

Record of Proceedings

June 4, 2024

The Council met at their regular meeting on May 7, 2024 at city hall.

Mayor Arnzen presided

Council Members Present:

Mark Bovey

Levi Bovey

Shandri Stigum

Absent:

David Osburn

City Employees present: City Clerk, Jackie Robinson and Maintenance Bob Samsel. Visitors present; Derek Probst and Zach Cox with Merrick, John Watson with J-U-B, Jason Davis with Lewis County Sherrif, Brandon Vandever, Tammy Osburn and Monique Shropshire.

Motion was made to open the meeting made by Councilmember M. Bovey and seconded by L. Bovey. Motion made to approve the minutes as presented by M. Bovey and seconded by L. Bovey, all in favor M/C.

Motion made to open the Public Hearing for Ordinance 447 made by Councilmember M. Bovey and seconded by L. Bovey.

Motion made to open the Public Hearing for Ordinance 448 made by Councilmember M. Bovey and seconded by L. Bovey.

Brandon Vandever is here requesting approval on a temporary occupancy permit. Brandon recently purchased some property from Aaron Troyer up by the mill. Aaron had a 5th wheel trailer that came with the property. Brandon plans on building a house on the property and would like to stay in the camper as he builds. Motion made to approve temporary occupancy permit made by Councilmember Stigum and seconded by L. Bovey. Brandon is aware that this permit will expire in 90 days and is aware that he will need a new permit approved in September if he needs it.

Jason Davis with Lewis County Sheriff's Office is here with the 24-25 contract. Jason gives a brief update on calls, citations, patrols and other police related activity within the city limits. Council would like time to review the contract. Contract tabled until next meeting.

Warnacutt's are here regarding the retaining wall that they had in front of their sidewalk. The sidewalk in front of their house was replaced with the CPS project, and the sidewalk now sits higher than the retaining. The old sidewalk was level with the retaining wall, and they would like it to be level with the new sidewalk. Warnacutt's are concerned that there may be undermining and may destroy the new sidewalk and their driveway. Bob states that the retaining wall was built on city right-of-way, and that Warnacutt's will be responsible to raise the retaining wall but only with council approval.

Derck Probst and Zach Cox with Merrick are here with an update on the sewer project. Construction has started. First pay application has been received. This is for materials; the reimbursement packet is being made and will be ready for signatures soon. Pond 1 had more muck/sludge on the bottom than anticipated. Derck states the muck is just under 1 foot on average. They are working with the contractor and this will most likely be the first change order.

John Watson with JUB discussed the TAP project which is currently under construction. Project completion is mid-June. Road should be open by the end of the week. Final walkthrough will be Thursday.

JUB discusses CPS project ramps should be done tomorrow. Walkthrough will need to be scheduled. JUB moves to the LTGP project. Bids were open May 22, 2 bids with Crea being low bid for complete project. Low bid is about \$34,000 above the budget. Construction will take place in 2025. JUB recommends awarding base bid and both add alternates to Crea construction.

Lewis County Transportation plan continues to move forward.

JUB then discusses the Airport project. Bids came in higher than funds. Application for additional funds in the process. These funds will have a 25% match. Construction again in 2025. La Riviere is overall low bid, however if funds do not allow add alternate Knife River is low bid if base bid only is awarded.

JUB discusses the Cares Grant Park project contract. Fund raising has begun. Courts will be about 10 ft off property line. Pathways will be concrete, with at least one ADA access site to the picnic shelter and band stand. There will be some areas that are not ADA but at least one route will be. The focus of the project will be to start at City Hall and make ADA pathways to the picnic area and band stand, and go as far as funds will allow. The pathways will need to be 4-foot at the minimum for ADA.

Maintenance Bob Samsel – Kadence Beck will be summer hire starting around June 12th. Bob would also like to have Aaron Kinzer as a second summer hire. Discussion regarding branch placement at the cemetery. Water well at cemetery will be checked this week. Bob would like to make it mandatory that before putting a fence up you must prove your property line.

Councilmember L. Bovey- Discusses the need for an additional maintenance helper. Discussion on full-time vs part-time. A full-time position would be more appealing to potential applicants. Cost to the city for both full-time and part-time presented. Safety is discussed with having only one person on. Cost of sweeper attachment for tractor for sidewalk cleaning and gravel clearing. Street mag will be done on Shortcut Road, Air Port Road, and Boone St. Fire house needs 3 new sprinkler heads. The heads got pulled out during the sidewalk placement. One backflow at the city park failed, still in compliance with one good backflow. Levi presents a cost list and brochure for prebuilt sheds for the cemetery. Trees on the airport road coming up to the school are blocking the signs, may need removed.

Resolution 1079 – Motion made by Councilmember M. Bovey and seconded by S. Stigum. All in favor
M/C

Resolution 1080 – tabled until next meeting

Councilmember Stigum has no new fire news.

Councilmember M. Bovey – Well will be checked this week at the cemetery, Travis is going to provide an estimate for an onsite build for the cemetery building. Mark will take the cost list and brochure provided by Levi to review. We have received \$2,400 for building fund donations and \$2,000 for general maintenance.

City Clerk Report – Right of way parking complaints, including the apartments by the post office, the yellow car on 2nd Ave, the black car on 2nd Ave as well as a camper on 6th street. The owners of these will receive a letter as well as a copy of the ordinance. Personnel policy, Paid holidays, the policy does not state how many hours is paid. Council states 8hr of pay for each holiday. Any off-clock communication (text, phone call, email, in person etc.) is not compensated. Pest control for water tank vault. Standing water in vault and electrical connections in vault. Pest control will start biweekly and as it gets under control it will extend to monthly then bimonthly etc. Big foot would like to put the electrical panel outside on the antenna. The cost is just over \$5000 their second recommendation is a screen upgrade and alarm upgrade for the telemetry. The cost is about \$5500 for this one. Clerk reports that this will put us close to budget by the end of the year. Council approvals if budget allows.

Maintenance position full-time vs part-time, we would get more qualified applicants in with a full-time position. Costs presented to council for full-time and part-time with wages from \$20-\$27 per hour. Council would like to advertise for a full-time maintenance assistant.

Motion made to close public hearing on ordinance 447 made by Councilmember Stigum and seconded by M. Bovey all in favor M/C

Motion made to close public hearing on ordinance 448 made by Councilmember Stigum and seconded by L. Bovey

Ordinance 447

Councilmember

Stigum aye

L. Bovey aye

M. Bovey aye

All in favor M/C suspend 3 reading rules

Ordinance 448

Councilmember

Stigum aye

L. Bovey aye

M. Bovey aye

All in favor M/C suspend 3 reading rules

Motion to pay the bills and adjourn the meeting made by Councilmember L. Bovey and seconded by M. Bovey, all in favor, M/C.

Jared Arnzen, Mayor

ATTEST:

Jackie Robinson, City Clerk