

City of Medora
Minutes of Regular Meeting
March 5, 2019
(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, Kinley Slauter, and John Tczap. Sandra Kuntz was present, Mike Njos absent.

Minutes from the February 5 Council Meeting, February 19 Special Meeting, and February 22 Special Meeting were reviewed. Corrections to the February 19 and February 22 Minutes were proposed. Slauter moved to approve the February 5 minutes as presented and the February 19 and February 22 minutes as amended, seconded by Sexton. Motion passed unanimously.

Department Reports

City Engineer Mike Njos provided a written report. Mayor Corneil went through the report for Njos. Shared path lighting - Slauter moved that the last shared use path lighting mockup positioned on the road side be used by Berger Electric, Sexton seconded. Motion passed unanimously.

Gate Valves – Beach and Njos to prioritize gate valves to be replaced. Slauter moved to approve the bid from Cordova Construction to replace up to 6 gate valves at \$7,235 per valve (\$43,410 maximum), Sexton seconded. Motion passed unanimously.

Tennis/Basketball court reconstruction – the proposal as presented was not accepted. Tczap moved to table the discussion on Tennis and Basketball court reconstruction and a Special Meeting be held when Njos returns, Ellison seconded. Motion passed unanimously.

City Attorney Report – comments and data will be covered with the Agenda items.

A written Police report was reviewed. Chief Lapp added that they are working with the Southwest Narcotics Task Force, the Chiefs and Sheriffs Association on legislation impacting law enforcement, and Social Services on drug and alcohol awareness.

Dell Beach and Brett Osterman presented written Public Works and MCC monthly reports. Dell Beach commented that he has contacted a person from Dickinson to cut down the old tree but nothing has moved forward due to the weather, Dell will follow up with him to move forward.

City Auditor, Gary Ridenhower, presented his monthly report. Year to date revenue and expenditure detail, and the 2018 Financial Statement were provided. The Board of Equalization will be held April 2 at 5:00 pm. Slauter moved that Ridenhower be given permission to dispose of records following the records retention policy from the state, Ellison seconded. Motion passed unanimously.

Old Business

Lagoon Project update – a preconstruction meeting will be held in March.

Utility Committee Update – Kinley Slauter –A meeting with another provider was held and we are waiting for their proposal. A meeting of the Utility Committee is planned for March 25 at 10:00 am.

TR Presidential Library update – Corneil, Tczap and Ridenhower had discussions with state representatives and officials at the Celebrating Cities day recently, the feedback was generally supportive but they were not sure about the funding plan. Another public meeting with Theodore

Roosevelt Presidential Library Foundation representatives is planned for March 15 at 6:30pm in the MCC.

Old tree project update – see Public Works report.

MCC Exterior Project Update – Slauter presented four exterior renderings prepared by G T Architecture. There was much discussion about the possible variations. It was agreed the look needs to be historic and have a wood look (similar to input at the Zoning discussion). Slauter reviewed material suggestions from the Architects, these are composite materials which are durable and low maintenance with wood and stone appearance. The general view is that we want to look at low maintenance but Corneil requested that we get a bid with real wood for comparison. Members want to see cost estimates, warranty, and maintenance expectations on the potential materials when available. It was also suggested that we look at possibly updating the south and east sides now and doing the north and west sides later. Comments by category included: Porch/overhang – input was that having it full length across the south side from the auditorium extension and extending around the east side like it is today and in rendering #4 is the best based on water diversion and sun control, and it is a good look. Windows – no windows as in #2 recommended for the upper level. Sign – the large sign across the eastern portion as shown in #1 may work but the suggestion was to look at putting the sign in the section over the offices as in rendering #4 but using larger letters as a way to help bring some emphasis to the upper area. Posts/trim – it was requested that we have a rendering with white posts/trim and one with dark. Materials/look – wood look in darker color recommended, stone accent possible but need to discuss more where and how much stone to be used. Corneil would like to see one option be wood look only. Slauter will get renderings to distribute for review, he will also get installed pricing for composite materials and for wood for comparison. Sexton suggested that Zoning look at the concepts and give their input. A Special Meeting may be held to review updated information to move the project forward.

MCC Interior Project Update – the project as approved is moving forward. Nothing new to report. We will advise the School when they can use the Gym.

City Policy Manual – Corneil, Slauter, Kuntz and Ridenhower met and developed the version that has been routed, they recommend that we incorporate any final needed changes and proceed with adoption. Kuntz provided input on several questions that have been discussed, one being paying 10% of accrued but unused sick leave when an employee terminates. After discussion it was decided to leave the accrued unused sick leave partial payout in the manual but add that an employee must work 5 years to qualify. It will be clarified that any comp time not used within 180 days will be paid to the employee in the next pay check. There were several other wording or grammar changes identified to incorporate. Use of City credit cards was discussed, Kuntz reviewed the proposed procedures and documents for controlling use, and proposed the City Auditor would be the control point. Ellison moved we proceed with City Credit Cards and adopt the proposed procedures and documents to control their use, Tczap seconded. Motion passed unanimously. Kuntz reviewed examples of performance reviews, and employee hiring and termination procedures which will be treated as add-ons. Kuntz also provided documents related to Elected official code of conduct. A Table of Contents needs to be added. Ellison moved that the Medora City Policy Manual version dated February 25, 2019 be approved with revisions noted in the minutes incorporated including adding a Table of Contents, revising the sick leave payout with the new requirement, clarifying comp time payout, and grammar corrections, Slauter seconded. Motion passed unanimously. We will move forward with final adoption and the Policy Manual will be in effect as soon as updated. A signature page will be created for employees to sign the new version. Council members are asked to review the documents related to Performance Reviews, Hiring and Termination, Elected Code of Conduct, etc. that Kuntz has provided and be prepared to discuss when Kuntz leads a discussion at the April meeting on content and direction for recommended add-ons.

