

## **APPROVED CITY COUNCIL MEETING MINUTES**

A regular meeting of the City Council of the City of Carrington was held Monday, December 12, 2022 at 7:30 PM. Mayor Thomas Erdmann presiding.

The following members of Council and City Departments were present: Troy Roundy, Neil Fandrich, Chase Pederson, Al Trader, Trygg Olson, Doug Smith, Leo Ryan, Pam Jerome and Jennifer Gast.

Absent: Public Works Director Jason Wolsky and Police Chief Christopher Bittmann.

Also present: Ken Wangen and Leasa Lura.

A motion was made by Olson, seconded by Pederson, to approve minutes of the regular council meeting held November 14, 2022, unnoticed meeting held November 28, 2022, and Special meeting held December 8, 2022. All voted aye. Motion carried.

A motion was made by Pederson, seconded by Smith, to approve consent agenda items:

- a. To ratify the following game of chance permit issued by the City Auditor: #989 to Knights of Columbus for a sports pool.
- b. To approve the following 2023 licenses:  
2023 House Moving License: Carrington House Moving Inc.

2023 Gas Fitter's Licenses: Sherman Plumbing & Heating, M & C Plumbing & Heating, Rusty Kollman, Lunseth Plumbing & Heating Co., Larsen Plumbing & Heating AC Inc., Schulz Plumbing & Heating AC Inc., and Mike Larson Plumbing & Heating

2023 Plumbing Licenses: Schulz Plumbing & Heating AC Inc., Sherman Plumbing & Heating, M & C Plumbing & Heating, Lunseth Plumbing & Heating Co., Larsen Plumbing & Heating AC Inc. and Mike Larson Plumbing & Heating.

2023 Beer & Liquor Licenses: Shamrock Bar- Steve Nicholson, Chieftain, Headlock's -DK Freeman, LLC, Central City Lanes, Casey's Retail Company DBA Casey's General Store #3364, CBS'- Cole & Cindy Broadwell, Garden Gate – Leann Vogelwede, Five Spot- Scott & Celine Fetch, and Cobblestone –Pending receipt of payment.

2023 Trailer Coach Park License:  
Sunset Court- Dustin Hinrichs

2023 Tree Contractor License:  
Teves Construction and Three Crosses Tree Services.

All voted aye. Motion carried.

A motion was made by Trader, seconded by Olson, to approve Mayor Erdmann and Auditor Gast sign contract with Daniel Schwartz of Nexus Contract Proposal after modifications from Attorney Ryan. The following voted in favor: Pederson, Roundy, Fandrich, Trader, Olson, and Smith. Against: None. Motion carried.

A motion was made by Olson, seconded by Roundy, to approve Progressive Estimate #2 to Bohlman Trenching for \$55,383.30. The following voted in favor: Smith, Olson, Trader, Fandrich, Roundy, and Pederson. Against: None. Motion carried

A motion was made by Roundy, seconded by Fandrich, to approve change order number one, a time extension to Bohlman Trenching to June 15, 2023. The following voted in favor: Trader, Fandrich, Pederson, Smith, Olson, and Roundy. Against: None. Motion carried.

A motion was made by Trader, seconded by Pederson, to approve a resolution establishing fee schedules effective January 1, 2023 as presented. All voted aye. Motion carried.

A motion was made by Olson, seconded by Trader, to approve updated Personnel Policy 4.05 Overtime as presented. The following voted in favor: Fandrich, Smith, Pederson, Roundy, Trader, and Olson. Against: None. Motion carried.

A motion was made by Roundy, seconded by Fandrich to approve year end transfers as presented.

From		To		Amount	Reason
General	100	Fire	226	\$40,485.00	5 mills budgeted
General	100	Equipment	318	\$15,000.00	PW Equip budgeted
CED	325	Water	601	\$50,000.00	Debt Service
Sales Tax	228	Water	601	\$17,704.00	Inert Landfill
Water	601	Inert Reserve	614	\$2,678.00	Reserve requirements
Sales Tax	218	St Imp 14-1	351	\$300,000.00	Offset Specials
City Share Specials	203	St Imp 14-2	352	\$26,094.73	20% City Share
Armory	222	General	100	\$1,345.20	Zero out fund/voided check

The following voted in favor: Olson, Pederson, Trader, Smith, Fandrich, and Roundy. Against: None. Motion carried.

## **COMMITTEE REPORTS**

### **FIRE DEPT:**

Chief Wangen reported they had 4 calls since the last report. Wangen shared information about the State Fire Marshal, and NDFA. He also reported they had around 30 kids do Holiday with Hero's and it went well, and they also did the Parade of lights.

### **FINANCE & LEGAL:**

Mayor Erdmann informed council they had met today and discussed financials, additional Prairie Dog funds received in the amount of \$500,000, library received a grant of \$15,000.00 from Tom Beck family, forestry grant received in the amount of \$12,000.00, holiday gift to city staff, reviewed sales tax numbers, Jill Edinger has been hired as the new part time Administrative Assistant and will start on January 3<sup>rd</sup>, and approval of holiday time payout of Police Department

A motion was made by Trader, seconded by Pederson, to approve \$125.00 holiday gift in appreciation to all full time and permanent part-time employees to be ran through with the next payroll. The following voted in favor: Roundy, Smith, Pederson, Fandrich, Olson, and Trader. Against: None. Motion carried.

