

City of Medora
Minutes of Regular Meeting
August 14, 2018
(Subject to Council review and approval)

Meeting was called to order at 7:00 p.m. by Mayor Todd Corneil. Present were Council members Doug Ellison, Tracy Sexton, and Kinley Slauter. Sandy Kuntz and Mike Njos were also present.

Minutes from the July 3 Council Meeting; July 23 Special Meeting, and August 8 Special Meeting were reviewed. Slauter moved to approve the minutes, second by Sexton. Motion passed unanimously.

City Engineer Mike Njos provided updates on projects including the Shared Use Path which should be completed by November 2. Njos to get another bid for the Shared Path Lighting and review the bids at the September 4 meeting.

City Attorney, Sandra Kuntz – will give updates on Agenda items.

A written Police report was reviewed.

Dell Beach presented a bid from PACE for doing the sewer camera work to use for a sewer assessment on the north side of town. Beach will talk with the Rural Water Association about assisting in the assessment and look at other options. Slauter moved to accept the bid up to \$13,197 from PACE for sewer camera work for the north side of town. Ellison seconded. Motion passed unanimously. Beach also presented the bid received for replacing the Deck on the water plant. He is waiting for another bid. Beach to bring two bids to the September 4 meeting for review.

Brett Ostermann presented written monthly reports.

City Auditor, Gary Ridenhower, presented his monthly report. Reported revenue was reviewed. A compilation of draft changes to the Employee Handbook was provided for review. A set of updated Budget documents was also provided. The Preliminary Budget was sent to the County on August 10 as required.

Old Business

MCC roof repair – the bid was reviewed. Slauter moved to accept the Bid from PL Roofing for \$17,110 to repair the MCC roof. Osterman to clarify the warranty provided by the contractor. Ellison seconded. Motion passed unanimously.

Apex Lagoon Update – Njos provided an update on the easements required from the Railroad and 3 private land owners (Medora Grazing, Bruce Northrup and Hellicksons.) The proposed route will be more direct and possibly faster. Njos will put together a map of the route and proceed to negotiate to get a purchase agreement. Njos will coordinate. Apex will do the documentation. Mayor Corneil will

represent the City. Should be ready to proceed in the next few weeks. Sexton moved the City pay the \$800 fee required for filing with the Railroad. Ellison seconded. Motion passed unanimously.

Curb, gutter and tree removal issues at 420 Broadway- The issue is continued until the next meeting.

Quotes to repair the sewer line at the Chuckwagon building – two bids were received, one to do bad spots and one to do the whole line. Beach to check on Bond provided in the bids. Due to the high cost we will monitor root control and wait for the new camera work before making any decisions.

Swimming pool repairs – Bids were \$26,786 to do the north portion of the deck and \$21,776 for the remainder. The \$70-75000 previous project estimate included replacing the whole deck, doing dirt work around the deck to provide proper drainage and engineering. Njos to get updated quotes and bring them to Council.

City Attorney update on Associated Employers engagement and HR Policies and Procedures – Associated Employers is finalizing their report, and a call is planned on Friday to review progress. Kuntz asked everyone to review the Employee Handbook draft and give their input to her. Ridenhower to provide copies of the sections which weren't changed.

City Attorney updated on discussions with ND Attorney General and SHSND related to deMores Park.

New Business

Review City/County split on Transfer of Cases Agreement – Marcia Lamb presented a request from the County to keep the County split at 15% based on the services being provided. Information on what other Counties have done was provided. Kuntz stated she feels the 15% is reasonable. Sexton moved the split on the Transfer of Cases Agreement should be 25% City and 15% County. Ellison seconded. Motion passed unanimously.

