REGULAR MEETING

OF THE KILLDEER CITY COMMISSION

May 1st, 2023

Commission President Joel Spethman called the meeting to order at 5:00 PM. Commissioner’s present were Kelly Summerfield, Joe Hurt, Logan Wallace, and Greg Nordsven. Cameron Deperalta, Matt Hanson, Steve Dorval, Nate Bouray, Catherine Williams, Dakota Schnell, Gerry Leadbetter, Deb Harsche, Joe Rogers, Greg Pinski, Pedro Ortiz, and Dion Steinley were also among those present with Scott Harmstead, Brett Morlok, and Jen Grosz present via conference call.

Commission President Joel Spethman asked for the Commission and audience to join in the Pledge of Allegiance.

Commissioner Wallace moved to approve the consent agenda, seconded by Commissioner Hurt. The consent agenda consisted of the minutes of the April 17th, 2023 regular meeting, minutes of the April 19th, 2023 special meeting, and bills. All voted aye on a roll call vote. M/C

The public annexation hearing was held for the BA Addition, which is described below: A PARCEL OF LAND KNOWN AS PARCEL C AND RECORDED IN DUNN COUNTY, NORTH DAKOTA AS DOCUMENT #3096224 WHICH IS LOCATED IN THE SOUTHEAST QUARTER (SE1/4) OF SECTION TWENTY-TWO (22), TOWNSHIP ONE HUNDRED FORTY-FIVE NORTH (T145N), RANGE NINETY-FIVE WEST (R95W) OF THE FIFTH PRINCIPAL MERIDIAN (5TH P.M.) DUNN COUNTY, NORTH DAKOTA. ALL OF PARCEL C WILL BE ANNEXED INTO THE CITY OF KILLDEER LESS PORTIONS OF SAID PARCEL THAT HAVE ALREADY BEEN ANNEXED INTO THE CITY OF KILLDEER. There was no public comment regarding the annexation.

Commissioner Summerfield made the motion to approve the first reading of Ordinance 2023-0006, an ordinance extending the boundaries of the city of Killdeer, North Dakota, and annexing certain tracts of land adjacent to the boundaries of the present city limits. The motion was seconded by Commissioner Hurt. The following property is described herein: A PARCEL OF LAND KNOWN AS PARCEL C AND RECORDED IN DUNN COUNTY, NORTH DAKOTA AS DOCUMENT #3096224 WHICH IS LOCATED IN THE SOUTHEAST QUARTER (SE1/4) OF SECTION TWENTY-TWO (22), TOWNSHIP ONE HUNDRED FORTY-FIVE NORTH (T145N), RANGE NINETY-FIVE WEST (R95W) OF THE FIFTH PRINCIPAL MERIDIAN (5TH P.M.) DUNN COUNTY, NORTH DAKOTA. ALL OF PARCEL C WILL BE ANNEXED INTO THE CITY OF KILLDEER LESS PORTIONS OF SAID PARCEL THAT HAVE ALREADY BEEN ANNEXED INTO THE CITY OF KILLDEER. All voted aye on a roll call vote. M/C

Hill Top Home of Comfort Director Gerry Leadbetter and Attorney Jen Grosz discussed with the Commission the Subordination Agreement and Amendment to Lease between the Hill Top Home of Comfort and the City of Killdeer regarding the daycare building.

Commissioner Hurt made the motion to approve the Subordination Agreement and the Amendment to Lease between the Hill Top Home of Comfort and the City of Killdeer, seconded by Commissioner Nordsven. All voted aye on a roll call vote. M/C

Commissioner Summerfield made the motion to approve SRF Work Order 15723.02 for the city land development planning for the North Prairie Park Housing Development and to move forward with the process, seconded by Commissioner Wallace. All voted aye on a roll call vote. M/C

City Engineer Steve Dorval with Heartland Engineering discussed with the Commission the received quote from Winn Construction for $170,450.05 for the Tabor Drive sidewalk project. City Engineer Dorval discussed removing the seeding item from the quote and having that item quoted separately.

Commissioner Nordsven made the motion to approve the quote from Winn Construction for $170,450.05, seconded by Commissioner Wallace. All voted aye on a roll call vote. M/C

City Engineer Dorval discussed the closing out of the 2021 High Street Watermain Replacement Project.

McKenzie Electric Cooperative CEO Matthew Hanson discussed with the Commission the renewal of the franchise agreement between the City and McKenzie Electric.

