

City of Medora
Minutes from Regular Meeting
February 6, 2018
(Subject to Council review and approval)

Meeting was called to order at 6:00 p.m. by Mayor Todd Corneil. Present were Councilmen Denis Joyce, John Tczap, and Kinely Slauter, and Ben Brannum. City Attorney, Sandy Kuntz was also present. City Engineer, Mike Njos, was absent.

Minutes from the January 4 regular meeting, February 1 Special Meeting, and February 5 Special Meeting were reviewed. Steffen made an attendee addition to the February 1 minutes. Slauter made the motion to approve all sets of minutes with the correction. Second by Tczap. Minutes were unanimously approved.

The written report from City Engineer, Mike Njos, was reviewed.

Attorney Kuntz has reviewed the Special Meeting minutes regarding the WSI Claim for a city employee. She recommends following WSI procedures instead of not going through WSI. She's concerned employee could do more work than they should if not going through WSI. There could also be possible discrimination down the road if another employee is treated differently. She said the City should follow and not lead with WSI.

The written Ambulance and Police reports for the months of November and December were reviewed. Chief Lapp added that he is looking for Council guidance on his new vehicle purchase. He's looking at a 2017 pick-up with a government bid assist of \$10,000. The cost is \$34,500 from a Bismarck dealership and \$35,634 from a Dickinson dealership. Lapp would prefer to buy locally from Dickinson dealer and they would add a 40,000-mile warranty. Slauter questioned if the additional warranty is only offered in Dickinson? Lapp thinks it is. Slauter feels that both Dickinson and Bismarck are local so he feels Council should go with the lowest bid and an effort should be made to get an exact same comparative. The consensus was to purchase in Bismarck if the warranty is the same.

The MCC/Public Works written report was reviewed. Slauter questioned how snow removal will be handled with the medical absence of the Public Works Director. Corneil has lined up the police officers to help if necessary. Tczap stated that he will continue to volunteer to do the walking path.

City Auditor, Carla Steffen, reported that Farm Credit Services of Mandan will be out on Feb. 20 to present the City with the \$15,000 grant check for the fire dept. breathing apparatuses.

OB

Transient Merchant Application-Kuntz updated the application reflecting changes requested at the Jan. 4 meeting. Steffen will distribute to the Council.

Policy Manual Updates and Modifications-Kuntz and Steffen agreed to seek outside assistance in doing these updates. Steffen has been in contact with 3 HR experts and is waiting to get proposals back from them.

Sewer & Garbage Rates-Steffen presented a cost estimate to purchase the Rate Analysis module from Black Mountain Software that would integrate directly with the city's Utility Billing program. Slauter made the motion to purchase the Rate Analysis module. Second by Brannum. Motion passed unanimously.

NB

Updates to TRMF Development Agreement-Randy Hatzenbuhler presented a letter to the City Council dated 1-24-18 requesting an amendment to the Development Agreement for the Elkhorn Quarters lodging project. TRMF would commit to closing the boys' dorm for the 2018 season. The specific request is to allow operation of 284 rooms in 2018. Njos has reviewed the proposal and recommends amending the agreement if the Council feels comfortable. The room layout, room types, and specifically which rooms will be open should be included in the amendment. Kuntz does not have a problem with the amendment based on Njos's recommendation. Tczap made the motion to approve amending the Development Agreement with TRMF. Second by Joyce. Discussion-Slauter has been researching his potential conflict of interest with TRMF issues. After reviewing a recent opinion from the Attorney General's Office, he feels he can vote on TRMF issues when he does not have a direct and substantial personal or pecuniary interest and he does intend to vote on this motion. Motion carried unanimously.

Joint Powers Agreement with County Regarding Elections-County Auditor, Marcia Lamb, has updated the Joint Powers Agreement between the County and City for elections. It was last updated in 2004. Tczap made the motion to approve the updated Joint Powers Agreement. Second by Brannum. Motion passed unanimously. Joyce stated there are several deceased people on the county role book. Steffen will check with Auditor Lamb about the purging process.

Adopt Ordinance Book 2018-Steffen presented the Ordinance Book reflecting all amendments from 2016 & 2017. Brannum made the motion to approve Ordinance Book 2018. Second by Tczap. Motion carried unanimously.

Zoning Commission Vacancy-The term that Doug Ellison is finishing, will expire March 31. Tczap reported that Doug Ellison would be willing to accept a 5-year appointment. Slauter has also had someone approach him who is interested and recommends that the opening get posted at the Post Office. An appointment can be made at the March meeting taking affect April 1.

March Council Meeting Date-The regularly scheduled meeting date for the March Council Meeting conflicts with North Dakota League of City "March Madness" training in Bismarck. Steffen and several Councilmen are interested in attending. Kuntz recommends bumping the meeting to the following week. Tczap made the motion to move the Council Meeting to Tuesday, March 13. Second by Brannum. Motion passed unanimously.

Parade Permits-Slauter made the motion to approve Parade Permit 01-2018 and Parade Permit 02-2018. Second by Tczap. Motion passed unanimously.

Wine Walk-Rebecca Kasian presented a letter to the Council outlining her plans for a Wine Walk on April 26. The Special Event Permit had already been reviewed and approved by Officer Lapp. No motion is needed.

Misc. Business

Information on the HR Conference in Bismarck to be held April 18 & 19 was presented to the Council. Corneil encourages everyone to attend.

