

City of Medora
Minutes of Regular Meeting
April 7,2020
(Subject to Council review and approval)

Meeting was called to order at 6:00 pm by Mayor Todd Corneil. The meeting was held by Zoom teleconference. Present on the teleconference were Council members Doug Ellison, Tracy Sexton, Kinley Slauter, and John Tczap. Sandra Kuntz and Mike Njos were also on the teleconference.

Minutes from the March 3 Meeting were reviewed. Tczap moved to approve the minutes from the March 3 meeting, Slauter seconded. Motion passed unanimously.

Department Reports

City Engineer Mike Njos – a written report was received. Njos advised that two bids were received for the replacement of the watermain from the tank to Sixth Street. The low bid from Cordova Construction was close to the engineer estimates and Njos recommends we accept the bid and proceed with the project. The estimated completion date is May 15. Ellison moved to accept bid #1237 for \$109,052 from Cordova Construction for replacement of the watermain from the tank to Sixth Street, Slauter seconded. Discussion was if patching of the street is included, Njos stated street patching is separate. Motion passed unanimously.

City Attorney Report – Kuntz advised her topics were covered in Agenda items.

Police Department - a written report was reviewed.

Public Works report – a written report was reviewed.

MCC report – no report was submitted.

City Auditor report - Ridenhower presented his monthly report. With oil prices reducing our Oil Revenue and the likelihood of soft sales tax revenue this summer we could expect at least a \$6-800,000 reduction in Revenue for 2020. As we get more guidance on Oil Revenue, and the business opening situation is clearer we will update. Slauter moved to approve a transfer of \$20,000 from the General Fund to the Public Utility Fund, Ellison seconded. Slauter requested we transfer the funds back to the General Fund when possible. Motion passed unanimously. Ellison moved to approve a voucher for \$100 to establish a Petty Cash fund, Slauter seconded. Motion passed unanimously.

Old Business

Point to Point Park Development Agreement –The current addendum addresses only the mini golf to speed progress. Clarence Sitter thanked everyone for working to complete the addendum. Sexton moved to approve Addendum No. 1 to the Development Agreement with TRMF for Point to Point Park as presented, Ellison seconded. Motion passed unanimously.

Extra Territorial Zoning – Slauter moved to approve the second reading of Ordinance 01-2020 with Extra Territorial Zoning extending one mile from the existing corporate limits, Ellison seconded. Motion passed unanimously. The Joint Powers Agreement will be included on the May Council Agenda.

TR Presidential Library update – Ellison reported that a preferred site west of the Amphitheater has been announced and the focus now is moving forward. The site will be within our new Extra Territorial Zoning Boundaries.

MCC Exterior Plan Discussion – it was agreed that the plan is on hold based on our revenue situation.

Building Permit, Changes in Zoning process – Njos advised that Zoning direction was to revamp the process but not to add a lot of time. Njos will look at combining the Building Permit and the Zoning Application forms and he will propose process changes to Zoning.

New Business

Fire Dept Retirement Fund – Janel Frank reviewed the approach proposed for the Fire Dept Retirement Fund including having the City hold the funds, deferring earnings to individuals until distributed, and using length of service and other criteria for funding. A plan will be presented at a future meeting. It was asked the City pay the legal fees estimated at \$5600. Kuntz feels this is a good option to look at as it will minimize administrative expenses. Doug Koester stated they will work with Janel Frank to finalize a proposal to bring forward if the Council agrees. Corneil recommended moving forward with the fund. Sexton moved to approve payment of legal fees up to \$5600 to complete the plan, Tczap seconded. Motion passed unanimously. The Council would like to see details on the plan as they become available.

Zoning Application 20-11, Deck changes at 155 Pacific – Jordan Morin presented an Application to put a ramp from the front porch to the fence line. She said they didn't realize the old ramp was in such bad shape when they put in their original Zoning request, which was approved, and they want to proceed with getting the work done. Sexton moved to approve Zoning Application 20-11 for a ramp from the front porch to the fence line at 155 Pacific, Ellison seconded. Motion passed unanimously.

