CITY OF WATFORD CITY

CITY COUNCIL MEETING

March 7, 2016

Minutes of the regular City Council meeting held on March 7, 2016 at 6:00 p.m. at City Hall. Present were Mayor Brent Sanford and Council Members Justin Voll, Steve Sanford, Phil Riely, Doug Bolken and Aaron Gravos. Absent was Marty Mulder. Also present were City Planner Curt Moen, City Auditor Peni Peterson and Attorney Wyatt Voll.

Council Member Sanford moved to approve the minutes of the city council meeting held on February 1, 2016. Motion also included approving the agenda. Motion seconded by Council Member Gravos and carried unanimously.

An Application for Abatement or Refund of Taxes submitted by Wolf Creek Development was reviewed. City Assessor Olson informed the council that the property owned by Wolf Creek Development located at Lot 1, Block 1 Dry Creek Business Community was incorrectly assessed due to two records for the same parcel was assessed and recommended reducing the True and Full Value of the parcel from $72,580 to $38,200 and from $71,860 to $37,821. Council Member Voll moved to approve reducing the True and Full Value on the parcel from $72,580 to $38,200 and $71,860 to $37,821. Motion seconded by Council Member Gravos and carried by the following roll call vote: ayes: Bolken, Riely, Sanford, Voll, and Gravos; nays: none.

Gene Veeder, on behalf of the Roughrider Committee, presented Enhancement Grant Applications submitted by McKenzie Co Heritage Park – Watford Market and Legendary Adventures New Discoveries. Mr. Veeder also informed the Council that Jody Renbarger would be ending her term after serving 12 years on the Roughrider Committee.

Council Member Gravos moved to approve the Enhancement Grant Application submitted by McKenzie Co Heritage Park in the amount of $1500 and to approve the Enhancement Grant Application submitted by Legendary Adventures New Discoveries in the amount of $1500. Motion seconded by Council Member Sanford and carried by the following roll call vote: ayes: Voll, Riely, Sanford, Bolken, and Gravos; nays: none.

Chad Larson, Krause-Anderson, presented Pay Application #15 in the amount of $3,834,404.22.

Council Member Bolken moved to approve Pay Application #15 from Krause-Anderson (Watford City Events Center) in the amount of $3,834,404.22. Motion seconded by Council Member Voll and carried by the following roll call vote: ayes: Sanford, Riely, Gravos, Voll, and Bolken; nays: none.

Luke Taylor, Watford City Airport, gave an update on the Airport.

Lee Rafferty, Watford City Golf Course, gave an update on the golf course and provided current financial information.

Todd Norton, Advanced Engineering, presented Pay Estimates.

Council Member Riely moved to approve Pay Estimate #5 from Rice Lake Construction Group (Fox Hills Regional Lift Station) in the amount of $413,540. Motion seconded by Council Member Gravos and carried by the following roll call vote: ayes: Gravos, Bolken, Voll, Sanford, and Riely; nays: none.

Council Member Voll moved to approve Pay Estimate #16 from Rice Lake Construction Group (Water Resource Reclamation Facility) in the amount of $553,753. Motion seconded by Council Member Riely and carried by the following roll call vote: ayes: Sanford, Gravos, Bolken, Riely, and Voll; nays: none.

Council Member Bolken moved to approve Pay Estimate #5 from Rice Lake Construction Group (Water Resource Reclamation Facility – Phase II) in the amount of $730,740. Motion seconded by Council Member Gravos and carried by the following roll call vote: ayes: Voll, Riely, Gravos, Bolken, and Sanford; nays: none.

Chief Walgren gave an update on the Police Department.

Council Member Voll moved to approve an offer of employment to Drew Johnson at Category 12, Step 0 with a start date of April 1, 2016. Motion seconded by Council Member Riely and carried by the following roll call vote: ayes: Sanford, Gravos, Voll, Bolken, and Riely; nays: none.

Council Member Gravos moved to approve an additional fee from Zuercher Technologies in the amount of $6000 to upgrade the current software license to match county functionality. The additional fee will need to come out of the current police department budget. Motion seconded by Council Member Riely and carried by the following roll call vote: ayes: Bolken, Sanford, Riely, Gravos, and Voll; nays: none.

