

CITY OF KENMARE
Council Proceedings
Minutes Pending Approval
March 8, 2023

Call to Order: Mayor Arlen Gartner called the regular meeting of the Kenmare City Council to order at 7:05pm.

The meeting began with the Pledge of Allegiance.

Council Members present as follows:

Roll Call: Jim Burud, Duane Dockter, Justin Patterson, Tammy Knutson (by phone), Terese Schmidt, Miles Mibeck.

Also Present: Mark Staskywicz, Michelle Stark, Allen Hall, Doug Diedrichsen (by phone), Josh Reiner (by phone) and members of the public.

Mayor Report: Mayor Gartner reviewed the emergency services agreement with Ward County and the updating of the emergency sirens. Ward County will work with their cities to make sure everything is upgraded to the proper system as soon as possible.

Mayor Gartner spoke about the Benefit for Andy Kellogg and requested that the council waive the fees for the event.

MOTION by Mibeck to approve waiving the fees. Seconded by Patterson. All in favor, motion carried.

Mayor Gartner spoke about the legislation in the House, regarding the Renaissance Program being reinstated for cities who missed the renewal deadline. The bill is in the Senate now and it would be a very positive development for Kenmare and the other cities involved, if it passes. Tractor bids were opened, and the highest bid was for \$25,777.68, submitted by Steve Melberg.

MOTION by Mibeck to accept the highest bid. Seconded by Burud. Roll call. All in favor, motion carried.

Planning and Zoning: A memo was presented by Doug Diedrichsen, Zoning Administrator, regarding the outlot plot of the SW¼SW¼ 8-160-88 as Outlot Plot 1.

MOTION by Burud to accept the application as presented. Seconded by Dockter. All in favor, motion carried.

Engineer Report: Reiner presented an Engineer's Report with proposed use of grant funds for the sanitary sewer collection and water distribution system evaluation project, including televising and cleaning the system and associated reports. After multiple grants, the city would only owe approximately \$31,000 on the project.

MOTION by Dockter to approve the project with the addition of the manhole inspection. Seconded by Mibeck. Discussion: winning bidder is known to be experienced, and project should be completed mid-summer. Roll call. All in favor, motion carried.

Reiner recommended that the council next move forward with the PAR Grant application for the sewer project as presented.

MOTION by Mibeck to approve the PAR Grant application as presented. Seconded by Dockter. All in favor, motion carried.

With the project being approved, Reiner requested the council approve the agreement with Moore Engineering for their portion of the project.

MOTION by Burud to approve signing the agreement with Moore Engineering.
Seconded by Mibeck. All in favor, motion carried.

Minutes:

MOTION by Schmidt to approve the minutes from the regular February 8, 2023, City Council Meeting. Seconded by Dockter. All in favor, motion carried.

Financials: Mayor Gartner reviewed the City Sales Tax funds, Prairie Dog Funds and State Aid received by the city this month. Gartner also reported that Ones Consulting is projecting the completion of the 2022 financials at the regular April council meeting. Stark asked for financials to be tabled for the period of August 2022 to February 2023.

MOTION by Mibeck to table the financials from August 2022 to February 2023.
Seconded by Dockter. All in favor, motion carried.

Raffle permit application:

MOTION by Burud to approve the Raffle Permit Application for Lake County Historical Society from March 10th, 2023, to July 9th, 2023. Seconded by Mibeck. All in favor, motion carried.

Liquor License Transfer:

MOTION by Mibeck to approve the Liquor License Transfer for Danny Schlosser, City Limits Bar and Bottle Shop, for the Andy Kellogg Benefit, on March 26, 2023; And for the Goosefest Appreciation Banquet, on April 1st, 2023. Second by Dockter. All in favor, motion carried.

Gaming Site Authorization:

MOTION by Patterson to approve the Gaming Site Authorization for the Veteran's Club of Kenmare at Emilio's-M-SOB, from March 13th, 2023, to June 30th, 2023. Second by Mibeck. All in favor, motion carried.

FUND ITT: Mayor Gartner reported on the Fund ITT meeting and also explained about the Memorial Hall sign project proposed for the Memorial Hall and the City. Burud added details from the Personnel-Ways-Means-Finance Committee meeting.

MOTION by Burud to approve the proposed project for the new Memorial Hall sign for \$5,085, with the city to pay for the electrical costs of \$350. Second by Mibeck. All in favor, motion carried.

MOTION by Schmidt to approve the proposed Fund ITT recommendations from March 1, 2023. Second by Mibeck. All in favor, motion carried.

Committee Reports:

Buildings-Facilities-Equipment: Burud and Dockter explained about the city shop improvement project as presented at committee. Council discussed prices and options for financing to finish the shop insulation, as well as add an office for the public works department. Funding will be sourced from the sale of the John Deere 4440 tractor.

MOTION by Schmidt to approve the shop project for \$19,500 or less, using the profits from the 4440 tractor, for the improvements as proposed. Seconded by Patterson. All in favor, motion carried.

MOTION by Jim to approve the purchase of a tool chest for the city shop for \$1,098. Seconded by Patterson. All in favor, motion carried.

Personnel-Ways-Means-Finance: Burud explained that the Auditor's Office had requested a change from the Black Mountain Software to the ClerkBooks software. This was a recommendation they were willing to make if there were positive references, cost savings, and confirmation of improved efficiency. All three conditions were met.

MOTION by Schmidt to approve the change of accounting software to ClerkBooks. Seconded by Mibeck. All in favor, motion carried.

MOTION by Burud to approve the proposed bids for mowing the Lakeview Cemetery for the term of May 2023 through September 2023. Seconded by Schmidt. All in favor, motion carried.

Water-Sewer: None. (See Public Works report.)

Streets-Walks-Alleys-Lights: None.

Health and Beautification: None.

Garbage-Landfill-Grounds: None.

Staff Reports:

Public Works Supervisor: Staskywicz reported problems with the meter read boxes within the city. Some meter boxes are hitting their lifespan and will need to be replaced within regular maintenance and some units were the wrong type originally and do not read. These supplies are back ordered, and the city will be working on a plan for replacement and supplies for these issues. Staskywicz also reported that lift station problem was solved with assistance from Graveson Electric and the street lights were taken down with the assistance of MDU.

Police Department: Chief Hall reported on 113 total calls for service – 52 in city calls and 61 traffic. Chief hall also reported that Ward County had provided generous assistance in getting his office set up with two workstations, donating their time and previous office computers to the Police Department at no charge.

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

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

Meeting adjourned at 8:43pm.

The next regular City Council Meeting is scheduled for April 12, 2023, at 7:00 PM at Kenmare City Hall.

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

Auditor

Mayor