

City of Medora
Minutes of Regular Meeting
December 4, 2018
(Subject to Council review and approval)

Meeting was called to order at 6:00pm by Mayor Todd Corneil. Present were Council members Doug Ellison, Tracy Sexton, and Kinley Slauter. Mike Njos was also present. John Tczap and Sandra Kuntz were not present.

Minutes from the November 6 Council Meeting, October 18 Special Utility Committee Meeting, November 15 Special Utility Committee Meeting, and November 29 Special Utility Committee Meeting were reviewed. Slauter moved to approve the minutes, seconded by Sexton. Motion passed unanimously.

Department Reports

City Engineer Mike Njos provided updates on projects. Comments on Agenda items are reflected below. The temporary lighting bollards are up for viewing so members can choose the style for shared path lighting. Njos will advise more information on the height of the lights and the light patterns available.

City Attorney Report – Sandra Kuntz was not present.

A written Police report was reviewed. Chief Lapp's request to have a Salvation Army bell ringer at the MCC was approved.

Dell Beach and Brett Osterman presented written monthly reports. Public Works is putting up about 25 wreaths and they are in need of replacement. It was suggested wreaths be replaced for next year, Kinley and Beth Clyde can help look at pricing. The Public asked why the trees in front of the MCC weren't decorated. It was stated that MCC/Public Works had complaints that the real trees hadn't looked the best so the decision was made to buy and decorate some artificial trees out front.

City Auditor, Gary Ridenhower, presented his monthly report. Reported revenue was reviewed. A proposed schedule for 2019 Council Meetings was reviewed. Slauter moved the 2019 Council Meeting Schedule be approved as presented, Sexton seconded. Motion passed unanimously.

2019 COUNCIL MEETING SCHEDULE

JANUARY 2*	6:00PM	MAY 7	6:00PM	SEPTEMBER 3	7:00PM
FEBRUARY 5	6:00PM	JUNE 4	7:00PM	OCTOBER 1	6:00PM
MARCH 5	6:00PM	JULY 9*	7:00PM	NOVEMBER 5	6:00PM
APRIL 2	6:00PM	AUGUST 6	7:00PM	DECEMBER 3	6:00PM

*MOVED FROM 1ST TUESDAY

Old Business

Lagoon Project update – The landowners have been contacted about easements and the process is progressing. The Grazing Association agreement has not been obtained. The time table for lagoon construction was reviewed and discussed. Weather is the biggest risk in the schedule. The plan is to be ready to switch to the east ponds by Memorial Day. Sexton moved that approval be given for Njos to proceed with advertising for bids on the lagoon project the week of December 18 with bid opening planned in mid-January. Ellison seconded. Motion passed unanimously. The engineers will work with

the contractor selected to move acquisition of equipment, completing dirt work, etc. along to protect or improve the time line.

Elkhorn Project Update – Njos presented a report on the lagoon capabilities, etc. He does not recommend adding any more sewage to the system until the lagoon project is completed. Clarence Sitter asked for clarification on what “completion” means, Njos will discuss with Apex and advise.

Tennis & Basketball court project update on bidding – Mike Njos – nothing new to report.

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

City Attorney update on HR Policies and Procedures –There will be further discussion when the City Attorney is present in January.

Rough Rider Electric – Ordinance 01-2018 Reading – Slauter moved to approve the first reading of Ordinance 01-2018, Sexton seconded. Motion passed unanimously.

Potential for carving Medora’s image in old tree – Mary Griffin – Core samples were completed and the tree is mostly hollow. Mary presented several options on how to proceed. Ellison moved that Slauter work with Mary Griffin to develop a plan for the old tree and move forward, with the outcome likely to be cutting the tree off at about 4’ and using it as a base for signage, possible carvings, etc. Sexton seconded. Mayor Corneil commented that if it is necessary to take the tree all the way out that he would prefer a tree be planted in the spot. Motion passed unanimously.

