

CITY OF KENMARE
Council Proceedings
Minutes Pending Approval
February 09, 2023

Call to Order: Mayor Arlen Gartner called the regular meeting of the Kenmare City Council to order at 7:00 PM.

Council Members present as follows:

Roll Call: Miles Mibeck, Terese Schmidt, Jim Burud (by phone), Justin Patterson, Tammy Knutson, Duane Dockter. (Councilman Burud was present until 8:18pm)

Also Present: Mark Staskywicz, Michelle Stark, Allen Hall, Amy Ones, Doug Diedrichsen, Josh Reiner and members of the public.

The meeting began with the Pledge of Allegiance.

Planning and Zoning: by Doug Diedrichsen, Zoning Administrator.

Diedrichsen presented the second reading of the Rezoning of Parcels KM20099U100000 & KM2009U090000 (aka the High-Octane Bullseye Café Property).

PUBLIC HEARING:

Mayor Gartner opened the up the Public Hearing Portion of the Meeting and called for any council comments, no comments. Gartner called for any public comments three times, having none, Gartner closed the public hearing. Gartner called for any additional comments, no comments.

MOTION by Mibeck to approve the rezoning as presented, seconded by Knutson, **RC: All in favor, motion carried.**

Mayor Report: Suicide Prevention symposium at the high school on the 13th. KDAK moving forward in a good direction.

Oath of Office: Gartner swore in Michelle Stark to the position of Auditor of the City of Kenmare.

Engineer Report: by Josh Reiner, from Moore Engineering.

Reiner presented information for various loans and grants available to the city and explained that some of the ARPA funds could be reapplied for and or how the current fund could be used.

MOTION by Mibeck to apply for the reapplication of the funds originally allocated towards a generator to be reallocated for the sewer project. Seconded by Dockter. **RC: All in favor, motion carried.**

Reiner presented information for the Lead Line Service Inventory Assistance, applications are available, and Reiner recommended the City apply soon if they are interested.

MOTION by Dockter to apply for the Lead Line Service Inventory Assistance immediately. Seconded by Mibeck. **RC: All in favor, motion carried.**

MOTION by Mibeck to accept the RESOLUTION OF GOVERNING BODY OF APPLICANT for the Lead Line Service Inventory Assistance. Seconded by Knutson. **RC: All in favor, motion carried.**

MOTION by Schmidt to approve the MINUTES from the regular January 11, 2023, City Council Meeting. Seconded by Mibeck. **RC: All in favor, motion carried.**

Financials: Stark asked for financials to be tabled for the period of August 2022 to January 2023 while they continue to be worked on by Ones.

MOTION by Knutson to table the financials from August 2022 to January 2023. Seconded by Dockter. **All in favor, motion carried.**

Stark reported changing from transfers for Sales tax payment to checks.

Gartner told the Council that additional ARPA funds had been brought to his attention. Stark reported that the Historical Tax Distribution website showed that the City had received \$161,429.08 in ARPA funds from the Federal government through the State of North Dakota. Options will be examined for the City to use the funds for infrastructure.

MOTION by Mibeck to approve the Raffle Permit Application for Kenmare Lions Club to be held from 5/1/23 to 9/30/23. Seconded by Dockter. **All in favor, motion carried.**

Liquor License Application: discussion and Taxes checked to be current. **MOTION** by Mibeck to approve the Liquor License Application for Emilio's M. SOB for 2023. Second by Patterson.

RC: All in favor, motion carried.