Commissioner Wallace made the motion to approve the second and final reading of Ordinance 2023-004 regarding a franchise agreement with McKenzie Electric Cooperative seconded by Commissioner Nordsven. All voted aye on a roll call vote. M/C

Commissioner Wallace made the motion to approve the second and final reading of Ordinance 2023-005 amending and reenacting sections one and four of Article IV, regarding Nuisances, seconded by Commissioner Hurt. All voted aye on a roll call vote. M/C

Commissioner Summerfield made the motion to approve the first reading of Ordinance 2023-007 amending and reenacting section 13.0102 of the city code of the City of Killdeer relating to the discharge of fireworks within Killdeer city limits with amendments, seconded by Commissioner Hurt. All voted aye on a roll call vote. M/C

Commissioner Summerfield made the motion to approve the first reading of Ordinance 2023-008 regarding the franchise renewal with Consolidated Telecom, seconded by Commissioner Wallace. All voted aye on a roll call vote. M/C

Commissioner Hurt made the motion approve the temporary use permit application for Tacos Garcia contingent on all required paperwork being received, seconded by Commissioner Nordsven. All voted aye on a roll call vote. M/C

Commissioner Nordsven made the motion to approve the purchase agreement with James Wallace for the residence at 315 Tabor Drive for $325,000, seconded by Commissioner Hurt. All voted aye on a roll call vote. M/C

City Engineer Brett Morlok with AE2S discussed with the Commission the Stanley St & Grab n Go Street Improvements Project and bid opening date change to June 1st from May 4th along with substantial completion and final completion dates.

Commissioner Wallace made the motion set the substantial and final completion dates for the Stanley St & Grab n Go Street Improvements Project to 2023, seconded by Commissioner Nordsven. All voted aye on a roll call vote. M/C

Commissioner Summerfield discussed the open Aquatics & Manager Position. The finalists were Catherine Williams, Michael Miller, and Colt Mavity. The Aquatics & Wellness Center Manager Hiring Committee recommends Catherine Williams for the open Manager position.

Commissioner Summerfield made the motion the hire Catherine Williams for the open Aquatics & Wellness Center Manager Position, seconded by Commissioner Hurt. All voted aye on a roll call vote. M/C

Commissioner Wallace made the motion the to set the base wage for the Aquatics & Wellness Center Assistant Manager Position at $26.63, seconded by Commissioner Summerfield. All voted aye on a roll call vote. M/C

Commissioner Wallace made the motion to hire Michael Miller for the open Aquatics & Wellness Center Certified Lifeguard & WSI Full Time Position, seconded by Commissioner Summerfield. All voted aye on a roll call vote. M/C

Commissioner Summerfield made the motion to approve the back pay for Catherine Williams for $7,696 gross, seconded by Commissioner Nordsven. All voted aye on a roll call vote. M/C

Interim Police Chief Dion Steinley delivered the Oath of Office for Police Officer Greg Pinski.

Interim Police Chief Steinley awarded letters of accommodation to Police Officers Pedro Ortiz & Joe Rogers for their work in the Field Training Officer Program.

Public Works Superintendent Cameron Deperalta and the Commission discussed the drainage items with a residence at 87 5th Ave NW.

Commissioner Greg Nordsven discussed the potential purchase of a fertilizer spreader.

Commission President Spethman notified the Commission of the upcoming housing meeting at the Killdeer Public School Board Room and the upcoming Hill Top Home of Comfort open house for the new addition.

The Commission discussed 1st Ave SE near the Dunn County Salt Shed and the possible vacation of the street.

Commissioner Wallace made the motion to move forward with a quit claim deed for parcel 10-8094-007, seconded by Commissioner Nordsven. All voted aye on a roll call vote. M/C

Commissioner Wallace made the motion to approve the quote from Orlandos Versatile Construction LLC for $16,812.88 for the daycare new flooring, seconded by Commissioner Nordsven. All voted aye on a roll call vote. M/C

Commissioner Wallace made the motion to approve the quote from BC6 Builders for $20,496.00 for picnic tables, seconded by Commissioner Nordsven. All voted aye on a roll call vote. M/C

Having no further business, Commissioner Wallace moved to adjourn. The meeting was adjourned at 6:15 PM.

