

**CITY OF GRAFTON
WAYS AND MEANS COMMITTEE
MEETING OF JANUARY 5, 2015**

The regular meeting of the Ways and Means Committee of the City of Grafton was held in the Council Chambers, City Hall, Grafton, North Dakota at 5:30 p.m. Monday, January 5, 2015.

Chairperson West presided. Members present: Dave Fellman, Don Hutson, Mary Stark, and Greg Young. Others present: Nick Ziegelmann, Chris Lipsh, Brian Sieben, Shane Mohn, Len Wysocki, Ken Miskavige, Tony Dumas, Russ Geddes, Rock Desautel, Scott Boura, Gene Loftsgard, Todd Morgan, Ryan Johnston, Todd Kjelland, Wanda Kratochvil, John Aasand, and Brandon Oby.

LABOR RELATIONS MATTERS

The Finance Department Utility Billing Clerk position has been filled by Cassidy Miller; she started working today.

UNFINISHED BUSINESS

Wanda Kratochvil, Administrator of the Walsh County Health District, explained the District was given a grant to reduce youth access to alcohol and to reduce adult binge drinking. The District proposes using some of the grant funds towards the cost of offering Responsible Beverage Server Training through the Police Dept. The course is about 2 hours and is designed for bar/retail establishment owners, managers, and employees. The course covers the legal responsibilities when serving individuals and situations where servers may have problems with intoxicated individuals. Ms. Kratochvil explained the course has the potential to reduce the insurance costs for bar owners and reduces some civil liability for the bar owner. The Walsh County Health Department would like to offer the course to all bar owners and retail establishments free of charge on a voluntary basis. She encouraged the City Council to require this course as part of the alcoholic beverage license requirements beginning for 2016. Ms. Kratochvil stated they would be willing to assist in writing policies, provide training and use of the ID check machines.

The Committee considered the petition signed by owners of on and off sale alcoholic beverage establishments requesting reduction of the alcoholic beverage license fee. The license fee has remained unchanged since 1988 at which time it was decreased from \$2,250 to \$2,000. The City Administrator said for 27 years at 2% inflation the value of the 1988 license fee is about \$3,500 in today's dollar value. Ms. Stark and Mr. Fellman said they are not opposed to reducing the liquor license fee. Chairperson West stated he believed the justification for the fee was to help offset the law enforcement costs for bar checks and services provided by that. Police Chief Dumas stated the Department did about 168 bar checks last year. John Aasand, owner of the Extra End stated that a dollar is a dollar so any reduction in the license fee would be appreciated by the bar owners. Mr. Mohn suggested allowing a reduction in the license fee if the bar owner attends a Responsible Beverage Server Training. Mr. Young stated he believes we are comparable with other area cities. It was moved by Mr. Hutson and seconded by Mr. Young to

recommend the City Council approve a 10% discount on all liquor license fees beginning for 2016 if the owner and manager attend alcohol server training annually. All members were present and voted in favor thereof; Chairperson West declared the motion carried.

NEW BUSINESS

It was moved by Mr. Fellman and seconded by Ms. Stark to recommend the City Council approve a resolution entitled, "A RESOLUTION DESIGNATING DEPOSITORIES FOR CITY OF GRAFTON FUNDS PURSUANT TO SECTION 21-04-13, N.D.C.C. AND APPROVING SECURITIES PLEDGED BY DEPOSITORIES PURSUANT TO SECTION 21-04-11, N.D.C.C.". All members were present and voted in favor thereof; Chairperson West declared the motion carried.

The Committee discussed the resolution for sale of properties including conditions of sale and minimum bids. The City Administrator suggested removing any property that is in the floodway or deed restricted from the list. He also requested that Exhibit A for 539 Hill Avenue be amended to require a \$5,000 security deposit and minimum bid. Mr. Young requested adding to requirements for Exhibit A that a licensed contractor must complete the electrical, plumbing and heating improvements. Building Official Scott Boura explained the requirement of a 400 amp electrical service was to have the service in place in case of future expansion but 200 amp service would be sufficient for the main floor. Mr. Fellman suggested requiring that bidders must appear to explain their plan for the use of the property. It was moved by Ms. Stark and seconded by Mr. Young to recommend the City Council approve a resolution entitled, "RESOLUTION AUTHORIZING PUBLIC SALE OF REAL PROPERTY SITUATED IN AND OWNED BY THE CITY OF GRAFTON" with the following amendments: remove all floodway or deed restricted properties from the list of properties to be sold; require bidders to appear at the bid opening; and, Exhibit A will have a \$5,000 security deposit and minimum bid, a licensed contractor must complete the electrical, plumbing and heating improvements, and a minimum 200 amp electrical service is required for each occupied floor. All members were present and voted in favor thereof; Chairperson West declared the motion carried.

It was moved by Mr. Young and seconded by Mr. Fellman that the City Council approve a resolution entitled, "A RESOLUTION ORDERING THE DESTRUCTION OF OBSOLETE DOCUMENTS, RECORDS, FILES, PAPERS AND MATERIALS, AND PROVIDING FOR THE MANNER OF SUCH DESTRUCTION". All members were present and voted in favor thereof; Chairperson West declared the motion carried.

It was moved by Mr. Hutson and seconded by Ms. Stark to recommend the City Council approve the 2014 Audit contract with Drees, Risky & Vallager, Ltd. All members were present and voted in favor thereof; Chairperson West declared the motion carried.

The Building Official presented a draft amendment to the health and sanitation ordinance which would require functioning utility services in a structure to be occupied. If any utility services are not functional the City will issue a Notice to Vacate Immediately to force the property owner to fix the problem or relocate the habitants. Committee members agreed with the proposed ordinance; an ordinance will be drafted for City Council consideration.

Chairperson West announced the Employee Appreciation Party will be held on Saturday, January 31st at 12th Street Bowl.

ADJOURNMENT

It was moved by Mr. Young and carried to adjourn the meeting.

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Chris West, Chairperson

Connie A. Johnson, City Auditor-Treasurer