Council Member Bolken moved to deny the Land Use Application - Conditional Use Permit Renewal submitted by Mak Properties, Inc. for Temporary Workforce Housing located at 1906 23rd St NE. Motion seconded by Council Member Voll and carried by the following roll call vote: ayes: Sanford, Riely, Gravos, Bolken, and Voll; nays: none.

Council Member Gravos moved to approve the Division of Land Application – Simple Lot Split submitted by Valley View RE, LLC allowing 2 parcels of land to be platted, recorded and then dedicated to the Watford City Park Board. Motion seconded by Council Member Riely and carried by the following roll call vote: ayes: Riely, Voll, Bolken, Gravos, and Sanford; nays: none.

Council Member Voll moved to deny the Land Use Application – Zone Change submitted by Richard and Carolyn Hyce and Lynda Hyce DBA Bakken Environmental and Safety Training Academy of North Dakota located at 201 3rd Ave NW denying a zone change from R1 to C1. Motion seconded by Council Member Riely and carried by the following roll call vote: ayes: Riely, Voll, Bolken, Gravos, and Sanford; nays: none.

Council Member Voll moved to approve a Division of Land Application – Subdivision Preliminary Plat submitted by Adam Berger Development, LLC for land located Section 13, T150N, R99W, 5.50 acres. Motion seconded by Council Member Riely and carried unanimously.

Council Member Gravos moved to remove and dispose of the trailer home owned by the city located on 2nd St NE. Motion seconded by Council Member Bolken and carried by the following roll call vote: ayes: Sanford, Riely, Bolken, Gravos, and Voll; nays: none.

Council Member Bolken moved to approve Raffle Permit #738 – WC Baseball Boosters and Raffle Permit #739 – Wolf Pup Daycare. Motion seconded by Council Member Gravos and carried unanimously.

Council Member Voll moved to accept the letter of resignation from David Vines effective immediately. Motion seconded by Council Member Riely and carried by the following roll call vote: ayes: Bolken, Gravos, Riely, Sanford, and Voll; nays: none.

Council Member Voll moved to approve the annual step increases for Dylan Bostic from Category 12, Step 4 to Category 12, Step 5, effective April 1, 2016; Jeffery Jensen from Category 12, Step 1 to Category 12, Step 2, effective April 16, 2016; Brian Oakley from Category 6, Step 0 to Category 6, Step 1, effective April 16, 2016; and Steve Williams from Category 9, Step 4 to Category 9, Step 5, effective April 16, 2016. Motion seconded by Council Member Bolken and carried by the following roll call vote: ayes: Sanford, Gravos, Bolken, Voll, and Riely; nays: none.

Council Member Voll moved to approve the job descriptions for the Auditor Department, Planning and Zoning Department, Engineering Department, and Public Works Department, effective March 7, 2016. Motion seconded by Council Member Gravos and carried by the following roll call vote: ayes: Riely, Bolken, Voll, Sanford, and Gravos; nays: none.

Council Member Voll moved to adopt the Employee Manual as presented, effective March 7, 2016. Motion seconded by Council Member Gravos and carried by the following roll call vote: ayes: Riely, Gravos, Sanford, Voll, and Bolken; nays: none.

Council Member Voll moved to approve the Organizational Chart as presented, effective March 7, 2016. Motion seconded by Council Member Riely and carried by the following roll call vote: ayes: Sanford, Bolken, Voll, Gravos, and Riely; nays: none.

Council Member Voll moved to purchase Insperity PerformSmart software in the amount of $2750/year. Motion seconded by Council Member Gravos and carried by the following roll call vote: ayes: Riely, Bolken, Sanford, Voll, and Gravos: nays: none.

Council Member Bolken moved to approve partnering with Theodore Roosevelt Expressway Association to conduct a clean-up of HWY US 85 during the week of April 25th – April 30th. Motion seconded by Council Member Gravos and carried unanimously.

Council Member Gravos moved to approve Resolution 2016-01 Recognizing City Government Week April 4-9, 2016. Motion seconded by Council Member Sanford and carried unanimously.

Council Member Bolken moved to approve Mayor Sanford’s appointment of Benjamin Hemilright to the Occupancy Tax Committee to fulfill Lori Nordby’s unexpired term until June 30, 2017. Motion seconded by Council Member Riely and carried unanimously.