A motion was made by Olson, seconded by Roundy, to approve paying out the Police holiday hours (Bittmann- 12 hours, Ormiston – 12 hours, Kapp-24 hours, and Schlak – 24 hours) retroactive to November, at the next payroll. The following voted in favor: Trader, Roundy, Smith, Fandrich, Pederson, and Olson. Against: None.

**CCEDC:**

A motion was made by Trader, seconded by Pederson, to amend the previous motion of the June 14, 2021 Council meeting, to Swenseth Properties LLC DBA High Plains Equipment, and increase the loan amount of Swenseth Properties to \$1,550,00.00 with a 5 year interest buy down under a 25 year amortization schedule with the amount of the city's portion being \$85,714.28 to be repaid under the current program terms of a lump sum repayment or over three to five years at 3% interest, per program guidelines, with Mayor Erdmann being granted authority to sign the BND documents. The following voted in favor: Roundy, Fandrich, Olson, Pederson Trader, and Smith. Against: None. Motion carried.

A motion was made by Pederson, seconded by Fandrich, to approve CCEDC's recommendation for a first time home buying incentive to Connor & Mariah Weber, for \$3,000.00 cash and \$3,000.00 in Carrington cash, per program guidelines. The following voted in favor: Fandrich, Trader, Olson, Smith, Pederson, and Roundy. Against: None. Motion carried.

A motion was made by Smith, seconded by Olson, to approve CCEDC's recommendation for a first time home buying incentive to Kyle Smith, for \$1,500.00 cash and \$1,500.00 in Carrington cash, per program guidelines. The following voted in favor: Pederson, Roundy, Fandrich, Trader, Olson, and Smith. Against: None. Motion carried.

**AIRPORT:**

Councilman Fandrich reported they had met on December 8<sup>th</sup>, Interstate Engineering gave an update on runway & taxiway rehabilitation project and reported Knife River Construction will be back in the spring to do some touchups on the ends of runway, have been doing snow removal, working on west hanger outside lights & south east pole lights, and the gas furnace in the new hanger has been acting up.

**LIBRARY:**

Councilman Roundy reported that Vern Anderson's term on the board is expiring.

**POLICE DEPARTMENT:**

Councilman Trader reported they had met this evening and discussed: the new pick up is in, however, equipment is 6-8 weeks out, holiday pay, had one applicant but it didn't turn out, and Holiday with the Hero's went well.

**TREE BOARD:**

Councilman Smith reported they had met December 1<sup>st</sup>, they are wrapping up everything for 2022 season, and we took down 44 trees and replaced with 25 trees.

**PUBLIC WORKS:**

Councilman Roundy reported they had met tonight and discussed: water loop project contract extension, Hagel storm water, SIRN 2020 water tower antennae, curb stops being fixed, water break on 1<sup>st</sup> St N & 13<sup>th</sup>, moving snow, lift station #6 repairs are completed, Dakota

Growers sewer line may have been damaged when boring the water line, armory boiler passed inspection, and city hall heating and cooling system.

A motion was made by Trader, seconded by Fandrich, to move forward Kelly Hagel storm water project. The property next to Hagel's, Economic Development paid for the platting of the easement and engineering of the easement. Economic Development was going to pay for the actual drawing and contact with the local water board with a total of \$2,675. Kelly requested finding of pins and setting elevation. We don't have total of what that is with \$1,825 remaining to cover that expense with Interstate Engineering billing Hagel for any amounts above this. PW agreed with moving forward and Kelly did agree to give City an easement in NW corner of lot 1 to make that radius. The road will be a 36 foot minimum maintenance street/avenue not of normal dimensions. Additional funds up to the \$4,500 total will be spent on the Hagel project. The following voted in favor: Olson, Pederson, Roundy, Fandrich, Trader, and Smith. Against: None. Motion carried.

**BUILDING OFFICIAL:**

Mayor Erdmann told council there were no building permits issued since last report.

A motion was made by Pederson seconded by Roundy, to approve the committee reports as presented. All voted aye. Motion carried.

A motion was made by Smith, seconded by Olson, to approve the bills as previously submitted and listed on agenda. Trader made a motion, seconded by Olson, to amend the previous motion to add Employee recognition 5.29 not being done with Carrington Cash and instead being put on employee's payroll with an additional 25% for taxes and a recommendation to change years of service policy for January. The following voted in favor: Smith, Olson, Trader, Fandrich, Roundy, and Pederson. Against: None. Motion carried.

There being no further business to come before the council a motion was made by Pederson, seconded by Olson, to adjourn. All voted aye. Motion carried.

Adjourned at 8:23 pm.

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Jennifer Gast, City Auditor

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Tom Erdmann, Mayor