The following bills were approved for payment:

|  |  |  |  |
| --- | --- | --- | --- |
| Ach | Payroll 04-20-2023 |  | $37,939.25 |
| Ach | EFTPS 04-20-2023 |  | $12,621.04 |
| Ach | AFLAC 04-28-2023 |  | $225.18 |
| Ach | BCBS 05-01-23 |  | $16,386.90 |
| Ach | 1st UNUM 04-28-23 |  | $1,052.40 |
| 19709 | ADVANCED BUSINESS METHODS | | $1,280.86 |
| 19710 | ASHLEY MURPHY |  | $1,050.00 |
| 19711 | BAIDEN LUDERMAN |  | $400.25 |
| 19712 | BENZ OIL COMPANY, INC. |  | $295.02 |
| 19713 | COOPERATIVE LEGAL SERVICE PLLC | | $4,350.00 |
| 19714 | DAKOTA LAND CONSULTING, PLLC | | $1,821.00 |
| 19715 | DAKOTA PUMP & CONTROL, INC. | | $1,269.00 |
| 19716 | DICKINSON PARKS AND RECREATION | | $500.00 |
| 19717 | DOOLEY ENTERPRISES, INC. |  | $266.31 |
| 19718 | DUNN COUNTY GOLF ASSOCIATION | | $35,825.28 |
| 19719 | DUNN COUNTY RECORDER |  | $10.00 |
| 19720 | EISEMAN-LUDMAR CO., INC. |  | $60.89 |
| 19721 | GUARDIAN FLEET SAFETY |  | $62,269.50 |
| 19722 | HAWKINS, INC |  | $955.05 |
| 19723 | HILL TOP HOME OF COMFORT |  | $10.00 |
| 19724 | INFORMATION TECHNOLOGY DEPT | | $208.50 |
| 19725 | JB'S WINDOW CLEANING |  | $625.00 |
| 19726 | JIM'S REPAIR |  | $354.82 |
| 19727 | KARLY CAPRARO |  | $900.00 |
| 19728 | KDKT SPORTSRADIO 1410 |  | $150.00 |
| 19729 | KILLDEER PARK DISTRICT |  | $459.63 |
| 19730 | MICHAEL MILLER |  | $120.25 |
| 19731 | MID-AMERICAN RESEARCH CHEMICAL | | $2,312.03 |
| 19732 | NORTHWESTERN UNIVERSITY CENTER | | $4,200.00 |
| 19733 | PITNEY BOWES |  | $500.00 |
| 19734 | PUBLIC AGENCY TRAINING COUNCIL | | $595.00 |
| 19735 | SAX MOTOR COMPANY |  | $40,902.20 |
| 19736 | SOUTHWEST WATER AUTHORITY | | $34,366.48 |
| 19737 | SW DISTRICT HEALTH UNIT |  | $25.00 |
| 19738 | SWANSTON EQUIPMENT CORP. |  | $26,925.00 |
| 19739 | TDS MEDIA DIRECT, INC. |  | $399.00 |
| 19740 | AMERICAN BANK CENTER |  | $2,419.34 |
| 19691 | PAULSON FIREWORKS |  | $20,000.00 |
| 19692 | PRAIRIE AUTO PARTS |  | $204.52 |
| 19693 | PRAIRIE IMPLEMENT |  | $53.85 |
| 19694 | RATH & MEHRER, P.C. |  | $13,800.00 |
| 19695 | SANITATION PRODUCTS, INC. |  | $2,135.87 |
| 19696 | SAX MOTOR COMPANY |  | $377.18 |
| 19697 | SMART COMPUTERS & CONSULTING | | $768.06 |
| 19698 | SW DISTRICT HEALTH UNIT |  | $25.00 |
| 19699 | SW MULTICO CORRECTION CENTER | | $4,350.00 |
| 19700 | AMKOTA, LLC |  | $219.98 |
| 19701 | THE UNIFORM CENTER |  | $330.96 |
| 19702 | TRANSUNION RISK & ALTERNATIVE | | $75.00 |
| 19703 | U.S. BANK ST. PAUL |  | $138,900.00 |
| 19704 | US POSTAL SERVICE |  | $178.00 |
| 19705 | VERIZON WIRELESS |  | $2,003.81 |
| 19706 | WEST PLAINS, INC. |  | $396.94 |
| 19707 | WESTERN CHOICE COOPERATIVE | | $5,905.91 |
| 19708 | WESTLIE TRUCK CENTER OF DICKIN | | $45.03 |
|  |  |  | $483,820.29 |

Minutes are subject to review and revisions.

Joel Spethman, Commission President

Matt Oase, City Administrator