

**CITY OF GRAFTON
CITY COUNCIL MINUTES
MEETING OF FEBRUARY 9, 2015**

The regular meeting of the City Council of the City of Grafton, North Dakota was held in the Council Chambers, City Hall, Grafton, North Dakota at 6:00 p.m. on Monday, February 9, 2015.

Mayor Chris West presided. Members present: David Fellman, Don Hutson, Chris Lipsh, Shane Mohn, Brian Sieben, Mary Stark, Len Wysocki, and Greg Young. Others present: Nick Ziegelmann, Nick Hall, Tony Dumas, Ken Miskavige, Rock Desautel, Gene Loftsgard, Ed Sevigny, Jon Markusen, and Ryan Johnston.

CONSENT AGENDA

Mayor West asked if any Council member wanted to remove any item from the Consent Agenda. It was moved by Mr. Young and seconded by Mr. Fellman to approve the Consent Agenda as follows:

IV. CONSENT AGENDA

4.1 Approval of Minutes:

- a) City Council regular meeting of January 12, 2015
- b) Ways and Means Committee regular meeting of February 2, 2015.
- c) Public Utilities Committee regular meeting of February 2, 2015.

4.2 Reports of Officers:

- a) City Auditor-Treasurer
- b) Municipal Judge
- c) Chief of Police
- d) Building Official
- e) Parks and Recreation
- f) Others, if any

4.3 Game of Chance Applications:

All members were present and voted in favor thereof; Mayor West declared the motion carried.

BILLS, CLAIMS AND ACCOUNTS

It was moved by Mr. Young and seconded by Mr. Sieben that the General, Special, Capital Projects, Debt Service, and Enterprise Funds bills be approved for payment in accordance with the listing submitted; said listing to be a part of these minutes as if herein set out verbatim. On roll call vote the following voted in favor thereof: Mr. Fellman, Mr. Hutson, Mr. Lipsh, Mr. Mohn, Mr. Sieben, Ms. Stark, Mr. Wysocki, and Mr. Young. Those opposed: (None). Mayor West declared the motion carried.

REPORTS OF STANDING COMMITTEES

On recommendation of the Public Utilities Committee, it was moved by Mr. Lipsh and seconded by Mr. Mohn to approve the 2015 Equipment Rental Rates as presented. All members were present and voted in favor thereof; Mayor West declared the motion carried.

On recommendation of the Public Utilities Committee, it was moved by Mr. Sieben and seconded by Mr. Wysocki to accept the bids for a 2015 Compact Tractor in the amount of \$35,400 and a 2015 Commercial Grade Zero Turn Lawn Mower in the amount of \$11,000 from True North Equipment Co. for a total of \$46,400. Other bids submitted for the 2015 Compact Tractor were: Park River Implement LLC \$32,900 (does not meet specs) and Hansons Auto & Implement, Inc. \$37,057.30 (does not meet specs). Other bids submitted for the 2015 Commercial Grade Zero Turn Lawn Mower were: Park River Implement LLC - \$8,500 (does not meet specs) and Mike's Repair, Inc. \$11,699 (does not meet specs). Mr. Lipsh said he had further discussion with the employees who will be using the equipment and they just want the right tools for the right job and it didn't matter which bid was chosen. On roll call vote the following voted in favor thereof: Mr. Fellman, Mr. Hutson, Mr. Sieben, Ms. Stark, Mr. Wysocki, and Mr. Young. Those opposed: Mr. Lipsh and Mr. Mohn. Mayor West declared the motion carried.

On recommendation of the Public Utilities Committee, it was moved by Mr. Wysocki and seconded by Mr. Sieben to approve the application submitted by Grafton Co. d/b/a Extra End for a special permit to sell alcohol for a Winter Party at the Armory, February 21st from 6:00 p.m. to 2:00 a.m. All members present voted in favor thereof; Mayor West declared the motion carried.

On recommendation of the Ways and Means Committee, it was moved by Mr. Young and seconded by Ms. Stark to transfer the uncollectible accounts receivable listing provided to bad debts. All members were present and voted in favor thereof; Mayor West declared the motion carried.