New Business

Grants and Funding Sources – Melanie Bauer Dukart, USDA Rep – an outline of programs available was presented. Melanie commented she is willing to come to Medora to talk with anyone who has an interest in finding out what may apply. Materials provided by Melanie are available at the City Auditor’s office.

Elkhorn Development Agreement Addendum for Daycare - Development Agreement completed.

Rough Rider Adventure Park Development Agreement – the name is now Point to Point Park, the Development Agreement will be ready to review at the April meeting.

Belfield Water and Sewers Ordinances – Kuntz will update for input received and provide to Council for review, review tabled to the April meeting.

Bike and Build – our experience with the Bike and Build use of the MCC last year was very good. Slauter moved to approve the Bike and Build request to use the MCC like last year on July 31 to August 2, Tczap seconded. Motion passed unanimously.

DeMores School Development Agreement – an overview of the project was given, there are major changes needed to address drainage problems, keep water away from the building, etc. The plan includes improving play areas and lighting as part of the project. Mike Njos has provided input to KLJ and this is being incorporated into the plans. The School is not asking the City to pay for sidewalks. They want to move forward with getting bids, etc. so work can begin immediately after school is out. Zoning has reviewed the concept and advised that a development agreement will be needed. Attorney Kuntz provided a draft of a development agreement which may lack some of Njos’ input. Tczap moved that we approve the DeMores School Development Agreement prepared by Kuntz contingent on Mike Njos’ agreement to the latest version or a final revised version, Ellison seconded. Motion passed unanimously.

Miscellaneous Business

Mary Griffin asked if there is a plan to deal with potential spring flooding. It was suggested we have an update from the County. The County will be contacted for an update.

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

2972	ROUGH RIDER ELECTRIC COOP, INC	869.00
2973	MID-AMERICAN RESEARCH CHEMICAL	609.46
2974	ONE CALL CONCEPTS	4.80
2975	SOUTHWEST WATER AUTHORITY	2043.89
2976	WASTE MANAGEMENT	91.25
5238	ROUGH RIDER ELECTRIC COOP, INC	31.00
17044	DOUG ELLISON	1500.00
17056	AT&T Mobility	141.68
17057	ROUGH RIDER ELECTRIC COOP, INC	3063.70
17063	AT&T Mobility	596.80
17069	ALLEGIANTE EMERGENCY SERVICES, INC	1256.09
17070	Bill Buckman	105.00
17071	BILLINGS COUNTY PIONEER	494.34
17072	Culinex	242.16
17073	DAKOTA DUST-TEX, INC.	325.45

17074	Doug Koester	105.00
17075	FARMERS UNION	6515.42
17076	GARY RIDENHOWER	263.20
17077	HIGHLANDS ENGINEERING & SURVEYING	6032.50
17078	ITD	44.95
17079	John Koester	105.00
17080	Legal Edge Solutions, PLLC	2100.00
17081	LYUBOMYR SHKANDRIY	105.00
17082	MID-AMERICAN RESEARCH CHEMICAL	124.00
17083	MIDSTATE TELEPHONE COMPANY	830.35
17084	NORTHERN TOOL AND EQUIPMENT	147.37
17085	PBCompliance	44.99
17086	POSTMASTER	110.00
17087	PRAIRIE LUMBER COMPANY	106.23
17088	RAMKOTA HOTEL BISMARCK	282.00
17089	RDO Equipment Co.	1089.66
17090	SOUTHWEST BUSINESS MACHINES, INC	918.25
17096	NDLC	160.00
17097	RDO Equipment Co.	31.02
17098	SOUTHWEST WATER AUTHORITY	49.97
17099	STAPLES	239.34
17100	STEIN'S, INC	238.65
17101	THUMPER'S GUNS & AMMO, LLC	635.00
17102	UNITED STATES TREASURY	742.69
17104	CLARION HOTEL	1766.94
17106	MENARDS-DICKINSON	48.77
	PAYROLL 2/8	11,128.62
	PAYROLL 2/22	9222.62
	RENT CITY OF MEDORA	225.00
	RENT CITY OF MEDORA	225.00
	RENT CITY OF MEDORA	225.00
	DEFERRED COMP NDPERS DEFERRED COMP DEP	370.00
	DEFERRED COMP NDPERS DEFERRED COMP DEP	370.00
	NDPERS RETIREMN NDPERS	3241.44
	GROUP TERM LIFE NDPERS HEALTH	7984.01
	FIT EFTPS	3134.54
	FIT EFTPS	2826.42
17058	AFLAC AFLAC	383.64
17103	AFLAC AFLAC	383.64
17059	VISION INSURANC AVESIS	69.29
17060	DENTAL INSURANC AMERITAS	576.40

Announcements of meetings. The deadline for Zoning Applications is Friday, March 8 @ 12:00pm with the Zoning Meeting being Tuesday, March 19 @ 6:00pm. Deadline for Council Agenda Items is Friday, March 29 @ 12:00pm and the next Council Meeting will be Tuesday, April 2 @ 6:00pm. There will also be a Board of Equalization meeting at 5:00pm on April 2.

Sexton moved the meeting be adjourned, Slauter seconded. Motion passed unanimously. Meeting adjourned at 9:35pm.

Attest: _____ Todd Corneil, Mayor

Attest: _____ Gary Ridenhower, City Auditor