Corneil reported that Officer Awender is ready to move into the city house. Joyce made the motion for Awender to break his current lease for the city trailer and enter into a new contract for the house at a monthly rent rate of \$450. Second by Tczap. Discussion-Slauter questioned if the rent always stays the same. It is reviewed annually when the lease renews. Tczap added that Awender's current lease should be reviewed to see if he is responsible for having the propane tank filled at the trailer before he moves out.

Corneil read a thank you from Puppets on Parade for their use of the MCC.

Corneil read a letter regarding Urban Forestry and an upcoming webinar.

Financials were presented. Slauter made the motion to accept the financials. Second by Brannum. Motion passed unanimously.

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| 2839 | HEALTH CHEMISTRY LAB | 84.74 |
| 2840 | ROUGH RIDER ELECTRIC COOP, INC | 1061.00 |
| 2841 | SOUTHWEST WATER AUTHORITY | 2440.49 |
| 2842 | SOUTHWESTERN DISTRICT HEALTH UNIT | 60.00 |
| 2843 | WASTE MANAGEMENT | 222.31 |
| 5167 | ROUGH RIDER ELECTRIC COOP, INC | 34.00 |
| 16297 | ALLAN'S DECORATING CENTER, INC | 5150.20 |
| 16298 | ALLEGIANTE EMERGENCY SERVICES, INC. | 139.71 |
| 16299 | BELFIELD AUTO SUPPLY, INC | 216.80 |
| 16300 | BERGER ELECTRIC, INC. | 2020.71 |
| 16301 | BILLINGS CO AUDITOR | 162788.54 |
| 16302 | BILLINGS COUNTY PIONEER | 525.92 |
| 16303 | CARLA STEFFEN | 49.99 |
| 16304 | CHILLER SYSTEMS, INC | 466.02 |
| 16305 | DAKOTA DUST-TEX, INC. | 154.90 |
| 16306 | EMERGENCY APPARATUS MAINTENANCE, INC. | 1504.38 |
| 16307 | ENERGY SYSTEMS INDUSTRIAL INC. | 58.90 |
| 16308 | FARMERS UNION | 2842.53 |
| 16309 | HEIMAN FIRE EQUIPMENT | 264.07 |
| 16310 | HIGHLANDS ENGINEERING & SURVEYING, PLLC | 11442.50 |
| 16311 | ITD | 89.90 |
| 16312 | JOB SERVICE ND-Unemployment Insurance | 175.64 |
| 16313 | LAWSON PRODUCTS, INC | 716.82 |
| 16314 | Legal Edge Solutions, PLLC | 2100.00 |

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| 16315 | MENARDS-DICKINSON | 176.86 |
| 16316 | MID-AMERICAN RESEARCH CHEMICAL | 207.94 |
| 16317 | MIDSTATE TELEPHONE COMPANY | 702.61 |
| 16318 | MUNICIPAL GOVERNMENT ACADEMY | 55.00 |
| 16319 | NEWBY'S ACE HARDWARE | 12.99 |
| 16320 | POSTMASTER | 100.00 |
| 16321 | PRODUCTIVITY PLUS ACCOUNT | 253.77 |
| 16322 | RDO TRUST #80-5800 | 1579.33 |
| 16323 | Rod & Mony Wolf | 1528.52 |
| 16324 | Rohan Hardware | 171.21 |
| 16325 | ROUGH RIDER ELECTRIC COOP, INC | 3226.87 |
| 16326 | RUDY'S LOCK & KEY | 265.00 |
| 16327 | SIMPLEX GRINNELL LP | 384.00 |
| 16328 | SOUTHWEST WATER AUTHORITY | 43.01 |
| 16329 | STEIN'S, INC | 197.24 |
| 16330 | SWMCCC | 340.00 |
| 16331 | THEODORE ROOSEVELT MEDORA FDTN | 1671.04 |

Payroll and Other Pre-Pays:

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| January Federal Payroll Taxes | | 6094.03 |
| Payroll 1-12-18 | | 10837.14 |
| Payroll 1-26-18 | | 9053.66 |
| 16271 | NDPERS Def Comp | 352.00 |
| 16291 | NDPERS Def Comp | 352.00 |
| 16292 | NDPERS Retirement | 3301.92 |
| 16293 | AFLAC | 299.16 |
| 16294 | Ameritas (Dental) | 693.29 |
| 16295 | Avesis (Vision) | 75.29 |
| 16296 | NDPERS Health | 7743.87 |
| 2838 | ROUGH RIDER ELECTRIC COOP, INC | 897.00 |
| 5165 | ROUGH RIDER ELECTRIC COOP, INC | 1.00 |
| 5166 | NORTH DAKOTA TAX COMMISSIONER | 427.20 |
| 16261 | ROUGH RIDER ELECTRIC COOP, INC | 3258.70 |
| 16272 | AT&T Mobility | 134.24 |
| 16273 | AT&T Mobility | 350.86 |

Mayor Corneil read the announcements.

Randy Hatzenbuhler added that the TRMF Board met last week and discussed updates to the park plan that had been previously presented. The TRMF Park Proposal will be added to the March Council Agenda so these updates can be presented to the City.

There being no other business, Brannum motioned to adjourn. With no objection, meeting was adjourned at 6:53 p.m.

ATTEST: _____ TODD CORNEIL, MAYOR

ATTEST: _____ CARLA STEFFEN, AUDITOR