

City of Medora  
Minutes of Regular Meeting  
June 7, 2016  
(Subject to Council review and approval)

Meeting was called to order at 6:00pm by Mayor Douglas Ellison. Present were councilmen Denis Joyce, Todd Corneil, John Tczap, and Ben Brannum. City Attorney Sandra Kuntz and City Engineer Mike Njos were also present.

Minutes from the May 3 regular meeting were reviewed. Joyce moved to approve the May 3 minutes and Brannum seconded. Minutes were unanimously approved.

Mike Njos, City Engineer, presented his monthly report. The 1<sup>st</sup> Street South project is complete. \$5000 of the amount earned is being retained until the grass seed takes. ND Sewage and Pump will install the pump and control panel in the new lift station. Information for an access lease agreement with BNSF railroad for the 2<sup>nd</sup> Street South extension project was reviewed. Information for a BNSF permit to construct the water main on BNSF property from Doc Hubbard Dr. to 2<sup>nd</sup> St. S. was also reviewed. Attorney Kuntz wants to review the lease and the permit. Njos stated the area the City wants to lease is full of junk and needs to be cleaned up. Dell Beach stated he will bring in a roll off container when he starts cleaning it up. Njos and Steffen met with a landscape architect out at the tennis court area. He will propose a few options for beautifying the area and reconstructing the tennis and basketball courts. Once a few options are established, construction cost estimates can be developed. Ellison stated that he has been in contact with Randy Hatzenbuhler and he should also be included in the conversation as ideas progress. Bonnie Strietz encouraged the City to move forward with rehabilitating that area. As Pool Manager, she sees many tourists wanting to play tennis and basketball when they are at the pool area. Njos added cleaning up the pool building should also be looked as part of the plan. The City did not receive DOT TAP funding for the walking path, but we can reapply again next year. John Tczap thanked Njos and Steffen for their extra work presenting the MCC handicap bathroom proposal for CDBG funding. The full \$40,000 request was funded. Njos is moving forward with the flood control valves project, but does not have quotes yet.

Attorney Kuntz reported she will present the two ordinance amendment revisions at the July 5 Council meeting. The May written ambulance report was reviewed. The May written police report was reviewed. Chief Bey added that he has been cleared to come back to work full-time beginning June 20 and he thanked the Council for their forbearance while he has been recovering from surgery and he thanked the Billings County Sheriff's Dept. for assisting with City calls. It has been brought to Bey's attention that a crosswalk should be considered between the Bunkhouse and the new Life Skills Center. There is a lot of foot traffic between the two locations. Tczap added that the speed limit in that area could be reduced to 15 mph. Joyce stated a "Medora" city sign could be added on the south side of town where the city limits start and speed reduction could begin at the top of the hill to 25 mph and then 15 mph at the bottom of the hill by the city and county shops all the way to Pacific. There was also discussion regarding the placement of blinking warning signs next to the crosswalk. Attorney Kuntz

suggested doing a joint resolution with the County regarding the crosswalk, speed limit changes, and putting a steering committee in place. Tczap made the motion to enter into a joint resolution with Billings County. Second by Joyce. Motion passed unanimously.

Public Works Director, Dell Beach, reported the residing at the public restrooms is complete. Seasonal help, Dawn Lund and Ty VanHorn have been hired. When Chief Bey goes back to full schedule, Nathaniel Awender will be available to assist civic works duties on a more regular basis. A citizen contacted Dell about placing a stop sign on the corner of 1<sup>st</sup> Street and 8<sup>th</sup> Ave. The Council did not act at this time. A lease for Dawn Lund to rent the FEMA trailer was reviewed. The lease would be through Sept. 30 at a rate of \$100/month plus electricity. Attorney Kuntz stated the lease can be signed.

MCC Director, Roger Clemens, reported the SWDHU was out to inspect the MCC kitchen. The City could obtain a restaurant license for \$75/year. Renters would then be allowed to cook in the kitchen instead of just using it for a prep kitchen. After discussion regarding insurance and cleanliness, it was the consensus of the Council to not obtain a restaurant license at this time. Clemens stated the divider wall in DeMores is broken. Clemens is to get estimates for a new divider and bring them back to the Council. Clemens has moved obsolete equipment out of the MCC down to the old fire hall for storage. He would like to be able to purge this equipment. Policy regarding the disposal of city equipment and the ownership of the IVN equipment will be checked into.

City Auditor, Carla Steffen, presented her monthly report. When cleaning out files from 2008, general fund checks with an active bank account were found. Checks 9602-9619 will be voided and purged. The final grant payment from the ND Dept. of Commerce Tourism Division has been received. The new website is up and more information can be added under the city government tab. The MCC is listed as a venue for groups and photos of the MCC rooms are included. The City was awarded \$40,000 in CDBG funding from the Roosevelt Custer Regional Council Board for the handicap bathroom project. The public notice will be in the June 9 Billings County Pioneer and the grant application will be presented for approval at the July 5 City Council Meeting. Steffen received an email from Tom Wilhelmi regarding cable tv and his request for information regarding ownership of equipment. Wosepka CPA will be out later in June to do the 2015 audit. Steffen reviewed the surge funding spreadsheet and recommended that the remainder of the funding go toward the 2<sup>nd</sup> Street South project. Additional funding to complete that project could come out of the highway tax distribution fund. Steffen recommended that the flood gate valves repair expense come out of the city sales tax fund. The City and CVB will collaborate on an entry for the 4<sup>th</sup> of July parade and Highlands Engineer will donate the candy.

City Ordinance 8.0727 was reviewed for revision. The change would be in reference to the Director of Security having permission to sign special event permits. Brannum made the motion to accept the 1<sup>st</sup> reading of Ordinance 01-2016. Second by Joyce. Motion passed unanimously.

