

MINUTES OF REGULAR COUNCIL MEETING OF THE SHELBY CITY COUNCIL
HELD IN COUNCIL CHAMBERS
December 3, 2018

Mayor McDermott called the meeting to order at 6:30 p.m.
Present were: Debra Clark, Lyle Kimmet, Trent Tustian, Aaron Heaton, Luke Casey, and Bill Moritz, Council Members; Bill Hunt, City Attorney; Jade Goroski, Finance Officer; Loren Skartved, City Superintendent; Lorette Carter, Community Development Director and Rob Tasker, Building Inspector.

Other citizens present: Jim Yeagley, Jennifer Van Heel, Mike O'Brien, Luke LaLiberty and Jeff Habets.

PLEDGE OF ALLEGIANCE

REGULAR MEETING MINUTES 11/19/2018

- CASEY MADE A MOTION TO APPROVE THE 11/19/2018 MINUTES. SECONDED BY TUSTIAN. VOTE AYES - CLARK, TUSTIAN, MORITZ, CASEY, KIMMET, HEATON. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.

APPEARANCE REQUESTS

- Agenda Items - Jeff Habets in regards to the NCMRWA water line South of Shelby.
- Non-Agenda -

CLAIMS REPORT 11/30/2018

- TUSTIAN MADE A MOTION TO APPROVE THE 11/30/2018 CLAIMS REPORT. SECONDED BY CASEY. VOTE AYES - CLARK, TUSTIAN, MORITZ, CASEY, KIMMET, HEATON. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.

BUILDING INSPECTOR

- Rob Tasker reported he issued one new permit and there are ten open permits. Rob also sent a letter to the owner of the retaining wall on 4th Street.

COMMITTEE REPORTS

- Minutes of Safety Meeting, 11/21/2018
- Minutes of Park & Rec Meeting, 11/26/2018

CITY ATTORNEY

- NCMRWA Pipeline Purchase Agreement, 13th Street
MORITZ MADE A MOTION TO APPROVE THE PURCHASE AGREEMENT THAT REPLACES THE PREVIOUS PURCHASE AGREEMENT. SECONDED BY CLARK. VOTE AYES - CLARK, TUSTIAN, MORITZ, CASEY, KIMMET, HEATON. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.
- MOU - Merchants Sign
CASEY MADE A MOTION TO APPROVE THE MERCHANTS SIGN MOU. SECONDED BY TUSTIAN. VOTE AYES - CLARK, TUSTIAN, MORITZ, CASEY, KIMMET, HEATON. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.
- Devon Water Easement re: CDBG
- NCMRWA/Shelby Funding Agreement
CASEY MADE A MOTION TO APPROVE THE AGREEMENT WITH CHANGES MADE TO SECTION 4 TO INCLUDE KLJ TASK ORDER #6 SECTIONS 2A, 2a,c & d. SECONDED BY TUSTIAN. VOTE AYES - CLARK, TUSTIAN, MORITZ, CASEY, KIMMET, HEATON. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.
- Shelby South - Habets Connection
MORITZ MADE A MOTION TO APPROVE THE AGREEMENT AS PRESENTED WITH THE TYPO CORRECTION OF PIPELINE. SECONDED BY CASEY. VOTE AYES - CLARK, TUSTIAN, MORITZ, CASEY, KIMMET, HEATON. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.

CITY FINANCE OFFICER

- Payroll Expense by Department 11/2018
- Storm Water Phase #2
KIMMET MADE A MOTION TO APPROVE MOVING FORWARD WITH PHASE #2, WHICH INCLUDES A \$67,500 CASH MATCH. SECONDED BY CLARK. VOTE AYES - CLARK, TUSTIAN, MORITZ, CASEY, KIMMET, HEATON. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.

CITY SUPERINTENDENT

Loren provided a report as part of the packet and a street maintenance plan for the next two fiscal years was discussed to pave one year and chip seal the following year.

