

City Council Meeting  
February 6, 2017

The City Council met at 6:00 PM at Oakes Community Center with the following members present: Mayor Zimmer and Council: Engel, O'Brien, Conklin, Forward, and Ford. Harris was absent. Visitors present: Chris Estes, Caleb Kjetland-Moore Engineering, and Nick Glundt-Moore Engineering. Employees present: Marke Roberts, Corey Heim, Pat Nelson, Gary Neuharth, and April Haring.

Engineer Report:

**2016-1 Lagoon Improvement**, waiting for approval of plans by State Water Commission. Bids are scheduled to be opened March 2<sup>nd</sup>. Conklin moved, O'Brien second to approve Moore Engineering Invoice 14707 for \$5,725.00, carried.

**2016-2 Main Lift Station Relocation**, reviewed proposals for geotechnical services. O'Brien move, Ford second to hire Northern Technologies, LLC, carried. Publication for Request for Qualifications was complete, received one applicant. O'Brien moved, Forward second to introduce and approve RESOLUTION TO HIRE MOORE ENGINEERING, INC. FOR ENGINEERING SERVICE, roll call approved. Conklin moved, O'Brien second to introduce and approve RESOLUTION TO DIRECT PREPARATION OF REPORTS OUTLINING PLANS SPECIFICATIONS, roll call approved. O'Brien moved, Forward second to introduce and approve RESOLUTION APPROVING ENGINEERS REPORT, roll call approved. Engel moved, Ford second to introduce and approve RESOLUTION DIRECTING PREPARATION OF DETAILED PLANS AND SPECIFICATIONS FOR CONSTRUCTION OF THE IMPROVEMENT FOR MAIN LIFT STATION RELOCATION 2016-2, roll call approved.

Minutes, Auditor and Court Reports: Forward moved, Engel second to approve minutes and all other reports as presented, carried.

Game of Chance Permit: Forward moved, O'Brien second to approve game of chance permit application as follows, carried:

1. CHI – Raffle

Bills: O'Brien moved, Ford second to approve bills as listed, roll call approved:

NDPERS 457	37.50	NDPERS Health Insurance	589.62
Waste Management-Landfill	2,761.58	AFLAC	270.08
Edward Jones	50.00	MN Child Support	104.66
Sanford Health	345.42	NDPERS 457	62.50
Flexible Reimbursement	140.47	Galls	1,060.80
Innovative Air Technologies	12,325.00	Flexible Reimbursement	2,400.06
MN Child Support	104.66	ND Water & Pollution	40.00
Sanford Health	85.00	WSI	12,200.86
AFLAC	503.22	Ameripride	92.80
Apex Concrete	1,403.10	B&K Murphy Plumbing	75.00
Berube's	178.77	Butler Machinery	900.95
City of Fargo	28.00	Computer Express	200.00
Economy Propane	1,024.10	Galls	132.60
Hawkins	2,330.63	Lau Motors	271.41
Midwest Pest Control	188.00	NDPERS-Group Insurance	13,763.60
NDPERS-Retirement	10,720.14	OEI	7,265.60
Oakes Area Chamber of Commerce	67.00	Oakes Truck & Trailer	371.42
Oakes Veterinary Service	30.00	Quill	109.93
Rods Cleaning	385.00	Starion Bank	2,407.04

Verizon Wireless	699.75	Visa	203.68
Caseys General Store	31.68	Circle R	218.19
Dickey Rural Communications	728.54	Domine Sales & Service	7,642.25
Ecolab	101.88	Embroidery Creations	19.00
Farmland CoOp	3,871.25	GS Services	525.00
Information Technology	75.40	Kustom Machine	184.40
Napa	485.34	Novak Electric	82.00
Oakes Times	412.00	Oakes Truck & Trailer	262.50
Praskas Hardware Hank	421.20	RDO Equipment	1,650.68
Virginia Pratschner	605.00	Vistos Carquest	89.25
Waste Management-Cardboard	672.34	Waste Management-Landfill	4,615.58
Waste Management-Recycling	298.60	Zacks Repair	1,349.22
Bank of ND	19,500.00	Dickey County Water Resource	709.46
DSLRA	500.00	Neuharth Law Office	900.00
GFOA	160.00	MFOA	30.00
Oakes Public School	10,000.00	One Call	1.00
Otter Tail Power	8,184.90	Pearce Durick	2,023.75
State Auditor	165.00	Starion/PSN – Bank Fees	426.61
Payroll Taxes	20,960.64	Salaries	62,263.08

#### Committee Reports:

**Police**, Mayor Zimmer explained the article in a recent Oakes Times was misleading and that Officer Heim has not been appointed as the Chief of Police and Marke Roberts is still Chief. Officer Heim is being trained for potentially taking over the position; currently is on a probationary status. The Police Committee will be meeting with Officer Heim regularly to evaluate his training progress; the Committee will have a decision made by September 1<sup>st</sup> in regards to an appointment for the Chief of Police position. **RV Campgrounds** possible regulations were discussed. The City Auditor has received multiple inquiries regarding the construction of RV Campgrounds within the City, at this time there are no ordinances or regulation set for this type of property. Haring and City Attorney Neuharth will do research to determine new zoning regulations and other policies if needed. **RV Disposal Site**, Conklin moved, Engel second to approve construction of an RV Disposal Site near the City Shop in conjunction with the Main Ave Lift Station Relocation Project, carried.

#### New Business:

**SRF Loan Application**, Forward moved, O'Brien second to introduce and approve RESOLUTION AUTHORIZING FILING OF APPLICATION WITH THE ND DEPARTMENT OF HEALTH FOR A LOAN UNDER THE CLEAN WATER ACT TO REFINANCE EXISTING DEBT FROM INFRASTRUCTURE IMPROVEMENTS, roll call approved.

**Tourism Funding Request**, Forward moved, Engel second to approve Tourism Funding Request of \$3,000.00 to Oakes Area Chamber of Commerce for Irrigation Days activities and advertising, carried.

**Improvement Permit** was proposed to encourage property owners to report improvements being made to the interior of homes, the application is for informational use and will not need to be approved by City Council. The purpose is to aid in the determination of the improvement tax exemption passed by the City Council in January and to keep property records up to date. Engel moved, Conklin second to approve the application but to remove the word permit, carried.

**Application for Tax Exemption**, Conklin moved, Ford second to approve a tax exemption for Lot 14 Block 5 Washburns for tax years 2017, 2018, 2019 for the amount of increase due to improvements. Roll call: O'Brien-yes, Engel-yes, Forward-no, Ford-yes, Conklin-yes, carried.

**Personnel Policies—Equipment Waiver**, Engel moved, O'Brien second to adopt the use of waiver for employees personal use of equipment, carried.

**Personnel Policies—Social Media Policy**, first reading of personnel policy ordinance amendment.

**Personnel Policies—Job Descriptions**, O'Brien moved, Ford second to approve updated job descriptions as presented, carried.

**St. Patrick's Day Parade** is scheduled for Friday, March 17<sup>th</sup> at 5pm. The police department has approved route.

Announcements & Correspondence:

**South Central Dakota Regional Council** public hearing invitation on February 10<sup>th</sup> at Jamestown.

Engel moved, O'Brien second to adjourn the meeting at 6:53 PM.

MAYOR Marty Zimmer ATTEST Jill Hering  
(minutes subject to correction and approval at the next regular meeting)