REPORTS OF SPECIAL COMMITTEES

Mayor West reported the Economic Development Committee held a planning retreat and the general consensus of the group was to keep Grow Grafton with the \$100,000 that was allocated last but twin homes will be changed to \$20,000 Grow Grafton incentive per structure rather than per side. Mr. Hutson stated the Committee also discussed ways to make sure the money is spent in town such as Grafton Bucks. Mayor West emphasized that it was just a planning meeting so any final decisions will still need to be approved by the Economic Development Committee.

Mr. Lipsh reported the 110th Anniversary Celebration of the Carnegie Regional Library was well attended.

UNFINISHED BUSINESS

Mayor West announced the City Administrator will be attending a hearing with the State Water Commission regarding funding for the flood control project this week. The City Administrator reported a Flood Risk Reduction Citizen Advisory Committee meeting was held January 26th at 6:00 p.m. and the Committee considered the option of the main channel route as the tie back route to the south and east along the McLeod Drain. KLJ will begin meeting with property owners to discuss this development.

NEW BUSINESS

It was moved by Mr. Mohn and seconded by Mr. Lipsh to accept with regret the resignations of LeRoy McCann as Emergency Manager and Keith Zikmund from the Economic Development Committee. Mayor West thanked Mr. McCann for his years of dedicated service as Grafton's Emergency Manager. All members were present and voted in favor thereof; Mayor West declared the motion carried.

It was moved by Mr. Sieben and seconded by Mr. Wysocki to approve the Mayors appointments of Chief Tony Dumas as Emergency Manager and Phil Ray to the Economic Development Committee. All members were present and voted in favor thereof; Mayor West declared the motion carried.

Mr. Young introduced Resolution No. 1701 entitled, "RESOLUTION PROVIDING FOR PUBLIC SALE OF REFUNDING IMPROVEMENT BONDS, SERIES 2015" and moved its adoption. Ms. Stark seconded the motion. On roll call vote the following voted in favor thereof: Mr. Fellman, Mr. Hutson, Mr. Lipsh, Mr. Mohn, Mr. Sieben, Ms. Stark, Mr. Wysocki, and Mr. Young. Mayor West declared the motion carried and Resolution No. 1701 duly adopted.

It was moved by Mr. Young and seconded by Mr. Wysocki to approve first reading of an ordinance entitled, "AN ORDINANCE TO ADD ARTICLE IV TO CHAPTER 12 HEALTH AND SANITATION OF THE CODE OF ORDINANCES OF THE CITY OF GRAFTON, NORTH DAKOTA RELATING TO STRUCTURES WITHOUT UTILITY SERVICE" with the correction proposed by the City Attorney. The City Administrator asked the City Attorney whether this ordinance protected the City from parties living in commercial buildings without utilities, as well as residential buildings; the City Attorney said he did not consider that when the ordinance was proposed to him as an ordinance to prohibit persons from living in houses without utilities. Mr. Hall recommended modifying the last sentence in Section 12-15 from "residence" to "structure". On roll call vote the following voted in favor thereof: Mr. Fellman, Mr. Hutson, Mr. Lipsh, Mr. Mohn, Mr. Sieben, Ms. Stark, Mr. Wysocki, and Mr. Sieben. Those opposed: (None). Mayor West declared the motion carried.

City Administrator Ziegelmann presented a proposed ordinance amendment providing for a discount to retail alcohol beverage license fees with alcohol server training; the discount and training is optional to the licensed establishment. The ordinance amendment includes alcohol server training within 6 months of employment, the course would be offered in the fall and spring of each year or upon request, all certificates of course completion will be valid for 1 year and must be kept on premises, the certificates will be required to be submitted with the application for license every year to receive the discount, all training programs/instructors must be approved by the Grafton Police Department. Training on how to use the card reader will be added to the ordinance. The proposed ordinance requires that a license holder have 75% of its employees complete the class. The proposed amendments will be drafted into ordinance format for consideration of first reading at the next meeting.

The City Administrator reported that one of the shaft and pump from the aeration cell eroded and fell off at the lagoon. The quote from Aeration Industries International to replace the shaft and pump is \$8,000. An optional quote was obtained from Aeration Industries for a pontoon mounted motor which would provide better circulation and would be easier and safer to maintain for \$11,850. The Council agreed providing for a safer working environment would be the best

option, whereby it was moved by Mr. Lipsh to accept the quote from Aeration Industries International for the aerator mounted on a pontoon for \$11,850. Mr. Mohn seconded the motion. On roll call vote the following voted in favor thereof: Mr. Fellman, Mr. Hutson, Mr. Lipsh, Mr. Mohn, Mr. Sieben, Ms. Stark, Mr. Wysocki, and Mr. Young. Those opposed: (None). Mayor West declared the motion carried.