Request for letter of intent to approve a beer and liquor license – Travis Enders and Mitch Gilseth presented their business plans for a new business that would be located at 370 Pacific Avenue. They will be primarily a wine establishment but want to have beer and spirits as options for guests, and be on and off sale. Appetizers will be provided but they do not plan to be a restaurant. If they can get approvals they plan to soft open this fall and open in the spring. There was previously a bar in the mall and the City has no limit on liquor licenses at this time. Chief Lapp has no concerns about the business. Kuntz indicated that they must have their business structure in order before the license process can proceed. It was recommended that get their business structure in order, get the state approval for the liquor license, and get Zoning approval for what they propose to do at the location. Ellison moved that the City allow Enders and Gilseth to apply for a liquor license assuming they complete the required tasks, seconded by Sexton. Motion passed unanimously.

Request for restricted parking for Hot Air Balloon Rally Sept 7-9 – John Boulger – Slauter stated that TRMF will put up the temporary no parking signs for the event. Safety is the main concern. Sexton

moved approval of the request to restrict parking for the Hot Air Balloon Rally September 7-9. Ellison seconded. Slauter stated that as an employee of TRMF, there is a potential for conflict of interest. Since there is no direct and substantial personal or pecuniary interest in the matter, I intend to participate as necessary in the action. Motion passed unanimously.

TRMF request for Event Permit for August 31– Kuntz and Lapp agree with this request. Sexton moved the City approve the request from TRMF for an Outdoor Dance – Music Permit for August 31. Ellison seconded. Motion carried unanimously.

Tennis & Basketball court project update – sketch, plans, schedule – Mike Njos – Njos provided a sketch of the layout with the east two tennis courts converted to a parking lot with an entrance road. The proposal is to put a 4” reinforced concrete overlay over the present asphalt. The playing surface will be decided upon later for the tennis courts and the basketball court. Njos requested to get bids for replacing the pool deck and grading, and for the courts and parking separately, and identify what the savings may be if the two were combined. Njos to proceed with advertising for bids with the intent of decisions being made this fall and for work to be completed this fall or by June 1, 2019.

Miscellaneous Business

Presidential Library – Slauter suggested that the City should be proactive in discussions with the Presidential Library Board and ask to open dialog. Mayor Corneil has had contact with the Governor on the issue. Ellison will draft a letter to the Library Board, and he will be the primary contact working with Mayor Corneil to be proactive.

Zoning – Aaron Axvig has indicated he is resigning from Zoning and September will be his last meeting. Ridenhower to post a request in the Post Office for citizens to indicate their interest in the position.

Utilities Committee – Ellison, Slauter, Sexton and Ridenhower are interested in working on the Committee to analyze the situation with our Utility charges and propose changes as needed. Sexton moved that Slauter chair a committee to evaluate utility rates and propose changes as needed. Ellison seconded. Motion passed unanimously.

Slauter moved to approve the financials. Second by Sexton. Motion carried unanimously.

2917	ROUGH RIDER ELECTRIC COOP, INC	377.00
2918	WASTE MANAGEMENT	270.12
2923	ROUGH RIDER ELECTRIC COOP, INC	400.00
2924	WASTE MANAGEMENT	192.58
2925	SOUTHWEST WATER AUTHORITY	15584.30
2928	FARMERS UNION	135.33
2929	NORTH DAKOTA DEPARTMENT OF HEALTH	70.62
2930	NORTH DAKOTA DEPARTMENT OF HEALTH	25.00