Next, the bond of the City Auditor was reviewed. Currently the City has a blanket bond with the limits of liability set at \$992,000. Brannum moved to accept the bond and Tczap seconded. Motion passed unanimously.

Bonnie Streitz asked for permission to hold her annual craft show in conjunction with the carshow on June 25. There was no objection.

The next item of business was the swimming pool wages and pool admission prices. Pool Manager, Bonnie Streitz requested the base pay for lifeguards be changed to \$11/hour and a 50 cent/hour raise for returning lifeguards. Streitz requested a pay increase for herself to \$17/hour. There was further discussion regarding admission and lesson fees. Joyce made the motion to raise the base pay for lifeguards to \$11/hour and a 50/cent hour raise for returning lifeguards; raise Bonnie Streitz's hourly wage to \$17/hour; change the pass rates to \$75/family and \$50/individual. Second by Brannum. Motion passed unanimously. Ellison called a 5-minute recess at 7:35 so Steffen could check the 2015 swimming lesson fees. Meeting reconvened at 7:40. Steffen reported that 2015 lesson rates were \$40/student. It was the consensus to leave the rates the same for 2016.

A public fireworks display permit submitted by Cody Bridger was reviewed. The proposal is for a consumer fireworks display on July 4. Attorney Kuntz stated a release and indemnity agreement must be attached to the permit. She will create an agreement and send it to the Auditor's office. Tczap made the motion to approve the fireworks display permit with the following provisions: release and indemnity agreement must be signed; burn ban restrictions would apply; wind speed at time of launch cannot be greater than 20 mph; display must be done before the TRMF fireworks show. Second by Brannum. Discussion followed. Attorney Kuntz stated one Councilman should be the contact person for Cody and the final authority on launching the show. John Tczap agreed to be the contact person. Motion passed unanimously.

There was no representation from Medical Transportation to present information regarding running a shuttle service in Medora. Mayor Ellison added one item to Misc. Business. Keri and Pat Rummel will be moving out of City housing and they are requesting that Billings County Paramedic, Mitch Gilseth would be allowed to move in. A new lease will be issued when an exact date is decided on. There was further discussion regarding annual inspection of city housing and buildings by the Public Works Director.

Corneil made the motion to approve the financials. Second by Brannum . With all ayes the following financials were approved.

2740	BEACH CABLE	7547.10
2741	ONE CALL CONCEPTS	2.00
2742	ROUGH RIDER ELECTRIC COOP, INC	645.00
2743	SOUTHWEST WATER AUTHORITY	4794.51
2744	WASTE MANAGEMENT	297.33
5076	HAWKINS, INC.	652.12
5077	ROUGH RIDER ELECTRIC COOP, INC	38.00
14993	BERGER ELECTRIC, INC.	370.48
14994	BILLINGS COUNTY PIONEER	256.12
14995	CARLA STEFFEN	49.38
14996	CLEMENS, ROGER	98.76

14997	CORDOVA CONSTRUCTION INC.	141219.61
14998	DAKOTA DUST-TEX, INC.	392.90
14999	Dell Beach	73.00
15000	ELECTRONIC COMMUNICATIONS, INC.	163.00
15001	Eric Nikiforoff	135.00
15002	FARMERS UNION	2468.73
15003	FEMA FLOOD PAYMENTS	2442.00
15004	FLECKS FURNITURE & APPLIANCE	1379.00
15005	GALLS, LLC	339.67
15006	HIGHLANDS ENGINEERING & SURVEYING, PLLC	17207.50
15007	ITD	27.10
15008	Jobshq	430.40
15009	JOHN BEY	21.00
15010	KK BOLD	30.00
15011	Legal Edge Solutions, PLLC	2100.00
15012	MEDORA CONVENIENCE & LIQUORS	6.58
15013	MIDSTATE TELEPHONE COMPANY	804.50
15014	Nathanel Awender	21.00
15015	NEWBY'S ACE HARDWARE	387.98
15016	POSTMASTER	458.00
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15017	PRODUCTIVITY PLUS ACCOUNT	95.19
15018	ROUGH RIDER ELECTRIC COOP, INC	3526.01
15019	Russel Lapp	21.00
15020	SOUTHWEST MULTI-COUNTY CORRECTION CENTER	260.00
15021	SOUTHWEST WATER AUTHORITY	41.83
15022	STAPLES	15.28
15023	MARMAN CONSTRUCTION	13542.00
15024	MEGHAN HELMKAMP	300.00

**Payroll and other Pre-Pays:**

May Federal Payroll Taxes		6933.73
Payroll 5-6-16		7753.79
Payroll 5-20-16		10704.87
89451	Scott Rask	1902.33
14979	Aflac	161.28
14980	Ameritas (Dental)	693.88
14981	Avesis (Vision)	85.32
14982	NDPERS Retirement	2991.15
14991	NDPERS Def Comp	539.00
14992	NDPERS Health	6845.12
2739	ROUGH RIDER ELECTRIC COOP, INC	726.00
5075	ROUGH RIDER ELECTRIC COOP, INC	30.00
14959	UP AND RUNNING WEB DESIGN	2250.00
14960	ROUGH RIDER ELECTRIC COOP, INC	2561.00
14961	MARMAN CONSTRUCTION	10500.00
14962	AT&T Mobility	375.65
14963	AT&T Mobility	59.41

Ellison read the announcements.

There being no other business, Brannum motioned to adjourn. With no objection, meeting was adjourned at 7:58 p.m.

Attest: \_\_\_\_\_ Douglas Ellison, Mayor

Attest: \_\_\_\_\_ Carla Steffen, Auditor