconded by Steele. Police Chief Edinger and Deputy Auditor/HRO Sveum provided information. Unanimous aye vote. Carried.

Steele moved to recommend the City Council approve increasing the number of steps in the City of Jamestown's pay classification from 16 to 18. Seconded by Schloegel. Deputy Auditor/HRO Sveum provided information. Unanimous aye vote. Carried.

Schloegel moved to recommend the City Council approve re-classifying the position of Water Plant Operator I from a range 23 (\$3,592-\$5,161) to a range 29 (\$3,797-\$5,457). Seconded by Kamlitz. Deputy Auditor/HRO Sveum provided information. Unanimous aye vote. Carried.

Kamlitz moved to recommend the City Council approve a copier/fax/scanner lease for a new copier at Civic Center. Seconded by Schloegel. Civic Center Director Fosse provided information. Unanimous aye vote. Carried.

Schloegel moved to recommend the City Council appoint Melissa Magnuson as a Assistant City Attorney and Assistant City Prosecutor. Seconded by Steele. Assistant City Attorney Geroux provided information. Unanimous aye vote. Carried.

Steele moved to recommend the City Council approve the license agreement with Western Area Power Administration (WAPA) to cross the 230-kV transmission line on inert landfill property and authorize the City Administrator to sign the agreement. Seconded by Kamlitz. Public Works Director Michel provided information. Unanimous aye vote. Carried.

INFORMATIONAL: The applications for appointment to the Forestry Committee will be considered at the April 1, 2024, City Council meeting.

Chair Heinrich adjourned the meeting at 3:34 p.m.

BUILDING, PLANNING & ZONING COMMITTEE

Chair Kamlitz convened the meeting at 3:34 p.m.

Schloegel moved to recommend the City Council approve the Minor Subdivision, Final Plat of Kourajian Second Addition, Replat of Lots 6 and 7, Block 14 of Kourajian First Addition, Within SE ¼ of Section 25, T140N, R64W and SW ¼ of Section 30, T140N, R63W, City of Jamestown, North Dakota. The property is located at 1110 Railroad Dr SE. Seconded by Heinrich. City Planner Dalugama and Public Works Director Michel provided information. Unanimous aye vote. Carried.

Chair Kamlitz adjourned the meeting at 3:38 p.m.

CIVIC CENTER AND PROMOTION COMMITTEE

Chair Schloegel convened the meeting at 3:38 p.m.

Kamlitz moved to recommend the City Council direct the City Attorney to draft an agreement transferring ownership of the railroad caboose once owned by Midland Continental Railroad, wheels, track and associated signs, all located on the south side of Louis L'Amour Lane in the Frontier Village from the City of Jamestown to JK Ventures, LLC d.b.a. Jamestown Campground. Seconded by Steele. Kari Bowman from JK Ventures, LLC d.b.a. Jamestown Campground provided information. Unanimous aye vote. Carried.

Steele moved to recommend the City Council approve the addition of a mural on the water pump house located in the Frontier Village near the underground tank. Seconded by Kamlitz. Jamestown Tourism Executive Director Bivens provided information. Unanimous aye vote. Carried.

Kamlitz moved to recommend the City Council approve the proposal to add a wall in the lower level west side storage room. Seconded by Heinrich. Civic Center Director Fosse provided information. Unanimous aye vote. Carried.

Civic Center Director Fosse provided a department update and State Basketball Tournament review.

Chair Schloegel adjourned the meeting at 4:08 p.m.

POLICE & FIRE COMMITTEE

Mayor Heinrich convened the meeting at 4:08 p.m.

Fire Chief Reuther provided a department update and included information related to the burn restrictions.

Mayor Heinrich adjourned the meeting at 4:14 p.m.

PUBLIC WORKS COMMITTEE

Chair Steele convened the meeting at 4:14 p.m.

Public Works Director Michel led a discussion about the City of Jamestown potentially purchasing their own excavator to be used by all City Public Works Departments. The committee directed Public Works Director Michel to draw up specifications for advertisement for bids for both an excavator and trailers to be brought back to the committee for approval.

Heinrich moved to forward, without recommendation, to the April 2024 City Council meeting, the rental of a tractor to pull the new sludge applicator for the Sewer Department. Seconded by Kamlitz. Public Works Director Michel provided information. Unanimous aye vote. Carried.

Assistant City Attorney Geroux informed the Council that 4 bids were received for the Street Department Front End Loader. One bid from RDO Equipment was not opened due to an irregularity. Assistant City Attorney Geroux provided recommendations regarding whether the irregularity was waivable.

Schloegel moved to waive the irregularity and open the bid from RDO Equipment. Seconded by Kamlitz. Unanimous aye vote. Carried. Geroux publicly opened the RDO Equipment bid.

Kamlitz moved to recommend the City Council award the bid for the Street Department Front End Loader to Titan Machinery in the amount of \$149,581. Seconded by Schloegel. Unanimous aye vote. Carried.

Heinrich moved to recommend the City Council reject the bid for the Water Treatment Plant Lime Press Filter Machines as a non-responsive bid. Seconded by Kamlitz. Assistant City Attorney Geroux and Senior Engineer Hournbuckle from Interstate Engineering provided information. Unanimous aye vote. Carried.

INFORMATIONAL: Bid opening for 2024 Seal Coat, Patching, Construction & Reconstruction District #24-41 will be held on March 28, 2024, and the consideration to award the bid is scheduled on the 5:00 P.M., April 1, 2024, City Council Agenda.

INFORMATIONAL: Bid opening for 2024 Sidewalk and Curb and Gutter District #24-11 will be held on March 28, 2024, and the consideration to award the bid is scheduled on the 5:00 P.M., April 1, 2024, City Council Agenda.

INFORMATIONAL: Bid opening for the Inert Landfill Expansion will be held on March 28, 2024, and the consideration to award the bid is scheduled on the 5:00 P.M., April 1, 2024, City Council Agenda.

INFORMATIONAL: Bid opening for Phase 2 of the 96" Storm Sewer Repair (Project #24-71) will be held on March 28, 2024, and the consideration to award the bid is scheduled on the 5:00 P.M., April 1, 2024, City Council Agenda.

City Sanitation Foreman O'Neill provided an update and announced the 2024 Residential Citywide Curbside Cleanup Week.

Chair Steele adjourned the meeting at 4:51 p.m.

Sarah Hellekson, City Administrator