

City of Medora
Minutes of Regular Meeting
September 5, 2017
(Subject to Council review and approval)

Meeting was called to order at 7:00pm by Mayor Todd Corneil. Present were councilmen Denis Joyce, Kinley Slauter, John Tczap, and Ben Brannum. City Attorney Sandra Kuntz and City Engineer Mike Njos were also present.

Minutes from the August 1 regular meeting were reviewed. Tczap moved to approve the minutes as presented and seconded by Joyce. Minutes were unanimously approved. With no objection, Corneil changed the order of the Agenda and tabled some of the ordinance reviews until the October meeting.

Chuck Andrus was present to once again ask the Council to strike Ordinance 8.0601, referring to Outside Display of Merchandise. Corneil stated it will be addressed at the October meeting. Kailee Tescher requested permission to have a lemonade stand during special events in Medora. The Council willingly agreed to her request and a transient merchant permit would only be needed if she planned on setting up regularly throughout the summer season.

Njos reviewed his written report. The Council prefers the bike path be built in the fall, during the off-season. Njos will plan on an April bid-opening date with fall construction. The building timeline is 6-8 weeks. Flood control slide gates have been ordered and they should be installed yet this year. Njos introduced Mike Berg with APEX to review the lagoon capacity study results. The results show that the city ponds are getting close to capacity. At this point, APEX was not hired to look at remedies. Njos added that the next step will be to look at remedies. He does not have a definite time frame, but within a month or two the city will start looking at options and costs.

Kuntz distributed an updated version of Ordinance 05-2017 reflecting legislative updates. After Council review, a further updated version will be reviewed at the October meeting.

No written ambulance report was submitted. The written police report for the month of August was reviewed. The MCC and Public Works written reports were reviewed. Dell Beach added that HA Thompson is working on an estimate to repair the sewer line from the Chuckwagon to the Girls Dorm. Pace will be out the week of Sept. 11 to clean sewer lines.

City Auditor, Carla Steffen, presented the 2017 audit proposal from Wosepka Accounting. Slauter made the motion to approve the proposal. Second by Tczap. Motion passed unanimously. Steffen presented \$80,000 in general fund budget amendments for 2017. Brannum made the motion to approve the amendments, second by Joyce. Motion passed unanimously. The ND Cares Training Event will be held at the MCC on Oct. 5. Invitations are going out soon and everyone is welcome to attend. Steffen reminded the Council that the State is coming out this Friday to do a walk-through of the bathroom project.

Clarence Sitter with TRMF presented an update on the Bunkhouse Project. The plan is still to set all the buildings, but they won't hook up more than the 212 units until the lagoon capacities are met. TRMF would like to get a Flex PACE loan through the Bank of ND, but the local community must contribute to the interest buydown. TRMF is asking the City and County to share in the local contribution equally. The City share would be \$40,590 over 15 years. They would like an answer at the October Council Meeting. Payments wouldn't start until 2018. TRMF CEO, Randy Hatzenbuhler, added that TRMF has successfully used PACE loans twice in the past and the City was supportive. PACE allows TRMF to get a much lower interest rate on larger projects.

Joyce made the motion to approve the 2nd Reading of Ordinance 03-2017 noting the changes to the definition of "community cat". Second by Tczap. Motion passed unanimously.

Dell Beach presented estimates on cleaning out 3 separate sections of the drainage ditch. Corneil would like Cordova Construction to do the section by the new Berg home because they had done the dirt work in that area and removed the "bee hive". Slauter added that the City does not have an easement for the section that is on TRMF property and something formal should be developed moving forward. Beach added that if the City pays \$2,100 to hire excavators to clean the silt dam and drainage ditch on TRNP property, TRNP would haul it out. Beach had only received estimates from one contractor for each of the 3 sections. Slauter thinks it is best practice to get more than one estimate for the October meeting. Joyce asked if TRMF still wants the culverts on the hill where the cable tv equipment was located. Slauter said it will be looked at. Corneil called a recess at 9:16 p.m. The meeting reconvened at 9:30 p.m. Corneil stated that TRNP and Dell Beach had already met on the \$2,100 price for the TRNP clean-out so he would like to authorize Beach to move ahead with cleaning that section. Slauter made the motion to accept the \$2,100 proposal for the TRNP section. Second by Joyce. Motion passed unanimously.