COMMUNITY DEVELOPMENT DIRECTOR

- The Recreational Trail Program application is nearly complete. The city is applying for sweeping and shoveling equipment for the City's side-by-side for trail maintenance and the development of a parking area as the match requirement. We have received great letters of support including students from the environmental science class at

Shelby High School. It will be submitted after the 30-day comment period on or around January 4, 2019.

- The TSEP grant period for the storm water project is set to expire December 31st. An extension letter and updated implementation schedule has been submitted to extend the grant period for an additional year as work continues into fall 2019. We have not received approval of the extension yet.
- An amended budget and grant extension has been submitted to CDBG for the water extension project east. We are still in discussion over the Devon Water easements. We have submitted a pay request for some of the engineering to EDA.
- City Attorney, Bill Hunt has drafted a Memorandum of Understanding for the Welcome to Shelby sign that will be constructed on I & T Transfer property at the west entrance into Shelby. The MOU notes ownership of the sign by the City, with the Shelby Merchant Association providing all maintenance/replacement costs with approval of I & T for placement on their property.
- The Chamber is planning the Moonlight Madness 3-on-3 basketball tournament at the Civic Center on January 4th. They will have event insurance and pay the cleaning fee. The council waived the rental fee.
- The storm water project will create partial closing of the Galena Street crossing starting December 10th. The current plan is to keep one lane open for heavy truck traffic to move through the intersection. Non-truck traffic will be diverted over the viaduct. We will be meeting with construction team Tuesday at 9:00am to be updated on the project.
- The Request for Qualifications deadline for the Preservation Plan - grant opportunity is December 10th. I have had 4 phone calls in regard to submitting qualifications.
- Byron Kluth of the First State Bank has offered the city support in reinvigorating the east entrance into Shelby when the storm water project is complete. He has asked me to reach out to Bruce Boody Landscape Architects who the city has worked with in the past and Raquel Robertson Myers on cost proposals.

OTHER MATTERS

- Task Order #6 KLJ Wellfield Improvements
TUSTINA MADE A MOTION TO APPROVE TASK ORDER #6. SECONDED BY CASEY. VOTE AYES - CLARK, TUSTIAN, MORITZ, CASEY, KIMMET, HEATON. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.
- Facilities Manager
MORITZ MADE A MOTION TO APPROVE HIRING JESSIE LATRAY FOR THE PART TIME POSITION WITH A 6 MONTH PROBATIONARY PERIOD. SECONDED BY CLARK. VOTE AYES - CLARK, TUSTIAN, MORITZ, CASEY, KIMMET, HEATON. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.
- Civic Center Punch Card
TUSTIAN MADE A MOTION TO APPROVE A 5 CLASS AND 10 CLASS PUNCH CARD FOR \$4 PER CLASS AND ONLY TO BE USED FOR CLASSES OFFERED. SECONDED BY KIMMET. VOTE AYES - CLARK, TUSTIAN, MORITZ, CASEY, KIMMET, HEATON. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.
- By-Laws of Toole County Public Safety Commission
CASEY MADE A MOTION TO APPROVE THE AMENDED BY-LAWS AS IT RELATES TO THE MEETING FREQUENCY. SECONDED BY TUSTIAN. VOTE AYES - CLARK, TUSTIAN, MORITZ, CASEY, KIMMET, HEATON. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.
- Marias Heritage Condo Board
CASEY MADE A MOTION TO REAPPOINT LORETTE CARTER AS A REPRESENTATIVE OF THE CITY. SECONDED BY KIMMET. VOTE AYES - CLARK, TUSTIAN, MORITZ, CASEY, KIMMET, HEATON. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.
- Next Generation Conference
CLARK MADE A MOTION TO WAIVE THE CIVIC CENTER RENTAL FEE. SECONDED BY MORITZ. VOTE AYES - CLARK, TUSTIAN, MORITZ, CASEY, KIMMET, HEATON. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.

ADJOURN

- AT 9:00 P.M. KIMMET MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY TUSTIAN. VOTE AYES - CLARK, MORITZ, CASEY, KIMMET, TUSTIAN, HEATON. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.

GARY MCDERMOTT, MAYOR

ATTEST:

JADE GOROSKI, FINANCE OFFICER