2020 Project Direction Discussion – Gary Ridenhower – 2020 Project Plans were discussed, including reviewing the prioritization by Mike Njos and Dell Beach, to establish the priorities this year with reduced revenue. The direction was to: proceed with necessary street patching, and see if we could get a better rate this year to do more and advise; proceed with the watermain replacement from the tank to Sixth Street; proceed with the Flood dike and road project and put in the culverts (the City will buy the culverts) but determine what the cost of scoria would be and bring it forward to discuss before proceeding; proceed with the project to plug the well by the school; and buy water meters as needed.

Gaming Site Authorization at Cowboy Hall of Fame – Home on the Range – Kuntz advised that all was in order. Ellison moved to approve the Gaming Site Authorization at the Cowboy Hall of Fame requested by Home on the Range, Tczap seconded. Motion passed unanimously.

Billings County Historical Society Utility request – Kinley Slauter – the request for garbage rate reduction was discussed and the agreement was that we need to be consistent and deny the request but to also encourage the Historical Society to take advantage of available Vacation Rates. Slauter moved to deny the request from the Billings County Historical Society for a garbage rate reduction, Sexton seconded. Motion passed unanimously. The Historical Society will be encouraged to take advantage of available Vacation Rates.

June 9 City Election, Registered Voters Review Board, Election Workers – Gary Ridenhower – Ellison moved to approve the names presented by Ridenhower to assist in the election process including: Scott Ross, Clarence Sitter and Derwin Zuroff to be on the Registered Voter Review Board; and Jane Muggli and Milo Thompson, with Mary Griffin as alternate, to be Election Workers, Slauter seconded. Motion passed unanimously.

Miscellaneous Business

Public Restrooms – Todd Corneil – there have been requests by the County and others to open the City Comfort Station or to provide temporary rest rooms. Bids have been obtained for temporary rest room facilities that have hand washing capabilities and water. The City Comfort Station is not heated so we normally do not open it until mid-May when the weather permits. The discussion included questions about what it will take to make it possible to open the Comfort Station earlier in the spring and keep it open later in the fall (temperature, building construction, heating, seasonal labor, etc.). Kuntz commented that the required level of cleanliness and sanitation must be maintained for any facilities that are opened in the current situation. Concern about potential liabilities was discussed. Ellison and Slauter requested we try to get the City Comfort Station open earlier this year. Corneil will proceed to investigate temporary rest rooms and the requirements for opening our Comfort Station earlier and will advise the Council.

Medora CVB update – Jim Bridger provided a quarterly update on the CVB. They are still working on the role of the Director and no one has been hired. The Dickinson CVB Director visited with the CVB Board to provide advise on how to improve operations and results. Dickinson has a 1% Tax on hotels, food and liquor which is used to fund more programs, perhaps adding the 1% to food and liquor here is something that we could discuss in the future. Slauter asked if the CVB has considered reducing the space rented when possible since the focus is more on attracting visitors versus operating an information center, Bridger said that a space is still needed for meetings but they will look at options. The replacement software for the medorand.com website is being worked on and they hope to have it operating in the next few weeks.

Deputy Auditor – Lori Shypkoski will be rehired for the part time Deputy Auditor position starting later in April once some open issues are resolved.

City Pool – Slauter stated that TRMF is having issues with seasonal help this year and there is a lack of applicants for positions, he suggested we look at not operating this year and resume next year. Tczap feels that it is hard to hire people with the uncertainty about opening. Sexton said that uncertainty, sanitation, and available labor are all concerns. Sexton and Tczap are requested to make recommendations on pool direction this month.

Open signs – Mayor Corneil asked if we should consider allowing neon open signs during summer due to the current situation, Slauter replied that this is allowed Labor Day to Memorial Day now. Ellison suggested we add the neon open sign discussion to Old Business next month. Agreed.

Tczap asked if the valve in the vouchers is for the storm sewer, Njos replied the valve was approved to replace the bad slide gate. Slauter asked if we could change the way we are paying for West Dakota Veterinary services on feral cats, Ridenhower will investigate. Ellison moved to accept the financials as presented, Slauter seconded. Sexton abstained. Motion approved.

