

**CITY OF GRAFTON  
CITY COUNCIL MINUTES  
MEETING OF JUNE 8, 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, June 8, 2015.

Mayor Chris West presided. Members present: Dave Fellman, Don Hutson, Chris Lipsh, Shane Mohn, Brian Sieben, Mary Stark, and Greg Young. Member absent: Mr. Wysocki. Others present: Nick Ziegelmann, Nick Hall, Tony Dumas, Ken Miskavige, Russ Geddes, Jon Markusen, Mark Holm, Ryan Johnston, and Todd Kjelland.

**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. Lipsh to approve the Consent Agenda as follows:

IV. CONSENT AGENDA

4.1 Approval of Minutes:

- a) City Council regular meeting of May 11, 2015
- b) Ways and Means Committee regular meeting of June 1, 2015.
- c) Public Utilities Committee regular meeting of May 4, 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:

- a) #895 – Grafton Area Chamber of Commerce
- b) #896 – Grafton Youth Hockey

4.4 Site Authorization Applications:

- a) Grafton Blueline Club, Inc. at Polly's
- b) Grafton Blueline Club, Inc. at Marketplace on 8th

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

**BILLS, CLAIMS AND ACCOUNTS**

It was moved by Mr. Fellman and seconded by Mr. Young 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, and Mr. Young. Those opposed: (None). Member absent: Mr. Wysocki. Mayor West declared the motion carried.

## **REPORTS OF STANDING COMMITTEES**

On recommendation of the Public Utilities Committee, it was moved by Mr. Sieben and seconded by Mr. Lipsh that the school policing contract with the Grafton Public School be approved for one year with the revision that there will be a flat fee per month rather than 50% of the costs the City incurs for the officer and it will be automatically paid by the school rather than payable by receipt of a bill from the City. On roll call vote the following voted in favor thereof: Mr. Fellman, Mr. Hutson, Mr. Lipsh, Mr. Mohn, Mr. Sieben, Ms. Stark, and Mr. Young. Those opposed: (None). Member absent: Mr. Wysocki. Mayor West declared the motion carried.

On recommendation of the Public Utilities Committee, it was moved by Mr. Lipsh and seconded by Mr. Sieben to remove the minimum bid from the vehicles that did not sell at the last City auction and authorize Gene Loftsgard, Equipment Mechanic II, to determine if the highest bid received at the next auction is sufficient. On roll call vote the following voted in favor thereof: Mr. Fellman, Mr. Hutson, Mr. Lipsh, Mr. Mohn, Mr. Sieben, Ms. Stark, and Mr. Young. Those opposed: (None). Member absent: Mr. Wysocki. Mayor West declared the motion carried.

On recommendation of the Public Utilities Committee, it was moved by Mr. Sieben and seconded by Mr. Fellman to sell the 1985 Ford truck with digger derrick at the next City auction. On roll call vote the following voted in favor thereof: Mr. Fellman, Mr. Hutson, Mr. Lipsh, Mr. Mohn, Mr. Sieben, Ms. Stark, and Mr. Young. Those opposed: (None). Member absent: Mr. Wysocki. Mayor West declared the motion carried.

On recommendation of the Public Utilities Committee, it was moved by Mr. Lipsh and seconded by Mr. Sieben to accept the only bid received from Astech Corporation for \$164,720.75 for the 2015 chip seal project. The bid was \$34,000 less than Kadrmas, Lee & Jackson's engineer's estimate. The City will ask Astech Corporation at the pre-construction meeting if it will honor the contract price to seal additional blocks. On roll call vote the following voted in favor thereof: Mr. Fellman, Mr. Hutson, Mr. Lipsh, Mr. Mohn, Mr. Sieben, Ms. Stark, and Mr. Young. Those opposed: (None). Member absent: Mr. Wysocki. Mayor West declared the motion carried.

Electric Superintendent Russ Geddes reported more information regarding the roofing bids for the Roney building that were presented at the Public Utilities Committee meeting; Pastorek Construction advised him there is a 25 year warranty for a steel roof and 12 years for the fastener, they would be able to complete the roof by the end of the summer, and the warranty from the Insulation Place is 10 years. It was moved by Mr. Young and seconded by Mr. Lipsh to accept the bid of \$29,720 from Pastorek Construction to reroof the Roney roof and to use the Power Plant roof appropriation and the balance of the digger derrick truck appropriation to cover the cost. On roll call vote the following voted in favor thereof: Mr. Fellman, Mr. Hutson, Mr. Lipsh, Mr. Mohn, Mr. Sieben, Ms. Stark, and Mr. Young. Those opposed: (None). Member absent: Mr. Wysocki. Mayor West declared the motion carried.