Council Member Bolken moved to approve the recommendation from the Occupancy Tax Committee to amend the use of the 1% Restaurant & Lodging Tax to include equipment and improvements to the Watford City Event Center. Motion seconded by Council Member Riely and carried by the following roll call vote: ayes: Gravos, Sanford, Voll, Bolken, and Riely; nays: none.

Council Member Voll moved to approve Mayor Sanford’s appointment of Kris Pacheco to the Roughrider Committee to fulfill Jody Renbarger’s unexpired term until September 30, 2016. Motion seconded by Council Member Gravos and carried unanimously.

Council Member Gravos moved to approve Mayor Sanford’s appointment of Jan Riely to the Ambulance Board to replace Shane Homiston. Motion seconded by Council Member Sanford and carried unanimously.

Council Member Gravos moved to table the Baseline Sales Agreement letter received from WAWSA. Motion seconded by Council Member Voll and carried unanimously.

Council Member Voll moved to approve Pay Application #1 from Wagner Construction, Inc (Fox Hills Linear Park) in the amount of $480,195. Motion seconded by Council Member Riely and carried by the following roll call vote: ayes: Voll, Gravos, Bolken, Sanford, and Riely; nays: none.

Council reviewed a Special Assessment Policy that will be forwarded to the Special Assessment Committee.

Council Member Voll moved to approve advertising for a Muli-Use Path located by the Watford City Fishing Pond. Motion seconded by Council Member Riely and carried by the following roll call vote: ayes: Gravos, Bolken, Voll, Sanford, and Riely; nays: none.

Council Member Voll moved to deed 1800 square feet to the NDDOT for easement and access control for the rebuild of HWY 85 South. Motion seconded by Council Member Riely and carried by the following roll call vote: ayes: Bolken, Voll, Sanford, Riely, and Gravos; nays: none.

Council Member Gravos moved to participate with McKenzie County to purchase a GIS server in the amount of $10,000. The city’s share will be split between the Planning and Zoning Department, Engineering Department, and Public Works Department. Motion seconded by Council Member Sanford and carried by the following roll call vote: ayes: Riely, Gravos, Bolken, Voll, and Sanford; nays: none.

Council Member Voll moved to approve a Cost Participation and Maintenance Agreement between the NDDOT and City of Watford City for the road construction on US 85 addressing the revised concrete surfacing at the intersection of 11th Ave and US 85. Motion seconded by Council Member Gravos and carried by the following roll call vote: ayes: Riely, Sanford, Voll, Bolken, and Gravos; nays: none.

