

City of Medora
Minutes of Regular Meeting
December 3, 2019
(Subject to Council review and approval)

Meeting was called to order at 6:03 pm by Mayor Todd Corneil. Present were Council members Doug Ellison, Tracy Sexton, Kinley Slauter, and John Tczap. Sandra Kuntz and Mike Njos were also present.

Minutes from the November 5 Meeting were reviewed. Sexton moved to approve the minutes from the November 5 meeting, Ellison seconded. Motion passed unanimously.

Department Reports

City Engineer Mike Njos – a written report was reviewed. Njos advised that Burski Excavating completed the requirements of their lagoon contract and recommended the final payment be made to them. Apex is still assembling the lagoon documentation, etc. and will deliver the materials to the City. One gate valve along East River Rd will be replaced shortly and the other in about 3 months when the gate valve is received. Dike repair has been completed on cell 3. Njos has reviewed the sewer video for the north side of town and he will review his findings with Dell and get estimates to repair the priority issues. Njos will bring the results to the Council for review and direction.

City Attorney Report – Kuntz has been working with TRMF on the Point to Point Park Development Agreement. Kuntz asked that two members of the Council work with her and TRMF representatives to narrow the list of issues and determine what to bring forward for full Council review at the January meeting. Mayor Corneil suggested that Tracy Sexton and he represent the City, this was acceptable to everyone. Kuntz will send documentation on what will be reviewed to Sexton and Corneil, and arrange the meetings. Kuntz has been working with the Billings County States Attorney on updating and redefining as needed the zoning process to be followed by the County and City in the extra territorial area around the City. It was agreed that Kuntz should proceed and update the Council on proceedings.

Ambulance – a written report for November was submitted.

Police Department - a written report was reviewed.

Public Works report – a written report was reviewed.

MCC report – no report was submitted.

City Auditor, Gary Ridenhower, presented his monthly report. Year to date revenue and expenditure detail, and current expenditure detail were presented. Ellison moved we amend the 2019 Revenue and Expense budgets for Fund 222, Occupancy Tax, to \$117,000 to reflect the higher rate of pass through of Occupancy Tax to the CVB, Tczap seconded. The Council would like to improve communication with the CVB and will request Quarterly and Year End updates and financial statements going forward. Slauter also offered to assist the CVB in their efforts to improve their website.

Old Business

Point to Point Park Development Agreement – covered under Attorney Report

Follow up on possible closing of 6th St for the Car Show – Chief Lapp reported that 6th Street residents are agreeable to the proposal to park entered vehicles along both sides of 6th Street as needed with a lane left open down the middle of the street as long as their driveways aren't blocked and they can access their property. We will advise Car Show organizers that their proposal is acceptable as long as driveways aren't blocked and residents can access their property.

New Business

Permit request for Bold St Nick's Fatbike Race on December 14th, 2019 – Nick Ybarra – Kuntz and Lapp have no concerns with the request. Slauter moved that the permit request for Bold St Nick's Fatbike Race on December 14, 2019 be approved, Sexton seconded. Motion passed unanimously.

Fire Department Retirement Fund Proposal Update – Doug Koester reported that they have responded to 14 calls YTD, 4 to assist the County and 10 to respond to City needs. The department has also completed 420 hours of Training YTD. Koester provided a document related to the Retirement Fund Proposal based on information obtained from Dickinson and Wahpeton departments. Kuntz advised that the State has guidelines for such retirement funds that she feels need to be followed. Kuntz will provide documentation from her research and will assist Koester and the Fire Department in their efforts to structure the Fire Department Retirement Fund and its implementation process. The Council supports the Fire Department Retirement Fund and the efforts to get it established.

2020 Wage Review/Adjustments – Kinley Slauter – a schedule with employee pay rates, rate history and possible rates for 2020 increases was provided and reviewed. The County planned increase rate was discussed. There was much discussion about the process we are using as we had discussed having employee evaluations completed and considered this year but this was not done. Slauter commented that performance input is important but we probably aren't ready for it yet. Ellison commented that we should be dealing with any performance issues as they arise and he feels it is clear whether people are doing the job or not. Sexton feels we need to be able to reward employees who go above and beyond and not just be time based, and we need to be in position to incorporate evaluations into 2021 increase rates. Slauter asked if we should use a dollar rate or a % increase rate. Corneil prefers a flat \$ rate as it works better for retaining people, and he agrees that performance issues should be dealt with as they arise. Sexton wants employees to feel they are recognized appropriately and we need to work to have performance influence increases. Ellison feels employees should get increases as they are successful. Sexton moved that the 2020 increase for all employees should be based on a flat rate of 2% of the highest paid employee, Ellison seconded. Kuntz suggested we need to work to incorporate cost of living, longevity, and performance into increases. Corneil doesn't agree with the 2% rate proposed as it doesn't compare with the County rates and he would prefer something more, he feels we need to have more discussion on the issue. Motion passed unanimously. The employee Christmas Bonus rates were reviewed and discussed. The base rate has not been changed for many years. Slauter proposed that the base rate be increased to \$250 and the yearly rate stay the same. Sexton moved the employee Christmas bonuses be approved at rates adjusted to incorporate the change to \$250 base plus \$25 per year, Ellison seconded. Motion passed unanimously. Seasonal hourly rates for 2020 were discussed. Slauter moved to adjust 2020 Seasonal Rates as follows: increase the rate for Pool Manager \$.50 to \$19.00 if the present manager returns, increase the rate for first year seasonal employees \$.50 to \$12.00, and increase the rate for seasonal employees with 2 or more years of service to \$12.50, there will not be another rate for years of service beyond 2 years. Corneil and Sexton commented that we may have to review wage rates as we hire for the summer. Motion passed unanimously.