On recommendation of the Ways and Means Committee, it was moved by Mr. Young and seconded by Mr. Fellman to renew the contract with the State of North Dakota for collection of city sales tax. The Tax Department charges an administration fee of \$35.00 per permit per year or 3% of the tax collected. On roll call vote the following voted in favor thereof: Mr. Fellman, Mr. Hutson, Mr. Lipsh, Mr. Mohn, Mr. Sieben, Ms. Stark, and Mr. Young. Those opposed: (None). Member absent: Mr. Wysocki. Mayor West declared the motion carried.

On recommendation of the Ways and Means Committee, it was moved by Mr. Hutson and second by Mr. Fellman to renew the lease with the Grafton Golfers for 5 years with the same terms. Mr. Ziegelmann reported that the 50% donated utilities included in the contract amounted to approximately \$2,000 of donated utilities last year. On roll call vote the following voted in favor thereof: Mr. Fellman, Mr. Hutson, Mr. Lipsh, Mr. Mohn, Mr. Sieben, Ms. Stark, and Mr. Young. Those opposed: (None). Member absent: Mr. Wysocki. Mayor West declared the motion carried.

### **REPORTS OF SPECIAL COMMITTEES**

City Administrator Ziegelmann reported that the last Legislative session 11 blocks were added to the Renaissance Zone Project. The Economic Development Committee considered the opportunity and supported adding 11 blocks to the City of Grafton Renaissance Zone; the information will be submitted to the State for preliminary approval and following the required public hearing it will once again come before City Council for final approval.

City Administrator Ziegelmann explained that last year the ballot measure permitting retail property tax exemptions was approved by the voters. With this exemption North Dakota Century Code also requires an ordinance outlining the criteria to evaluate each applicant for the exemption. On recommendation of the Economic Development Committee, it was moved by Mr. Fellman and seconded by Mr. Young to approve the first reading of an ordinance entitled, "AN ORDINANCE OF THE CITY OF GRAFTON, PROVIDING THAT THE CODE OF ORDINANCES, CITY OF GRAFTON, NORTH DAKOTA BE AMENDED BY ADDING ARTICLE IV OF CHAPTER 22.5, RETAIL AD VALOREM TAX EXEMPTION." On roll call vote the following voted in favor thereof: Mr. Fellman, Mr. Hutson, Mr. Lipsh, Mr. Mohn, Mr. Sieben, Ms. Stark, and Mr. Young. Those opposed: (None). Member absent: Mr. Wysocki. Mayor West declared the motion carried.

### **UNFINISHED BUSINESS**

Jon Markusen of Kadrmas, Lee & Jackson, Inc. spoke regarding the status of the Flood Risk Reduction Project; KLJ is working full force on the design stage of the project. They are working on the hydraulic model with regard to the outlet structure, inlet structure, and control structure. There are some parameters they have to meet for the amount of flow that can be directed through the city as well as when the flow should enter the bypass channel. Mr. Markusen said they are still working with the State Water Commission on some outstanding issues that need clarification. They have met with most of the property owners along the project route.

### **NEW BUSINESS**

It was moved by Mr. Lipsh and seconded by Mr. Young to approve the Mayor's appointments of Steve Lessard to the Planning and Zoning Commission to fill the position formerly held by Pat Koehmstedt; to reappoint Shane Mohn to the Planning and Zoning Commission; to reappoint Susan Kirkeby to the Special Assessment Commission; and to reappoint Len Wysocki as Chairperson and Dave Fellman as Vice Chairperson to the Board of Adjustments. All members present voted in favor thereof; Mayor West declared the motion carried.

Mark Holm of Drees, Risky & Vallager, Ltd. presented the 2014 City of Grafton audited financial statements. Mr. Holm spent some time reviewing the findings, particularly noting there were no material weaknesses identified, no significant deficiencies identified, and the auditors expressed an unqualified opinion on the City of Grafton 2014 financial statements. It was moved by Mr. Mohn and seconded by Mr. Young to accept the 2014 Audited Financial Statements as prepared by Drees, Risky and Vallager, Ltd. On roll call vote the following voted in favor thereof: Mr. Fellman, Mr. Hutson, Mr. Lipsh, Mr. Mohn, Mr. Sieben, Ms. Stark, and Mr. Young. Those opposed: None. Member absent: Mr. Wysocki. Mayor West declared the motion carried.

### **CORRESPONDENCE AND ANNOUNCEMENTS**

The first aerial mosquito spraying will take place this Thursday weather permitting. It was asked if the City could possible spray twice per week to get the mosquitoes under control; availability of the plane may be an issue. It was discussed that the City may want to look at how mosquito control is funded and consider providing better service for the citizens.

### **ADJOURNMENT**

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

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Chris West, Mayor

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Connie A. Johnson, City Auditor-Treasurer