New Business

TR Presidential Library update – Doug Ellison reviewed Board Minutes and a letter related to a site survey that he obtained from the Library Board. Doug will update everyone as input is received. Documents will be available in the Auditor’s office. The CVB received a request for a letter of support for the Library. Slauter will work with Ellison on a draft for the next meeting. They were encouraged to be cautious. There is generally good support for the concept but we have not received any real input on what we are being asked to support.

Utility Committee report – Kinley Slauter presented an update on the meetings and actions of the Utility Committee. He thanked all who have participated in the analysis and meetings.

For Water, there is a Southwest Water 18% rate increase January 1 and we propose increasing rates to cover it. Sexton moved we increase water rates effective January 1, 2019, with the Water Usage charge increased to \$5.90 per 1000 gallons from \$5.00 per 1000 gallons, base rate of \$17.00 to remain unchanged, and the Bulk water rate increased to \$10.00 per 1000 gallons from \$7.00 per 1000 gallons. Ellison seconded. Motion passed unanimously.

For Sewer, our out of pocket costs are expected to increase about \$15,500 per year with the new lagoon project and we would propose to recover these costs plus break even meaning we need to recoup about \$30,000 in total. Analysis was done and the proposal is to charge \$4.00 base charge plus \$1.00 per 1000 gallons of water used for sewer. This approach is being widely used by other cities. We also need to investigate how to manage the usage of grease traps as grease drives some major costs. We will work with Rural Water and others to develop proposals on how to improve our sewer situation.

For Garbage, Mary Schneider and Dennis Streitz did an analysis of our garbage situation including estimates of volumes by customer, special situations, etc. We have excellent garbage service with 7 day pick up in summer. There are many inconsistencies in the handling of rates, offseason charges, etc. that need to be addressed to assure fair and equitable handling. The split of garbage between TRMF and City customers was found to be very close to estimates. Slauter reviewed a proposed rate structure and

rules and proposed we move forward with implementing changes in rates, establishing “vacation” rates for October through March, and establishing fees for connections, transfers and reconnection with the goal to implement rules and rates which are fair and reasonable to operate. There was much discussion about the proposals and we will proceed as follows to complete further analysis and discussion so changes can be implemented by April 1:

- obtain competitive bids from garbage contractors for comparison
- communicate the effects of proposed sewer and garbage rate changes
- discuss and investigate various options for rates, rules, etc.
- Council to review data gathered, recommendations, public input, etc.
- work toward April 1 implementation of changes.

Further discussion included:

- Increases in tipping fees at Dickinson have increased costs. We expect increases to continue.
 - 7 day service is very good for those who need it but what about for those who don't?
 - Those who use the services should pay for them.
 - Get competitive bids and outside the area rates to compare.
 - Mayor Corneil – he appreciates the hard work that has been done but he feels more work is needed to identify who is generating the garbage and assess the costs fairly. We need to discuss concerns, more information on alternatives, etc.
 - Tracy Sexton asked if we want to try to cover our costs or not? Input was that we do but we also want to assure that the charges follow the costs, and we all should pay our fair share.
 - Doug Ellison, we may need to look at more tiers of rates.
 - The level of service we expect/need is a primary driver of cost. We also need to consider the impact of not having our garbage removed promptly on the cleanliness of town, etc.
- We will schedule meetings in January to review inputs, and further discuss to move forward.

Sanda Holsten sewer request – tabled until the City Attorney can be present.

2019 Liquor Licenses – Auditor Ridenhower presented the information on 2019 Liquor License renewal requests. Chief Lapp and the City Attorney representative have no issue with the renewals. Ellison moved we approve the renewals as presented, Sexton seconded. Motion passed unanimously.

Miscellaneous Business

Christmas Bonus for employees – a chart with the proposed Christmas Bonuses for employees was reviewed. Slauter moved we approve the Christmas Bonuses as presented, Ellison seconded. Motion passed unanimously.

Proposed 2019 employee wage increases – Slauter proposed we discuss proposed 2019 wage increases for employees in a Special Meeting. The Special Meeting will be scheduled in December.