The City Administrator presented an engineering contract with KLJ for Forcemain (Sanitary Sewer) Planning on the west and south side of the City to the lagoon for \$29,000. He said there are some deficiencies in the existing sanitary sewer system for example, the volume pumped from the Hill Avenue Lift Station to the Monson Lift Station is greater than the Monson Lift Station was designed to handle. Also, in planning long range for south and west future development, an alternative route to the south of Grafton along 18th Street may be necessary. Mr. Ziegelmann explained that funding for the contract would be provided from the debt service fund for wastewater infrastructure project. It was moved by Mr. Fellman and seconded by Mr. Young to approve the KLJ engineering contract for Forcemain Planning for \$29,000. On roll call vote the following voted in favor thereof: Mr. Fellman, Mr. Hutson, Mr. Lipsh, Mr. Mohn, Mr. Sieben, Ms. Stark, Mr. Wysocki, and Mr. Young. Mayor West declared the motion carried.

Jon Markusen of KLJ presented the results of the water modeling study which was completed to determine if use of the north water tower can be eliminated and the City still meet service requirements. It appears that removing the north water tower from service will generally not affect service to the citizens, except Mr. Markusen said there is some concern while maintenance is conducted on the south water tower. Mr. Miskavige explained maintenance is done about every 5 years; the water is drained down early in the morning, the inspection is completed and the tower is back in service late in the afternoon that same day. Mr. Markusen said the options for the north tower are to: 1) continue operation as is, 2) remove from service but maintain the structure for a couple years, 3) remove the tower when a substantial maintenance project is required on the north tower. The main costs associated with keeping the tower is for maintenance and electric pump usage. Projected maintenance costs are expected to be \$250,000-\$500,000 for the north tower.

Jon Markusen presented the results of the stormwater modeling study which included collecting data on the storm sewer system, a lengthy and difficult challenge. He explained the assumption was made there are standard type 1 inlet grates in the system, but some of the newer grates that have been installed have the double grate which allows more water to be drained from the street and into the underground storm sewer system more quickly; he said there is some concern with the standard inlet grates. Mr. Markusen explained with the study they looked at increasing the pipe diameter by one foot to reduce the amount of area that is affected by a larger event; that would likely be cost prohibitive. Mr. Markusen discussed installing ponds to store water temporarily until it can slowly be let back into the system. He explained stormwater holding ponds are a good tool, but they do take up a large area of space. He said at this time there is not enough pipe size capacity to pump stormwater to the north so it may be necessary to pump over the township road, south to McLeod Drain. Mr. Markusen discussed potential system improvements: 1) inlet capacity which would let the water into the system below and that can be done if there updates to streets or if inlets have to be changed out; 2) upsizing trunk lines can be done but it is very expensive; 3) cross connections if they are cost effective; 4) ponds are a good tool and can be very effective if we have the right outlet depth to be able to utilize them; 5) install drainage to the south and consider lift stations. He said focusing on the south end of the City would get the most done for the cost at this time. There are other areas of concern but Mr.

Markusen said that some of the things done on the south end could possibly pull some of that water off and out of that system to help the entire system.

The City Council reviewed the street projects priority map developed by KLJ, which will be the document used to make plans for future street projects. Mr. Ziegelmann said if the Council was comfortable with the priority list as presented, he would like to move forward with the maintenance of the chip seal on various streets; Council concurred.

CORRESPONDENCE AND ANNOUNCEMENTS

There is a Special City Council meeting scheduled for Tuesday, February 24, 2015 at 6:00 p.m.

Mr. Ziegelmann reported he will be completing a Corrective Action Plan for FEMA by next week regarding their requirement that part of the dike be removed along Western Avenue.

ADJOURNMENT

It was moved by Mr. Wysocki, seconded by Mr. Sieben and carried to adjourn the meeting.

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Chris West, Mayor

Connie A. Johnson, City Auditor-Treasurer