

City of Medora  
Minutes of Regular Meeting  
September 3, 2019  
(Subject to Council review and approval)

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

Minutes from August 1 Utilities Special, August 1 Special, August 6, and August 7 Special meetings were reviewed. Slauter moved to approve the minutes from the August 1, August 6, and August 7 meetings, Sexton seconded. Motion passed unanimously.

**Department Reports**

City Engineer Mike Njos – a written report was submitted – Related to the lagoon construction, Njos proposed to withhold \$200,000 to assure completion of punch list items and assure the roof of the lagoon building is corrected so we get the 25-year warranty from the manufacturer. Holes were cut in the building roof by the contractor in locations other than those intended by the manufacturer, and the contractor is responsible for the dimension specs. Njos recommends we sign the Substantial Completion documents but withhold 10% to assure all work is completed. Kuntz stated that if the withheld amount covers the potential cost then signing Substantial Completion documents is OK. Slauter moved the City sign lagoon contract Substantial Completion documents for Burski Excavating and Muth Electric and withhold 10% to assure completion of work required including correcting the building roof so we get the 25-year warranty, Sexton seconded. Discussion was that we should ask for a date when the roof and other work will be completed. Motion passed unanimously. Njos recommends we accept the bid from Winn Construction for the MCC Sidewalk & Landscape Reconstruction, award the contract at the Bid amount and do a change order to remove Clearing & Grubbing, Landscaping, and Wooden Fence work (work to be completed by Public Works employees). We need to get the MCC schedule to them so work can be scheduled. Sexton moved we accept the Bid of \$71,411.93 from Winn Construction for MCC Sidewalk and Landscape Reconstruction and proceed with a Change Order removing the Clearing & Grubbing, Landscaping, and Wooden Fence work which will be completed by Medora Public Works employees reducing the total estimated cost to \$53,519.41 or less, Ellison seconded. Motion passed unanimously. Rural Water personnel will do flow testing on the pipeline from the water tower to the street the week of September 16<sup>th</sup>.

City Attorney Report – working on the damaged light post case, aerial easements, and HR proposals.

Ambulance – a written report was presented

Police Department - A written Police report was reviewed. Chief Lapp advised that the plan is to put two more speed limit signs on East River Road to help reduce speeds. There was a major failure in the motor of Officer Awender's vehicle and Chief Lapp requests approval to replace the motor at the low bid amount of \$4700 and trade the vehicle as planned. Ellison moved to approve Chief Lapp's recommendation and replace the motor at a cost of \$4700 as long as we can trade the repaired vehicle

for at least the same trade value as previously agreed upon, Sexton seconded. Motion passed unanimously.

Dell Beach presented the Public Works report. There is concern about the positioning of the proposed four way stop sign in front of the Rough Riders Hotel as this corner is frequently photographed. It was agreed we will proceed to place a stop sign on the corner by the Rough Riders Hotel entrance and do what is possible to make the post and sign blend in. We will also look at putting yellow markings on the curb at that corner if needed.

A written MCC Report was presented.

City Auditor, Gary Ridenhower, presented his monthly report. Year to date revenue and expenditure detail, and current expenditure detail were presented. The Preliminary 2020 Budget was submitted and the Final Budget will be approved at the October 1 Council Meeting.

### **Old Business**

TR Presidential Library update - Doug Ellison - we expect a new Board CEO will be announced soon. Randy Hatzenbuhler is assisting with fund raising for the Library.

MCC Exterior Project Update – Kinley Slauter - we will proceed with the Concrete work as discussed.

### **New Business**

2018 Audit Review – Jim Wosepka. Jim presented their 2018 Audit Report based on the work completed. Internal Control continues to be an issue based on staff size. Nothing of significance was identified. Jim commented that they will not be doing Audits next year and he gave Auditor Ridenhower some names of possible Auditors but it is not necessary to have an Audit completed so the Council will need to decide how to proceed next year.

Compensation Management Proposal – Slauter will provide recommendations before the October 1 meeting.

River Ridge Walking Trail proposal – Wally Owen. No action taken.