Committee Reports:

Water-Sewer Committee:

MOTION: by Schmidt to allow Parks to continue forward with the project of getting water tapped in at the Centennial Park, with the understanding that Parks will ask Vets Gaming first for funding and be billed by the City for the asphalt repairs. Seconded by Patterson. **All in favor, motion carried.**

MOTION: by Schmidt to waive the tap-in fee for the project. Seconded by Patterson. **All in favor, motion carried.**

MOTION: by Schmidt to approve the purchase of three hydrants for the City by Mark Staskywitz, one for replacement and two for on hand stock, with an estimated cost of approximately \$5,140.00 each. Seconded by Mibeck. **RC: All in favor, motion carried.**

Streets-Walks-Alleys-Lights Committee:

T. Schmidt reported that public works has been doing a great job getting things sanded quickly.

Health and Beautification:

MOTION by Mibeck to allow Mark Staskywitz to hire a forester to do an assessment of the trees on the boulevard, as well as any other obviously hazardous trees, before spring so the City can move towards an ordinance change. Seconded by Patterson. **All in favor, motion carried.**

Buildings-Facilities-Equipment: No meetings.

Personnel-Ways-Means-Finance:

MOTION by Knutson to approve Williams to receive a city credit card through State Bank with a limit of \$1,000.00. Seconded by Patterson. **All in favor, motion carried.**

MOTION by Knutson to approve adding Auditor Michelle Stark and Mayor Arlen Gartner to the Bank of North Dakota ACH contract for utilities. Gartner will be allowed to be contacted by his personal cell phone number ending in 0243. This will be considered effective as of January 2023. All past employees are to be removed from all City accounts. Seconded by Dockter. **All in favor, motion carried.**

MOTION by Knutson approve sending Stark to the League of Cities Spring workshop training for Auditors, including stay, meals, and mileage. Seconded by Mibeck. **RC: All in favor, motion carried.**

MOTION by Knutson approve the Auditors office to move forward with leasing a new copier as set forth in the proposal. Seconded by Mibeck. **All in favor, motion carried.**

MOTION by Knutson approve paying Taylor Stanley for her work in the office at a rate of \$12.00 per hour, retroactive to January 23, 2023. Seconded by Mibeck. **None in favor, motion failed.**

MOTION by Knutson approve hiring Taylor Stanley to the position of Deputy Auditor with a pay starting at \$15.50, retroactive to January 23, 2023. Seconded by Mibeck. **RC: All in favor, motion carried.**

MOTION by Schmidt to approve hiring Gabby Nelson for the position of Clerk of Court with a pay of \$500.00 a month. Seconded by Patterson. **RC: All in favor, motion carried.**

MOTION by Schmidt and approve the clerk to purchase a laptop for the position, not to exceed \$1,200.00. Seconded by Patterson. **RC: All in favor, motion carried.**

Garbage-Landfill-Grounds: No meetings.

Staff Reports:

Streets Supervisor, Dylan William, reported that there have been very few visits to the landfill. Williams also reported completing landfill training and ordering signs to get the landfill compliant.

Public Works Supervisor, Mark Staskywicz, reported problems with his city vehicle and requested to get the problem addressed before further issues arise.

MOTION by Mibeck to authorize Staskywicz to take vehicle down for repairs. Seconded by Patterson. **RC: All in favor, motion carried.**

Staskywicz also reported he received the estimated value on the 44-40 tractor and requested it be put up for bids.

MOTION by Schmidt to authorize Staskywicz to put the Tractor up for bids and to advertise in appropriate venues. Seconded by Burud. **All in favor, motion carried.**

MOTION by Mibeck to change the landfill hours to on call from 4:30 to 5:30pm, every Saturday, from November 1st to April 30th. Seconded by Schmidt. **All in favor, motion carried.**

Auditor, Michelle Stark, reported on Auditor's office.

MOTION by Knutson to change the pay schedule of the Council to two times a year. Once in June and once in December, starting June 2023. Seconded by Schmidt. **All in favor, motion carried.**

MOTION by Dockter to approve bills. Second by Mibeck. **RC: All in favor, motion carried.**

MOTION by Schmidt to adjourn, second by Mibeck. **All in favor, motion carried.**

Meeting adjourned at 8:26pm.

Next regular meeting is scheduled for March 8th, 2023, at 7:00 PM at Kenmare City Hall.

Minutes are subject to approval & revision of the City Council.

Auditor

Mayor