3056	330 ROUGHRIDER ELECTRIC COOP, INC	2470.06
3057	643 WASTE MANANGEMENT	98.88
3058	352 SOUTHWEST WATER AUTHORITY	1966.27
3059	115 DICKINSON TIRE, INC.	29.00
3060	286 ONE CALL CONCEPTS	2.40
3061	330 ROUGHRIDER ELECTRIC COOP, INC	2454.08
3062	354 SOUTHWESTERN DISTRICT HEALTH UNIT	20.00
3063	378 THEODORE ROOSEVELT MEDORA FDTN	19000.00
3064	525 WALLY OWEN	913.27
3065	643 WASTE MANANGEMENT	185.84
5285	330 ROUGHRIDER ELECTRIC COOP, INC	37.00
5286	57 BONITA STREITZ	63.85
5287	330 ROUGHRIDER ELECTRIC COOP, INC	36.00
17699	AFLAC	288.72
17700	330 ROUGHRIDER ELECTRIC COOP, INC	2575.78
17701	523 AT&T Mobility	336.79
17705	523 AT&T Mobility	141.68
17706	VISION INSURANCE AVESIS	58.08
17707	229 MIDSTATE TELEPHONE COMPANY	861.47
17709	DENTAL INSURANC AMERITAS	506.91
17710	10 AMERICAN INSURANCE, INC	275.00
17711	33 BELFIELD AUTO SUPPLY, INC	103.63
17712	35 BERGER ELECTRIC, INC.	7175.00
17713	42 BILLINGS COUNTY PIONEER	528.96
17714	815 BOSS OFFICE PRODUCTS	359.95
17715	60 BRAUN DISTRIBUTING	18.70
17716	789 CLARION HOTEL	1252.00
17717	99 DAKOTA DUST-TEX, INC.	166.00
17718	119 DON HEISER ELECTRIC	2136.99
17719	124 ELECTRONIC COMMUNICATIONS, INC.	4501.00
17720	457 ENERGY SYSTEMS INDUSTRIAL INC.	83.15
17721	135 FARMERS UNION	3346.56
17722	791 FIRST STATE BANK	100.00
17723	141 FLECKS FURNITURE & APPLIANCE	799.00
17724	775 GARY RIDENHOWER	112.75
17725	444 HIGHLANDS ENGINEERING & SURVEYING	18300.00
17726	169 ITD	338.40
17727	557 Legal Edge Solutions, PLLC	4200.00
17728	223 MEDORA CONVENIENCE & LIQUORS	47.48
17729	613 MENARDS-DICKINSON	17.98
17730	226 MID-AMERICAN RESEARCH CHEMICAL	211.56
17731	547 Nathanel Awender	112.41
17732	296 POSTMASTER	165.00
17733	751 PROSERVE ELECTRICAL	93.00
17734	828 Red Valve Company	5303.26
17735	330 ROUGHRIDER ELECTRIC COOP, INC	2526.19
17736	352 SOUTHWEST WATER AUTHORITY	52.15
17737	356 STAPLES	211.67

17738	363 STEFFAN SAW AND BIKE	101.21
17739	378 THEODORE ROOSEVELT MEDORA FDTN	4.52
17740	830 WEST DAKOTA OIL COMPANY	153.00
17741	689 WEST DAKOTA VET CLINIC INC.	917.52
	PAYROLL 3/6/20	9450.14
	PAYROLL 3/20/20	7011.85
	PAYROLL 4/3/20	6780.62
	RENT CITY OF MEDORA	675.00
	NDPERS DEFERRED COMP DEP	1230.00
	GROUP TERM LIFE NDPERS HEALTH	15161.88
	NDPERS RETIREMENT	2808.54
	FIT EFTPS	9241.78

Deadline for Zoning Applications is Monday, April 13 @ 12:00pm with the Zoning Meeting being Tuesday, April 21 @ 6:00pm. Deadline for Council Agenda Items is Friday, May 8 @ 12:00pm and the next regular Council Meeting is Tuesday, May 12 @ 6:00pm.

Ellison moved the meeting be adjourned, Tczap seconded. Meeting adjourned at 8:20 pm.

Attest: _____ Todd Corneil, Mayor

Attest: _____ Gary Ridenhower, City Auditor