

City of Medora
Draft Minutes of Regular Meeting
February 6, 2024
(Subject to Council review and approval)

Meeting was called to order at 6:02pm by Mayor Todd Corneil. Present were Council members Doug Ellison, Tracy Sexton, Derwin Zuroff, Jodi Johnson, Administrator Anna Moe, City Engineer Shannon Hewson and City Attorney Sandra Kuntz.

Minutes from the December 29, 2023 Special Meeting, January 2, 2024, and January 8, 2024 Special Meeting were reviewed. Sexton moved to approve the minutes from the December 29, 2023 Special Meeting, January 2, 2024, and January 8, 2024 Special Meeting, Zuroff seconded. Motion passed unanimously.

Department Reports

City Engineer Shannon Hewson – A written report was provided.

The city received assistance from NDDEQ who hired Burian & Associates to complete the Lead Service Line Inventory. The council agreed they would like Hewson to be actively involved in the process.

The Department of Water Resources is requesting an inventory of projects. Hewson would recommend the AC Main Replacement project on the north side of the tracks applied for with the SRF project.

Sanitary Sewer Lift Station Rehabilitation: Solicitation of View letters are being received from agencies. A public input meeting will take place on February 13, 2024 at 6pm MT.

Discussion was held on the Western Heritage Arena, TRMF project. We do need to have a formal response with a request for proposed sanitary and water needs.

City Attorney Report – Sandra Kuntz – A written report was provided. Add an Executive Session 44-04-19.01 for Attorney Consult.

Ambulance Report- A written report was provided. Sexton relayed that Kyle Michels has offered to provide CPR and First Aid training for the City of Medora employees and felt it was important that all employees go through the training. The Council asked Moe to move forward with scheduling the training.

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.

HB 1379 established new buckets for appropriating a portion of the Legacy Fund earnings. The City of Medora received \$20,529.76 from the Legacy Earnings Highway Distribution Fund.

The City will begin working on the 2020 Audit. Sometime in the near future PointCPA will be coming to Medora for an on-site work visit to compile necessary documents for the 2020 & 2021 Audit.

Black Mountain Software offers a utility billing online payment system called BMS pay. Sexton moved to approve the BMS pay and to move forward with signing the contract, Johnson seconded. Motion passed unanimously.

Ivy Maus completed the NDLC Auditor's Certification Program. Zuroff moved to approve a promotion of Maus from Administrative Assistant to Deputy Auditor, increasing her pay, Johnson seconded. Motion passed unanimously.

Pledge reports from First State Bank and Bank of the West were reviewed. Both banks continue to meet the securities requirements. Ellison moved to approve the pledge reports, Zuroff seconded. Motion passed unanimously.

The MACVB's 2023 budget was reviewed by the Council. Revenues reflected the 2023 Occupancy Tax revenue collection (minus 3% retained by the City) of \$169,739.63. The City budget reflected an anticipated \$122,000 expenditure to the MACVB. Moe stated the occupancy tax expense budget needs to be amended by \$47,739.63. Johnson moved to amend budget line 222-41530-657 by \$47,739.63, Sexton seconded. Motion passed unanimously.

By March 1st City shall publish in the official newspaper the financial statement for the preceding year showing the receipts and disbursements on account of each fund. Sexton moved to approve the draft Financial Statement as submitted, Zuroff seconded. Motion passed unanimously.

City Government Week is April 1-5. Moe would like to engage the Medora School again this year with some activities. The city will host a coloring contest for grades Pre-K – 2nd grade and "If I were Mayor for a Day" Essay Contest for 3rd - 8th, along with a few other activities. Sexton and Johnson will be the judges of the essay contest and coloring contest.

Old Business

Theodore Roosevelt Presidential Library Foundation (TRPLF) –

Amy McCann presented an update on the progress on the TRPL and offered city residents and city council members tours of the site.

2019 Audit-

The 2019 Audit was reviewed by the city council.

Sexton moved to approve the 2019 Audit as presented, Zuroff seconded. Motion passed unanimously.

Carriage Rides through Medora – Tracy Hsu

Discussion was held.

Zuroff moved to approve the permit with the three locations, Ellison seconded. Motion passed unanimously.

City Webpage

Moe provided information from two different website companies. Moe needed to find out more information before a decision can be made.

New Business

Civil Science – Design and Construction Planning

Civil Science Engineers, presented an overview of the changes to Pacific Ave, roadway improvements and the widening of the bridge. Key topics entailed: crosswalk and bulb outs, raised medians and new access area into the MCC parking. Questions were raised about the timing for the construction project as it relates to the tourist season. Civil Science relayed that the project will be completed in phases, spring and fall to avoid conflicts with tourism.

Sips, LLC – Sarah Massey

The business owner, Sarah Massey with Sips, LLC submitted a request to conduct business upstairs at Buffalo Gap Store, no action was needed.

Application for Local Permit – Friends of the Chateau

Sexton moved to approve the permit as submitted, Johnson seconded. Motion passed unanimously.

Miscellaneous Business

Conversation was held regarding changes to the water and sewer billing structure.

Questions were raised regarding the charges for services Churches were not using. Discussion was held about giving churches a break. Sexton stated she supported the idea, but questioned if it was legal due to discrimination laws, attorney Kuntz stated that she would research it.

Zuroff moved to approve giving the churches a break and just charge water, contingent on the Attorney's legal advice, Sexton seconded. Motion passed unanimously.