A Gaming Site Authorization from the Bismarck Cancer Center Foundation to sponsor gaming at the Roughrider Hotel Banquet Room on Oct. 21, was reviewed. Kuntz stated she had no concerns. Joyce made the motion to approve the Gaming Site Authorization, second by Brannum. Motion passed unanimously.

A letter from Ian Connors resigning from the Zoning Commission, was reviewed. Corneil thanked Connors for his service. Doug Ellison and Chuck Bokinskie are interesting in completing Connors' term which is through March, 2018. Slauter stated it is good to have 2 worthy individuals interested in the position. Because Ellison had expressed interest first, Slauter made the motion to accept Connor's resignation and appoint Doug Ellison as of Oct. 1, 2017. Second by Tczap. Motion passed unanimously.

Per NDCC 40-14-04 a City Assessor needs to be appointed at the first meeting of the city council in September of each odd-numbered year. Slauter made the motion to re-appoint Stacey Swanson. Second by Brannum. Motion passed unanimously.

Joye made the motion to approve the financials. Second by Tczap. With all ayes the following financials were approved.

2805	CORDOVA CONSTRUCTION	2677.00
2806	DAKOTA PUMP & CONTROL, Inc.	1645.00
2807	NORTH DAKOTA DEPARTMENT OF HEALTH	173.24
2808	ONE CALL CONCEPTS	23.30
2809	SOUTHWEST WATER AUTHORITY	19056.26
2810	THEODORE ROOSEVELT MEDORA FDTN	18500.00
2811	WASTE MANANGEMENT	291.56
5146	ASSOCIATED SUPPLY Co., INC.	468.56
5147	BAYLI KRANCE	100.00
5148	BRAUN DISTRIBUTING	36.40
5149	HAWKINS, INC.	410.17
5150	JOSIAH ORLUCK	100.00
5151	KOBI ALLEN	100.00
5152	MIDSTATE TELEPHONE COMPANY	32.35
5153	MILLER, BRANDON	100.00
5154	REBEKA PADILLA	87.50
16006	ALLEGIANT EMERGENCY SERVICES, INC.	789.30
16007	APEX Engineering Group	2244.00
16008	BERGER ELECTRIC, INC.	218.93
16009	BILLINGS COUNTY PIONEER	458.28
16010	CARLA STEFFEN	49.02
16011	CHILLER SYSTEMS, INC	746.26
16012	CORDOVA CONSTRUCTION	2790.00
16013	D F LIGHTING CO	688.55
16014	DAKOTA DUST-TEX, INC.	159.35
16015	DAKOTA PUMP & CONTROL, Inc.	470.00
16016	DAKOTA SPORTS	95.00
16017	DICKINSON TIRE, INC.	25.00
16018	FARMERS UNION	1455.82
16019	Foremost Insurance Company/Grand Rapids	562.00
16020	HIGHLANDS ENGINEERING & SURVEYING, PLLC	7680.00
16021	ITD	40.65
16022	JAMES J. WOSEPKA, PC	1200.00
16023	JAMESTOWN COMMUNICATIONS, INC.	90.00
16024	Legal Edge Solutions, PLLC	2607.00
16025	M & T FIRE AND SAFETY INC.	29.00
16026	MEDORA FIRE DEPT.	1450.00
16027	MID-AMERICAN RESEARCH CHEMICAL	393.52
16028	MIDSTATE TELEPHONE COMPANY	757.29
16029	NDACo. Resources Group	65.00
16030	NEWBY'S ACE HARDWARE	50.05
16031	O'Brien Oilfield Service, LLC	165.00
16032	POSTMASTER	200.00
16033	QUALITY QUICK PRINT	454.00
16034	RUNNINGS SUPPLY, INC.	51.96
16035	SHERWIN WILLIAMS	301.81
16037	SOUTHWEST BUSINESS MACHINES, INC	42.40
16038	SOUTHWEST WATER AUTHORITY	41.29
16039	STAPLES	55.47

