

APPROVED CITY COUNCIL MEETING MINUTES

A regular meeting of the City Council of the City of Carrington was held Monday, October 8, 2018 at 7:30 PM, at City Hall. Mayor Thomas Erdmann presiding.

The following members of council and city departments were present: Greg Edland, Troy Roundy, Danny Schuchard, Al Trader, Trygg Olson, Barb Eli, Leo Ryan, Mitchell Otten, Christopher Fabec, Denise Schuchard, Stacey Rzaszutak, and Jennifer Gast.

Absent: None.

Also present: Leasa Lura, Ken Wangen, Jason Lura, Daryl Rask, Tonia Erickson, Dennis Freeman, and Karen Evans.

A motion was made by Trygg Olson, seconded by Al Trader, to approve minutes of the regular council meeting from September 10, 2018 and Special Meeting on September 25, 2018. All voted aye. Motion carried.

A motion was made by Danny Schuchard, seconded by Al Trader, to approve consent agenda items:

1. Motion to ratify the following game of chance permit issued by the City Auditor: #902 to Carrington Health Center DBA CHI St. Alexius Health Carrington for a raffle and #903 to Foster County Fair Board for a calendar raffle.
2. Motion to approve the Carrington High School's request to close 3rd St S at 8 AM on the following dates during playoff football games until the end of the game: October 20, 27, and November 3, 2018.
3. Motion to approve the Chamber of Commerce request to close Main Street from 8th Ave to 10th Ave on Wednesday, October 31, 2018 from 3 pm to 6 pm.
4. Motion to approve Chamber of Commerce request for the Light Parade on Main Street on Monday, December 3, 2018 at 5:30 pm.
5. Motion to approve East Central Special Education's request to use the Armory free of charge on Tuesday, October 9, 2018 from 10 am to 2:30 pm.

All voted aye. Motion carried.

A motion was made by Danny Schuchard, seconded by Greg Edland, to approve a prorated 2018 Beer & Liquor license to Dennis Freeman DBA Headlock's, LLC contingent upon proof of surety bond and closing date of sale/purchase. All voted aye. Motion carried.

A motion was made by Al Trader, seconded by Trygg Olson, to approve a prorated 2018 Sunday Opening Beer & Liquor license to Dennis Freeman DBA Headlock's, LLC contingent upon proof of surety bond and closing date of sale/purchase. All voted aye. Motion carried.

A motion was made by Danny Schuchard, seconded by Barb Eli, to approve the application for abatement of taxes from Daryl & Iola Rask. The following voted in favor: Edland, Roundy, Schuchard, Trader, Olson, and Eli. Against: None. Motion carried.

A motion was made by Greg Edland, seconded by Troy Roundy to approve Planning & Zoning recommendation of a Replat and subdivision of Block 5 First Industrial Park Subdivision Within the southwest Quarter Section 18, Township 146 North, Range 66 West of the fifth principal meridian, City of Carrington, Foster County, North Dakota. All voted aye. Motion carried.

First Reading of Ordinance #260, an ordinance amending Chapter 5 of the Code of the City of Carrington, North Dakota by revising the definition of event permit and license fees.

COMMITTEE REPORTS

FIRE DEPT:

Fire Chief, Ken Wangen, reported the following: They had two fire calls and one accident, participated in the full scale Active Shooter scenario held at the Courthouse, Otto Bremer Foundation site interview, and would like to sponsor a haunted house at the armory next year with proceeds benefiting the 4th of July fireworks.

A motion was made by Danny Schuchard, seconded by Greg Edland to allow the Fire Department to use the armory next year for a haunted house. All voted aye. Motion Carried.

ORGANIZATIONAL REVIEW:

The Committee met on Thursday, October 4, 2018 and had the following recommendations:

Under Personnel Policy Section IV: Hours and Conditions of Employment – 4.05 Overtime: Witness fees to be updated by removing the rate of \$25 per court appearance and replacing Witness fees are paid at the Officer's hourly rate of pay.

Under Personnel Policy 4.06 Scheduled On Call Time: It is recommended that additional verbiage be added to exclude the Police Department from on-call time.

A motion was made by Danny Schuchard, seconded by Trygg Olson, to remove the \$25 witness fee and approve paying a Police Officer their hourly rate of pay for witness fees. The following voted in favor: Roundy, Schuchard, Trader, Eli, Olson, and Edland. Against: None. Motion carried.

A motion was made by Al Trader, seconded by Troy Roundy, to approve excluding the Police Department from On-Call Time. All voted aye. Motion carried.