Residents have approached council members stating that they would expect their bill to grow when they were watering lawns, due to sewer being tied to water usage. In order to help offset these concerns the council discussed uping the wastewater rate bracket.

Zuroff moved to approve step #1 on the wastewater rates from 0 to 10,000 to 0 to 20,000 gallons and step #2 20,000 to 100,000 gallons, Ellison seconded. Motion passed unanimously.

Financial Statements

CL 8577	-99980	523	AT&T Mobility	471.17
CL 8547	3342	352	SOUTHWEST WATER AUTHORITY	5167.00
CL 8554	3343	330	ROUGH RIDER ELECTRIC COOP, INC	2414.48
CL 8559	3344	378	THEODORE ROOSEVELT MEDORA FDTN	40000.00
CL 8560	3345	903	City of Dickinson	81.20
CL 8579	3346	766	Core & Main	105.65
CL 8556	5426	330	ROUGH RIDER ELECTRIC COOP, INC	37.00
CL 8546	19607	688	BILLINGS COUNTY TREASURER	1937.30
CL 8545	19609	753	PUKLICH CHEVROLET	35464.00
CL 8557	19613	135	FARMERS UNION	3771.64
CL 8558	19614	169	ITD	61.80
CL 8552	19615	413	North Dakota Firefighter's Association	100.00
CL 8553	19616	330	ROUGH RIDER ELECTRIC COOP, INC	1824.00
CL 8555	19616	330	ROUGH RIDER ELECTRIC COOP, INC	952.84
CL 8550	19617	871	RTC Networks	775.40
CL 8551	19618	352	SOUTHWEST WATER AUTHORITY	57.28
CL 8575	19626	919	Advanced Business Methods	156.35
CL 8563	19627	33	BELFIELD AUTO SUPPLY, INC	15.93
CL 8581	19628	815	BOSS OFFICE PRODUCTS	11.96
CL 8580	19630	99	DAKOTA DUST-TEX, INC.	200.85
CL 8568	19631	858	FAST INITIAL RESPONSE SYSTEMS & TRAINING	347.43
CL 8565	19632	791	FIRST STATE BANK	230.33
CL 8566	19632	791	FIRST STATE BANK	360.50
CL 8564	19633	897	GS Publishing, LLC	196.00
CL 8569	19634	636	JOHNSON CONTROLS	384.00
CL 8573	19635	557	Legal Edge Solutions, PLLC	2100.00
CL 8572	19636	820	MEBULBS	426.69
CL 8578	19637	222	MEDORA AREA CVB	169739.63
CL 8571	19638	223	MEDORA CONVENIENCE & LIQUORS	137.87
CL 8582	19639	851	ND DEPT OF ENVIRONMENTAL QUALITY	105.00
CL 8576	19640	869	ND FLAGPOLEGUY.COM	100.00
CL 8583	19641	258	ND WORKFORCE SAFETY AND INSURANCE	4296.02
CL 8567	19642	565	R & R Auto, Farm & Electric, Inc.	67.76
CL 8561	19643	855	SCHMITZ-HOLMSTROM	1000.00
CL 8574	19644	477	SMART COMPUTERS & CONSULTING	571.20
CL 8562	19645	906	Superior Water Treatment	63.00
-87285	DEFERRED COMP	NDPERS DEFERRED COMP DEP		312.50
-87284	NDPERS RT WRONG	NDPERS RETIREMENT		2629.00
-87283	NDPERS RETIRMEN	NDPERS		2545.14
-87282	AFLAC NEW	AFLAC		211.16
-87273	SIT	OFFICE OF STATE TAX COMM		1207.02
-87264	VISION INSURANC	FIDELITY SECURITY LIFE (121.96
-87263	DENTAL INSURANC	AMERITAS		1132.80
-87262	GROUP TERM LIFE	NDPERS HEALTH		12126.50

-87261	DEFERRED COMP	NDPERS DEFERRED COMP DEP	312.50
-87260	FIT	EFTPS	4259.47
-87259	FIT	EFTPS	4045.74
-87242	AFLAC NEW	AFLAC	211.16

19610-19612, 19620-19623, 87295-87286, 87272-87265 Payroll for January \$30,378.59.

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

Deadline for Zoning Applications are Friday, February 9, 2024 @ 12:00pm, Zoning meeting on Tuesday, February 20, 2024 @ 6:00pm. Deadline for Council agenda items Friday, March 1, 2024 @ 12:00pm, Next Council Meeting Tuesday, March 5, 2024 @ 6:00pm.

Zuroff moved the meeting to be adjourned at 7:29pm.

Executive Session

At 7:37pm Zuroff made a motion to go into Executive Session, Ellison seconded. Motion passed unanimously.

Executive Session for Attorney Consult on N.D.C.C. 44-04-19.1(2), (5) for attorney consultation regarding and in anticipation of reasonably predictable civil litigation and/or to receive attorney’s advice and guidance on the legal risks, strengths, and weaknesses or potential action of the city council board.

Sexton made a motion to go back into regular meeting, Johnson seconded. Motion passed unanimously. Adjourned at 8:52pm

8:52pm back in the regular meeting.

Zuroff moved the meeting to be adjourned at 8:53pm.

Attest: _____ Todd Corneil, Mayor

Attest: _____ Anna Moe, City Auditor