Council Member Sanford moved to approve the bills as listed. Motion seconded by Council Member Voll and carried unanimously. EFTPS $98,084.59; TASC $508.98; NDPERS $4,175.00; Nationwide Financial $940.00; Nationwide Retirement Solutions $2,495.00; Payroll $215,983.95; BCBS $41,500.10; NDPERS $42,112.81; NDPERS $382.58; Symetra $752.80; AFLAC $3,809.94; Accusource $891.00; Addie Gross $1,250.00; Advanced Engineering $283,380.06; AirGas $533.25; Almquist Welding & Fabrication $47.71; Andrew Langowski $187.49; Applies Concepts $12,616.50; Arbor Day Foundation $15.00; Badlands Occupational Testing $522.00; Badlands Power Fuels LLC $1,986.00; Bakken Lube & Wash $163.98; Balco $3,310.09; Bank of ND $234,394.87; Barrett Pharmacy $0.99; Best Western Alexandria Inn $87.20; Billy Dehaven $72.56; Blue Lube $60.00; BlueTarp Financial $333.00; Border States Electric $154.10; Brosz Engineering $52,835.00; C Emery Nelson $172.35; Carol Holman $513.70;  CIM Sanitary Tech $5,000.00; City of Watford City $849.39; Cole Papers $552.02; Comfort Inn $815.80; Comfort Suites $160.00; Cornerstone Bank $9,950.29; Craig’s Small Engine Repair $204.14; Dakota Supply Group $1,566.95; Darrington Snow Removal $400.00; Dealers Electrical Supply $2,019.33; Diamond Truck Parts $245.62; DW Excavating $1,493.85.00; Farmer’s Union Oil $6,885.50; Fastenal $464.69; Ferguson Waterworks $36.02; First International Bank $52,863.00; Foley Brothers LLC $5,250.00; Found It Now $23.84; Galls $610.45; Gary Hoffman $125.00; Glenn & Tina Wahus $9,900.00; Graybar $413.45; H&H Electric $472.00; Hawkeye Oilfield Supply $59.47; Hawkins $1,209.50; Heggen Equipment Inc. $105.78; Holiday Inn Express $293.70; Holiday Credit Office $1,654.96; Homestead Management $2,451.00; Hymark HVAC $759.80; Interiors by France $66,325.50; ITD $549.25; Intoximeters $170.00; Jack & Jill $200.16; Jamar Company $54.00; James Wang $139.30; JLG $67,150.97; Kim Clemons $239.32; Kotana Communications $1,520.60; Kraus Anderson Const. $3,834,404.22; Kupper Chevrolet $1,085.24; Kyle Kienholz $87.50; L&K Electric $193.70; Laser Systems Security $16,329.59; Legendary Adventures $1,500.00; Locators & Supplies $574.13; Lund Oil Inc. $2,403.12; Lupine Construction $7,486.00; M&T Fire and Safety $31,058.00; Mainstay Suites $216.80; Marco $1,418.25; McKennett Law $36,543.75; McKenzie County Farmer $1,734.63; McKenzie County Heritage Assn $1,500.00; McKenzie County Landfill $9,978.40; McKenzie County Recorder $51.00; McKenzie County Road & Bridge $10,000.00; McKenzie County Treasurer $600.00; McKenzie County Water Resource $59,499.00; McKenzie Electric $4,080.00; Melodie Johnson $21.11; Meuchel Enterprises $2,436.15; Michael Vines, Jr. $105.00; Michael Todd & Company $2,315.32; Mike Snook $107.14; Momar $193.73; Montana Dakota Utilities $19,600.91; Municipal Code Corp $1,703.37; MFOA $30.00; MVTL Laboratories $2,487.50; NCL of Wisconsin $471.20; NDACO Resources Group $2,458.57; Nelson Contracting $2,665.60; Nevin Dahl $245.00; Nordby Vision Center $220.00; Northwest Dakota Public Transit $90.00; Office Depot $455.41; Officescapes Direct $17,268.40; OK Implement $3,352.30; OK Tire Stores $44.95; One Call Concepts $64.50; One Way Machine Shop LLC $285.58; Post Board $180.00; Postmaster $95.05; Power Plan OIB $2,457.83; Preferred Standards $1,265.00; Pro Auto Body LLC $733.35; ProForms $484.16; Ramkota Hotel $119.36; Randy Vickers $42.72; Reservation Telephone $2,648.50; Respond Systems $66.40; Rice Lake Construction $1,698,033.00; Rolfson Oil $461.20; Rose Brand $24,572.84; Roughrider Industries $4,670.00; Ryan Chaffee $1,301.75; S&S Motors $520.82; Safeguard Business Systems $385.52; Select Ford $1,669.52; Special Systems Inc. $4,144.70; Stage Lighting Store $2,945.98; Stan Houston Equipment Company $32,000.00; SUDS Laundry $88.05; Summit Counseling Services $4,166.00; Tecta America Dakotas $9,223.00, Todd Kelley $70.00; TotalFunds by Hasler $500.00; Tractor Supply Co $169.94; UPS $3,957.85; United Rentals $631.00; USA Bluebook $1,064.60; Verizon $2,961.71; Visa $6,236.34; Wagner Construction $489,789.82; Watchguard Video $31,770.00; Watford City Enterprises $550.00; Watford City Express Laundry $537.40; Watford City Fire Dept $75,000.00; Watford City Vet Clinic $733.39; West Shore Services $35,601.30; Wingate by Wyndham $292.38.

The next regularly scheduled City Council meeting will be on Monday, April 4, 2016 at 6:00 p.m. at City Hall.

There being no further business, the meeting was adjourned at 9:11 p.m. These minutes are published subject to the City Council’s Review and Revision pursuant to NDCC 40-01-09.1.

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Peni Peterson, Auditor Brent Sanford, Mayor