16040	STEFFAN SAW AND BIKE	371.93
16041	STEIN'S, INC	559.00
16042	WALMART COMMUNITY/RFCSELLC	102.64

Payroll and Other Pre-Pays:

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8-11-17	Payroll	15,956.12
8-25-17	Payroll	12,663.44
August Federal Payroll Taxes		8,539.84
16001	AFLAC	299.16
16002	Ameritas (Dental)	693.29
16003	Avesis (Vision)	75.29
16004	NDPERS Retirement	3,140.01
16005	NDPERS Def Comp	613.00
16043	NDPERS Health	7,7740.01
2803	ROUGH RIDER ELECTRIC COOP, INC	401.00
2804	SOUTHWEST WATER AUTHORITY	19453.72
5145	ROUGH RIDER ELECTRIC COOP, INC	539.00
15967	ROUGH RIDER ELECTRIC COOP, INC	4810.54
15968	SOUTHWEST WATER AUTHORITY	43.22
15984	AT&T Mobility	327.70
15985	AT&T Mobility	134.24
15986	THE HARTFORD	2554.67

A thank you was sent to First State Bank for their donation of a bench and a recycle bin for the pool. A thank you was sent to the City of Dickinson for their grant funds to purchase an AED machine for the fire hall. Corneil thanked Councilmen Brannum and Joyce for hosing down the streets with the firetruck. He also thanked Councilman Tczap for assisting the Police Dept. this summer.

Steffen reviewed the preliminary revenue and expense budgets for the year 2018. YTD cash fund balances and 2010 year-end cash balances were reviewed to show the increase to reserves over the past 6 years. Steffen added that most of the sales tax revenue for 2017 as well as oil distribution tax, will be disbursed to the City in September-December. Fund balances can be reviewed again in January of 2018 and adjustments to the budget can be made. Rate increases for all utilities will be looked at in December. Infrastructure expenses have been budgeted out of the 2% sales tax fund. No expenses are budgeted out of the ½% sales tax fund. Steffen presented the estimated tax calculation with a zero-increase mill of 28.2 which will generate approximately \$53,297 in general tax revenue. Several budget items were reviewed including repairs to the pool deck with grading around the pool and tennis court and basketball court repairs. Joyce stated it is fine to leave those items in the budget, but they may have to be looked at again once we find out what work will need to be done to the lagoons. Upon review of the MCC budget, Slauter stated that community center projects need to be looked at and he thinks what is budgeted is necessary. No estimates for re-siding the MCC have been received and 1 estimate for cement work around the MCC was received. Joyce recommended holding off on that project for now and look at doing re-siding and cement work at the same time. There was discussion on changing all the street lights over to LED. \$15,000 was added to the street light budget. The Police Dept. requested \$75,000 for a new fully equipped pick-up. After discussion, it was the consensus to lower that

budget item to \$50,000. Councilman Tczap left the meeting at 10:15 p.m. Lagoon capacity upgrades will not be in the budget. City will have to make amendments once estimates and funding options are received. Mary Griffin added that the City Shop needs to be stained. Corneil responded that a new roof on the shop is the first priority. 2018 annual salary increase to full-time employees will be \$3,000. Permanent PT Employee will receive 50 cent/hour raise. Slauter made the motion to approve the 2018 Preliminary Budget. Second by Joyce. Motion passed unanimously.

Corneil read the announcements. Slauter thanked Steffen and Dept. Heads for their work compiling the data for the preliminary budget.

There being no other business, Brannum motioned to adjourn. With no objection, meeting was adjourned at 11:12 p.m.

Attest: _____ Todd Corneil, Mayor

Attest: _____ Carla Steffen, City Auditor