Zoning Openings – Kinley Slauter. The Opening was posted as directed. Travis Enders is interested in the position vacated by Justin Ell. The term of this appointment is thru February 2020. Slauter moved to appoint Travis Enders to Zoning replacing Justin Ell, Ellison seconded. Motion passed unanimously.

Appoint City Assessor per NDCC 40-14-04 - Ellison moved to re-appoint Stacey Swanson as City Assessor, Slauter seconded. Motion passed unanimously.

### **Miscellaneous Business**

Ellison moved to accept the financials as presented, Slauter seconded. Motion passed unanimously.

3016	442 NORTH DAKOTA DEPARTMENT OF HEALTH	211.86
3017	279 NORTHWEST TIRE, INC.	206.88
3018	378 THEODORE ROOSEVELT MEDORA FDTN	19000.00
3019	525 Wally Owen	3208.96
3020	352 SOUTHWEST WATER AUTHORITY	19739.06
5271	135 FARMERS UNION	210.60
5272	157 HAWKINS, INC.	296.25

5273	229 MIDSTATE TELEPHONE COMPANY	79.65
17333	377 TEMP RIGHT SERVICE, INC.	165.00
17373	AFLAC	288.72
17374	DENTAL INSURANC AMERITAS	576.40
17375	VISION INSURANC AVESIS	69.29
17376	523 AT&T Mobility	444.44
17383	AFLAC	288.72
17384	VISION INSURANC AVESIS	83.42
17385	523 AT&T Mobility	141.68
17386	736 APEX Engineering Group	14597.90
17387	33 BELFIELD AUTO SUPPLY, INC	257.48
17388	39 BILLINGS CO AUDITOR	4348.28
17389	42 BILLINGS COUNTY PIONEER	304.94
17390	60 BRAUN DISTRIBUTING	18.20
17391	801 BURSKI EXCAVATING, INC	257312.70
17392	99 DAKOTA DUST-TEX, INC.	166.00
17393	135 FARMERS UNION	1890.15
17394	791 FIRST STATE BANK	372.56
17395	567 Foremost Insurance Company/Grand	562.00
17396	444 HIGHLANDS ENGINEERING & SURVEYING	13816.03
17407	169 ITD	44.95
17408	557 Legal Edge Solutions, PLLC	2100.00
17409	296 POSTMASTER	110.00
17410	297 PRAIRIE LUMBER COMPANY	80.15
17411	349 SOUTHWEST BUSINESS MACHINES, INC	210.00
17412	356 STAPLES	298.71
17413	364 STEIN'S, INC	581.52
17414	378 THEODORE ROOSEVELT MEDORA FDTN	68.33
17415	733 THUMPER'S GUNS & AMMO, LLC	250.00
17416	174 JAMES J. WOSEPKA, PC	5040.00
17417	229 MIDSTATE TELEPHONE COMPANY	781.64
17418	504 ALLEGIANT EMERGENCY SERVICES, INC	4905.14
17419	223 MEDORA CONVENIENCE & LIQUORS	53.09
17420	352 SOUTHWEST WATER AUTHORITY	58.82
17431	811 MUTH ELECTRIC, INC	32292.00
17432	VISION INSURANC AVESIS	83.42
17433	AFLAC	288.72
	RENT CITY OF MEDORA	675.00
	NDPERS DEFERRED COMP DEP	1230.00
	NDPERS RETIREMN	3241.44
	GROUP TERM LIFE NDPERS HEALTH	9228.71
	FIT EFTPS	9237.62
	PAYROLL 8/9	17537.52
	PAYROLL 8/23	14757.73

**Deadline for Zoning Applications is Friday, September 6 @ 12:00pm with the Zoning Meeting being Tuesday, September 17 @ 6:00pm. Deadline for Council Agenda Items is Friday, September 27 @ 12:00pm and the next Council Meeting is Tuesday, October 1 @ 6:00pm. The 2020 Final Budget will be reviewed and approved at the October 1 meeting.**

Slauter moved the meeting be adjourned. Meeting adjourned at 8:05 pm.

Attest: \_\_\_\_\_ Todd Corneil, Mayor

Attest: \_\_\_\_\_ Gary Ridenhower, City Auditor