Other items discussed during this meeting include creation of an employee training program, employee drug & alcohol policy, Public Works job descriptions, International Property Maintenance Code, structure demolition permit, and domestic winery.

FINANCE & LEGAL:

Councilwoman, Barb Eli, informed council they had met and discussed proposed wages, holiday schedule, gifts and water bill.

A motion was made by Al Trader, seconded by Greg Edland, to approve the proposed 2019 wages, contingent on acceptable performance levels for the rest of the year. All voted aye. Motion carried.

A motion was made by Danny Schuchard, seconded by Al Trader, to give employees Christmas Eve day, December 24, 2018 and New Year's Eve, December 31, 2018 off. All voted aye. Motion carried.

A motion was made by Al Trader, seconded Troy Roundy, to give each employee \$40 Carrington Cash as a Christmas present. All voted aye. Motion carried.

A motion was made by Danny Schuchard, seconded by Al Trader to add the SI line item of \$1.25 plus step rate of \$.50 over 350 cubic feet and remove the \$1.25 sewer charge approved last month due to our CUBIC billing software. All voted aye. Motion carried.

JDA/CEDD:

Economic Development Director, Denise Schuchard, informed council they had met and discussed several requests.

A motion was made by Greg Edland, seconded by Troy Roundy, to approve Chris Gussiaas' request for a Flex Pace Interest Buydown for 7 years with annual payments of \$13,313.03. The community interest contribution will be paid back to the JDA at that time at 3% interest. The following voted in favor: Olson, Eli, Trader, Schuchard, Roundy, and Edland. Against: None. Motion carried.

A motion was made by Danny Schuchard, seconded by Barb Eli, to approve Jordana Flemmer's request for 3 Full Time childcare slots for a total of \$3,000. This will pay out 50% immediately, 25% at six months, and 25% at nine months. All voted aye. Motion carried.

A motion was made by Al Trader, seconded by Danny Schuchard, to approve Rick Van Wey, Second Blessings, request for a façade grant in the amount of \$5,031.11, which is 25% of the invoice. All voted aye. Motion carried.

A motion was made by Greg Edland, seconded by Barb Eli, to approve Trampus Larsen/Tyrell Larsen's request for a Scholarship matching grant, pending documentation, in the amount of \$3000 with \$1500 given at 6 months and \$1500 given at 12 months. All voted aye. Motion carried.

A motion was made by Al Trader, seconded by Danny Schuchard, to approve Ellen McLamb's, request for a business grant for a new daycare facility at \$10,000 grant and \$15,000 forgivable loan, for a total of \$25,000. The loan will be forgiven at \$5,000 per year, provided the daycare remains in operation. This will be in lieu of the childcare grant. The following voted in favor: Edland, Roundy, Schuchard, Trader, Olson, and Eli. Against: None. Motion carried.

POLICE COMMITTEE:

Councilman Al Trader informed council they had met tonight and discussed: pickup is done, the department participated in the full-scale active shooter training as well as training provided by Chief Fabec, and Myra will be back in November.

AIRPORT:

Public Works Director, Mitchell Otten, informed council the hanger is underway and looking at lighting system upgrade as there may be possible grants available.

CVB:

Mayor Erdmann told council that minutes were in council packet.

LIBRARY:

Councilwoman, Barb Eli, told council they are having a meeting on November 15th.

PUBLIC WORKS:

Councilman, Danny Schuchard, informed council they had a meeting tonight and discussed: two water breaks, pipes on the boiler in the armory, advertising for a Water Plant Operator, Jordan Wolf, Mitch Otten and Dillon Flemmer will be attending Water Pollution Control Conference, cleaning drainage ditch by OK Tire, removing the boxes at the water tower on November 1, discontinue brown tote pickup as of November 5, and fall clean-up week is Oct 18-20th.

A motion was made by Trygg Olson, seconded by Greg Edland, to put old street sweeper out on bids with the right to reject any & all bids. This will be advertised for two weeks. All voted aye. Motion carried.

BUILDING OFFICIAL:

Public Works Director, Mitchell Otten, reported permits have been issued for siding & roofing projects and a new garage.

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

A motion was made by Al Trader, seconded by Danny Schuchard, to approve the bills as previously submitted and listed on the agenda. The following voted in favor: Eli, Trader, Olson, Roundy, Schuchard, and Edland. Against: None. Motion carried.

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

Adjourned at 8:37 PM

Jennifer Gast, City Auditor

Tom Erdman, Mayor