

City of Medora
Draft Minutes of Regular Meeting
January 2, 2024
(Subject to Council review and approval)

Meeting was called to order at 6:00pm by Mayor Todd Corneil. Present were Council members Doug Ellison, Tracy Sexton, Derwin Zuroff, Jodi Johnson, Administrator Anna Moe and Shannon Hewson. Absent from the meeting was Sandra Kuntz.

2019 Audit-

Mayor Corneil moved the 2019 Audit to the beginning of the meeting to accommodate a Zoom meeting with Ronald Tolstad and Grace PerDue regarding the completed 2019 Audit. The 2019 audit showed city finances to be clear and free of fraud.

Tolstad noted that the report included two findings.

2019-01 Preparation of Financial Statements, Material Weakness in Internal Control over Financial Reporting. The circumstance is not unusual in an organization of your size. Upon review, City Officials agree with the finding noted and accept the degree of risk associated with this condition because of the cost.

2019-02 Segregation of Duties, Material Weakness in Internal Control over Financial Reporting.

Upon review, City Officials agree with the finding noted and continue to review accounting functions.

The 2019 Audit will be reviewed by city officials and then approved at the next council meeting.

Minutes from the December 5th meeting were reviewed. Sexton moved to approve the minutes, Johnson seconded. Motion passed unanimously.

Department Reports

City Engineer Shannon Hewson – A written report was provided.

Hewson is working on a draft for the water capacity.

Hewson reviewed the site plan for Billings County School District's Zoning Application 23-49 and compiled a letter and list of questions for the school.

Sanitary Sewer Lift Station Rehabilitation: Solicitation of View letters were mailed out. A public input meeting will take place on February 13, 2024 at 6pm MT.

City Attorney Report – Sandra Kuntz – A written report was provided.

Ambulance Report- A written report was provided.

Police Report – A written report was provided.

Public Works Report – A written report was provided.

MCC Report- A written report was provided.

City Auditor's Report – A written report was provided.

2024 is a city election year. In June there are three openings: mayor and two positions on the council. Beginning January 1, a city election candidate may begin collecting signatures on their circulating petitions. Nominating positions require signatures from no less than 10 percent of the registered voters. Medora had sixty registered voters in 2022. April 8, 2024 by 4pm MT is the filing deadline.

Old Business

Theodore Roosevelt Presidential Library Foundation (TRPLF) – no update

Billings County School District Development Agreement

A request was sent by the city engineer to the Billings County School District regarding the need for a storm water drainage plan. Billings County School District Engineer Andrew Schrank state that they have a plan in works but were waiting until the parking issue was resolved before preparing the final drainage plan. Discussion was held regarding the need for parking. City and Country residents were on hand to express concerns and support for the school development.

Zuroff reirrigated his concerns regarding the need for onsite parking due to the capacity of the addition. Ellison responded in kind to Zuroff's comments that it is an interictal part for the expansion. Several members of the community spoke in support of the expansion. Zuroff advised the council that there should one parking space for every three people in the venue/gym, that would equate to 50 parking spots. Andrews Schrank from Highlands Engineering hired through JKL agreed that yes that is correct but stated our building project doesn't allow for that amount of parking due to the scope of the project.

Ellison questioned the support for the expansion project and asked if it could potentially be put on a ballot to gauge county support. County and school representatives stated that they did not feel it was necessary. Ellison also questioned if alternate sites were considered such as the Fryburg school building. Jim Arthaud stated that this was not an option as the building was no longer useable. Several community members including councilwoman Sexton stated that the school leaving Medora was not a favorable option.

Sexton stated that while she understood the parking concerns, she was not willing to say no to educational development due to parking. She said that the school project is not the same as a for profit business project. As the school would not be able to raise funds to cover the expense where a private business would be able to recoup the cost.

Sexton reiterated her statement from a previous meeting requesting that a special committee where two council members meet with a couple member of the school and engineers to come to a compromise. After much discussion it was decided that the councilwomen Johnson and Councilmen Zuroff would meet along with the City Engineer, the school’s engineer and school board members.

New Business

Carriage Rides through Medora – Tracy Hsu

Discussion was held. Sexton moved to table Tracy Hsu’s until she comes back with a specific location, Johnson seconded. Motion passed unanimously.

Carriage Rides through Medora – Jason Langerud

Discussion was held. Sexton moved to approve the application as submitted, Zuroff seconded. Motion passed unanimously.

Street Maintenance – Amelia Dustin

A letter was submitted by Amelia Dustin to the city council in regards to street maintenance during snow events. Ellison responded by addressing each bullet point submitted by Dustin. A discussion was held about how the city maintains the streets ultimately Dustin wanted a posted map of prioritized streets. Mayor Corneil advised that the city would try to post a map of prioritized streets during emergencies and snow events.

City Webpage

The city has received a few requests from the zoning board and MACVB if the city will look into their own webpage. Sexton and Moe will look into finding a host and hire a company to manage the webpage.

Zoning Board Opening

Doug Ellison’s term on the zoning board did end on December 31, 2023. Sexton moved to approve Doug Ellison to the zoning board opening, his term will be a four-year term, January 2024 – December 28, 2028, Zuroff seconded. Ellison sustained from voting. Motion passed unanimously.

Miscellaneous Business

None

Financial Statements

CL 8547	3342	352	SOUTHWEST WATER AUTHORITY	5167.38
CL 8546	19607	688	BILLINGS COUNTY TREASURER	1937.30
CL 8548	19608	99	DAKOTA DUST-TEX, INC.	196.60
CL 8545	19609	753	PUKLICH CHEVROLET	35464.00

-87312	DEFERRED COMP	NDPERS DEFERRED COMP DEP	312.50
-87311	NDPERS RETIRE	NDPERS RETIREMENT	2629.00
-87310	NDPERS RETIRMEN	NDPERS	2545.14
-87301	FIT	EFTPS	4724.62
-87300	DENTAL INSURANC	AMERITAS	1132.80
-87299	VISION INSURANC	FIDELITY SECURITY LIFE (121.96
-87298	GROUP TERM LIFE	NDPERS HEALTH	12126.50
-87297	DEFERRED COMP	NDPERS DEFERRED COMP DEP	312.50

19577-19585, 87302-87309, 87314-87323 Payroll for December \$ 36772.39.

Payroll, Claim Vouchers, Financials – review and approval. Ellison made a motion for approval of the financials, Johnson seconded. Motion passed unanimously.

Deadline for Zoning Applications are Friday, January 5, 2024 @ 12:00pm, Zoning meeting on Tuesday, January 16, 2024 @ 6:00pm. Deadline for Council agenda items Friday, February 2, 2024 @ 12:00pm, Next Council Meeting Tuesday, February 6, 2024 @ 6:00pm.

Zuroff moved the meeting to be adjourned at 8:59pm.

Attest: _____ Todd Corneil, Mayor

Attest: _____ Anna Moe, City Auditor