Ellison moved we accept the financials as presented, Sexton seconded. Motion passed unanimously.

2952	MID-AMERICAN RESEARCH CHEMICAL	1530.63
2953	ND RURAL WATER SYSTEMS ASSOC	240.00
2954	NORTH DAKOTA DEPARTMENT OF HEALTH	223.63
2955	NORTH DAKOTA DEPARTMENT OF HEALTH	75.00
2956	ONE CALL CONCEPTS	3.60
2957	SOUTHWEST WATER AUTHORITY	2240.26
2958	Wally Owen	3989.95
5231	EHC, LLC	75012.00
5232	BERGER ELECTRIC, INC.	2002.29
5233	HIGHLANDS ENGINEERING & SURVEYING, PLLC	5422.50
16898	RAILROAD MANAGEMENT CO III, LLC	214.01
16900	BNSF Railway Company	40589.00
16918	AT&T Mobility	455.05
16919	AT&T Mobility	141.68
16920	APEX Engineering Group	9033.00
16921	BELFIELD AUTO SUPPLY, INC	56.22
16922	BERGER ELECTRIC, INC.	959.92
16923	BILLINGS COUNTY PIONEER	326.20
16924	BLACK MOUNTAIN SOFTWARE, INC.	6418.00
16925	BRAUN DISTRIBUTING	18.20
16926	BRUCE NORTHROP	7029.75
16927	BSN SPORTS	9778.94
16928	CHILLER SYSTEMS, INC	2787.48
16929	CORDOVA CONSTRUCTION	4790.00
16930	DAKOTA DUST-TEX, INC.	160.70
16931	DICKINSON TIRE, INC.	656.34
16932	FARMERS UNION	1480.88
16933	FISCHER SAND AND GRAVEL	1727.31
16934	GALLS, LLC	191.92
16935	Hellickson Ranch Partnership	13136.25
16936	HIGHLANDS ENGINEERING & SURVEYING, PLLC	4953.75
16937	Legal Edge Solutions, PLLC	2100.00
16938	MARMAN CONSTRUCTION	7300.00
16939	MENARDS-DICKINSON	1123.41
16940	MID-AMERICAN RESEARCH CHEMICAL	130.46
16941	MIDSTATE TELEPHONE COMPANY	680.71
16942	North Dakota Firefighter's Association	100.00
16943	PRODUCTIVITY PLUS ACCOUNT	72.34
16944	SOUTHWEST WATER AUTHORITY	44.54
16945	STAPLES	232.43
16946	STEIN'S, INC	35.90
16947	THEODORE ROOSEVELT MEDORA FDTN	10.59
16948	DEAN AND DEB RODNE	2969.00
	PAYROLL 11/2	8484.01
	PAYROLL 11/16	10829.22
	PAYROLL 11/30	9484.96

	RENT	CITY OF MEDORA	225.00
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	FIT	EFTPS	3006.08
	FIT	EFTPS	2590.78
	FIT	EFTPS	5699.66
	DEFERRED COMP	NDPERS DEFERRED COMP DEP	295.00
	GROUP TERM LIFE	NDPERS HEALTH	7983.00
	NDPERS RETIREMN	NDPERS	4621.06
16907	DENTAL INSURANCE	AMERITAS	554.62
16916	AFLAC		575.46
16917	VISION INSURANCE	AVESIS	63.01

Announcements of meetings. The deadline for Zoning Applications is Friday, December 7 @ 12:00pm with the Zoning Meeting being Tuesday, December 18 @ 6:00pm. Deadline for Council Agenda Items is Friday, December 28 @ 12:00pm and the next Council Meeting will be Wednesday, January 2 @ 6:00pm.

Slauter moved the meeting be adjourned. Ellison seconded. Motion passed unanimously. Meeting adjourned at 8:32pm.

Attest: _____ Todd Corneil, Mayor

Attest: _____ Gary Ridenhower, City Auditor