2931	ONE CALL CONCEPTS	8.40
2932	SOUTHWESTERN DISTRICT HEALTH UNIT	60.00
2933	THEODORE ROOSEVELT MEDORA FDTN	18500.00
5190	ROUGH RIDER ELECTRIC COOP, INC	460.00
5195	MIDSTATE TELEPHONE COMPANY	34.59
5196	ROUGH RIDER ELECTRIC COOP, INC	502.00
5197	ASSOCIATED SUPPLY Co., INC.	270.30
5198	BONITA STREITZ	238.68
5199	BRAUN DISTRIBUTING	30.40
5200	FARMERS UNION	643.30
5201	GARY RIDENHOWER	107.92
5202	HAWKINS, INC.	1394.99
5203	SOUTHWESTERN DISTRICT HEALTH UNIT	20.00
16639	Associated Employers	550.00
16640	ROUGH RIDER ELECTRIC COOP, INC	4008.94
16640	ROUGH RIDER ELECTRIC COOP, INC	4008.94
16657	AT&T Mobility	468.62
16658	ND INSURANCE DEPT	2810.36
16659	THE HARTFORD	2554.67
16660	AT&T Mobility	137.93
16680	MIDSTATE TELEPHONE COMPANY	665.30
16681	AmericInn	1347.74
16691	SOUTHWEST WATER AUTHORITY	45.54
16692	ROUGH RIDER ELECTRIC COOP, INC	3660.00
16693	ROUGH RIDER ELECTRIC COOP, INC	812.28
16694	SOUTHWEST WATER AUTHORITY	0.00
16696	AMERICAN INSURANCE, INC	13094.00
16697	APEX Engineering Group	75291.47
16698	AT&T Mobility	467.69
16699	BILLINGS COUNTY PIONEER	706.23
16700	BILLINGS COUNTY WEED BOARD	371.63
16701	BORDER STATES ELECTRIC SUPPLY	120.54
16702	BRAUN DISTRIBUTING	36.40
16703	CARLA STEFFEN	1063.00
16704	CHILLER SYSTEMS, INC	3346.91
16705	ELECTRONIC COMMUNICATIONS, INC.	71.00
16706	FARMERS UNION	2657.68
16706	FARMERS UNION	2657.68
16707	FLECKS FURNITURE & APPLIANCE	188.49
16708	GALLS, LLC	108.21
16709	GARY RIDENHOWER	51.70
16710	ITD	59.95
16711	KEITH SIGNS	1675.00
16712	Legal Edge Solutions, PLLC	2100.00

16713	MENARDS-DICKINSON	135.40
16714	MID-AMERICAN RESEARCH CHEMICAL	2197.79
16715	POSTMASTER	200.00
16716	SMART COMPUTERS & CONSULTING	2148.56
16717	SOUTHWEST MULTI-COUNTY CORRECTION CENTER	446.00
16718	STAPLES	221.84
16719	STEFFAN SAW AND BIKE	37.99
16720	STEIN'S, INC	438.96
16721	THEODORE ROOSEVELT MEDORA FDTN	32.45
16722	W.S. DARLEY & CO.	514.28
16723	Western Dakota Energy Association	4000.00
16724	DAKOTA DUST-TEX, INC.	156.15
16725	SOUTHWEST BUSINESS MACHINES, INC	649.20

Payroll and other Pre-pays:

	PAYROLL 7-13-18	18958.53
	PAYROLL 7-27-18	15363.14
	PAYROLL 8-10-18	15628.06
	FEDERAL TAXES 7-13-18	5219.79
	FEDERAL TAXES 7-27-18	4399.92
16656	DEFERRED COMP NDPERS DEFERRED COMP DEP	295.00
16673	DENTAL INSURANC AMERITAS	661.12
16674	DEFERRED COMP NDPERS DEFERRED COMP DEP	295.00
16676	GROUP TERM LIFE NDPERS HEALTH	7983.01
16677	NDPERS RETIREMN NDPERS	3098.50
16678	AFLAC AFLAC	383.64
16679	VISION INSURANC AVESIS	86.08
16695	DEFERRED COMP NDPERS DEFERRED COMP DEP	295.00

Mayor Corneil read the announcements. **The next Zoning Meeting is Tuesday, August 21 @ 6:00pm (deadline has passed). Deadline for Council Agenda Items is Friday, August 31 @ 12:00pm and the next Council Meeting will be Tuesday, September 4 @ 7:00 p.m. The deadline for Zoning Applications is Friday, September 7 @ 12:00pm with the Zoning Meeting being Tuesday, September 18 @ 6:00pm.**

Slauter moved to adjourn. Sexton seconded. Meeting was adjourned at 9:20 pm.

Attest: _____ Todd Corneil, Mayor

Attest: _____ Gary Ridenhower, City Auditor