Utility rate proposed changes – Kinley Slauter – Southwest Water is increasing their rates to the City about 5% on January 1. Slauter moved to increase customer rates January 1 to \$6.25 per 1000 gallons with the base of \$17.00 unchanged, and increase the Bulk Water rate to \$13.00 per 1000 gallons to cover the increased cost, Sexton seconded. Motion passed unanimously. Slauter reported that it appears that the rate increases for Garbage and Sewer usage have us at about break even. Since our garbage rate from TRMF is expected to will remain the same in 2020 we do not see a need to change Garbage and Sewer rates at this time.

2020 Liquor License Renewals – Auditor Ridenhower presented the information on the 2020 Liquor License renewal requests. Attorney Kuntz and Chief Lapp have no issues with the renewals. Ellison moved to approve the 2020 liquor and beer license renewals as presented, Slauter seconded. Motion passed unanimously.

City Fee Schedule Review – Ridenhower provided updated schedules of City Fees with some questions identified. Council members would like some time to review the schedules and provide input. Ridenhower will provide the definition of Outdoor Dance, we need to clarify how Excavating licenses are commonly assessed, and Kuntz will recommend some wording changes. We will review at the January meeting.

Budget/Fund Accounting updates as needed – covered earlier in Auditor report.

Application for a Raffle Permit, Cowboy Christmas - Chamber of Commerce – Kuntz reviewed the request and has no concerns. Ellison moved to approve the Chamber of Commerce Application for a Raffle Permit for Cowboy Christmas, Tczap seconded. Motion passed unanimously.

Methods of Reducing Heat Related Illness in Medora – Elena Kordonowy – presenter could not attend, tabled until later date.

Miscellaneous Business

Year End Special Meeting – meeting will be held December 31 at 1:00 pm. The Agenda will be 2019 Budget Report and Amendments, and Approve Year-End Financials.

Tczap advised that the Ambulance Report includes an update on actions to make the community cardiac ready.

TR Presidential Library update – Ellison provided an update letter from Ed O’Keefe, TR Presidential Library CEO. The TRPL has committed to quarterly updates and more transparency.

Ellison moved to accept the financials as presented, Tczap seconded. Motion passed unanimously.

3033	330 ROUGHRIDER ELECTRIC COOP, INC	1999.06
3034	444 HIGHLANDS ENGINEERING & SURVEYING	6290.00
3035	731 LINDBO WELDING SALES & SERVICE	575.00
3036	253 ND RURAL WATER SYSTEMS ASSOC	345.00
3037	286 ONE CALL CONCEPTS	1.20
3038	352 SOUTHWEST WATER AUTHORITY	3401.59
5279	330 ROUGHRIDER ELECTRIC COOP, INC	37.00
17532	AFLAC	288.72
17533	330 ROUGHRIDER ELECTRIC COOP, INC	2981.62

17534	523 AT&T Mobility	530.03
17538	DENTAL INSURANC AMERITAS	437.42
17539	AFLAC	433.08
17540	VISION INSURANC AVESIS	29.60
17541	805 AMAZON CAPITAL SERVICES	139.23
17542	42 BILLINGS COUNTY PIONEER	32.39
17543	50 BLACK MOUNTAIN SOFTWARE, INC.	6733.00
17544	815 BOSS OFFICE PRODUCTS	9.99
17545	801 BURSKI EXCAVATING, INC	198340.07
17546	73 CHILLER SYSTEMS, INC	1956.36
17547	99 DAKOTA DUST-TEX, INC.	166.00
17548	668 DARREL'S BODY SHOP	35.00
17549	135 FARMERS UNION	3414.95
17550	444 HIGHLANDS ENGINEERING & SURVEYING	9054.00
17551	557 Legal Edge Solutions, PLLC	2100.00
17552	219 MARMAN CONSTRUCTION	1200.00
17553	613 MENARDS-DICKINSON	115.00
17554	226 MID-AMERICAN RESEARCH CHEMICAL	84.99
17555	229 MIDSTATE TELEPHONE COMPANY	769.30
17556	296 POSTMASTER	230.00
17557	352 SOUTHWEST WATER AUTHORITY	50.54
17558	378 THEODORE ROOSEVELT MEDORA FDTN	13.00
17559	689 WEST DAKOTA VET CLINIC INC.	171.75
17560	736 APEX Engineering Group	1011.00
17561	689 WEST DAKOTA VET CLINIC INC.	112.17
	PAYROLL 11/15	9371.47
	PAYROLL 11/29	8759.99
	FIT EFTPS	5031.67
	GROUP TERM LIFE NDPERS HEALTH	16654.63
	DEFERRED COMP NDPERS	410.00
	RETIREMN NDPERS	2699.13
	RENT CITY OF MEDORA	225.00

Deadline for Zoning Applications is Friday, December 6 @ 12:00pm with the Zoning Meeting being Tuesday, December 17 @ 6:00pm. Deadline for Council Agenda Items is Friday, January 3 @ 12:00pm and the next regular Council Meeting is Tuesday, January 7 @ 6:00pm. There will be a year end special Council Meeting on December 31 @ 1:00pm.

Sexton moved the meeting be adjourned. Meeting adjourned at 8:10 pm.

Attest: _____ Todd Corneil, Mayor

Attest: _____ Gary Ridenhower, City Auditor