

LINCOLN CITY COUNCIL  
Meeting Minutes  
February 9, 2017

The regular meeting of the Lincoln city council was called to order by Mayor Gerald Wise at 7:02 pm, at the Lincoln Community Center, 74 Santee Road, Lincoln, ND. Members Present: Volk, Fischer, Aman, and Daly.

Mayor calls to order.

Agenda approval

Motion by Volk to approve agenda  
Seconded by Daly  
Motion carried

Approval of Minutes

Motion by Fischer to table minutes  
Seconded Volk  
Motion carried

S.E.H. Report

Mike Hinshaw presented council with Millennium Park pay application for Guthmiller & Son Dirtworks, Inc. The request is for \$35,220.00 which is 42.8% of the cost of the project. S.E.H. recommends this amount be paid to Guthmiller.

S.E.H. would like permission to begin planning for completion of the comprehensive plan. The process will take approximately 9 months to complete. If we begin in March this will allow us to provide a plan at the beginning of 2018 and still be within the city's budget split between 2017 and 2018 fiscal years.

S.E.H has had preliminary meeting with City of Bismarck to determine the feasibility of building a lift station to the Bismarck Wastewater Treatment Facility. To move forward with the project the following items will be needed: sewer flow monitoring, wastewater testing and preliminary engineering report.

Motion by Volk to start work on comprehensive plan  
Seconded by Fischer  
Motion carried

Moch Subdivision-Final Plat and Final Approval of Zoning Change-Public Hearing

Toni Haider with S.E.H. presented final plat and final approval for zoning change for Moch Subdivision. Public hearing opened at 7:16 pm. Brandon Schock stated he thinks it should be tabled because land isn't in compliance. Jack McLean stated no salvage operation on the Moch Subdivision. Public hearing closed at 7:17 pm.

Motion by Volk to approve Final Plat and Final Approval of Zoning Change for Moch Subdivision  
Seconded by Aman  
Motion carried

Garbage/Curbside Recycling

Mayor requested public comment on Recycling. Numerous residents commented on the recycling trailers always being full, boxes not broken down and seen a lot of non-cardboard items in cardboard. Daly stated the recycling trailers cost the city \$20,000.00 per year to dump at the landfill.

Motion by Volk for curbside recycling  
Seconded by Fischer  
Motion carried

Police Department

Mayor requested public comment about our police department. Numerous residents stated their appreciation for our police department and officers. Mayor made recommendation to do a ride along with one of the officers.

66<sup>th</sup> Overpass

Mayor will attend an MPO meeting this month to push for overpass. Having the train there is bad in case of emergencies. We won't be able to get out if there is flooding. Volk stated residents number one concern is traffic back-up.

### Employee Handbook – Revision

Mayor wants to revise the handbook on personal cell phones, smoking and drug testing. Rob Dickson and Fischer have worked on a new policy. City attorney to work on language of the revision before council approves. Mayor stated there are two phones for the public works department to be used. Volk would like to check into laws of elected officials regarding being under the influence of drugs or alcohol while conducting city business.

### Special Permits/Licenses

Lincoln PTO – Local Charity Permit

Motion by Volk to approve Lincoln PTO Charity Permit

Seconded by Fischer

Motion carried

Fire and Iron Motorcycle Club – Local Charity Permit

Motion by Aman to approve Fire and Iron Motorcycle Club Charity Permit

Seconded by Volk

Motion carried

### Auditor Update

Shawn Surface, City Auditor stated in 2016 the Auditor and Deputy Auditor salary budgets had budget deficits of \$65,347.00. This was due to Auditor, Deputy Auditor and contracted staff not having their wages apportioned between Public Safety, Water, Sewer and Garbage expenses. For 2016, Public Safety, Water, Sewer and Garbage funds had wages and salaries budget surplus of \$128,442.00 combined.

Since the beginning of the 4<sup>th</sup> quarter 2015, office personnel salaries have not been distributed between Public Safety, Water, Sewer, and Garbage funds. Meaning the General Fund has been paying 100% of office salaries. This was done despite the 2015 and 2016 budgets showing wages should have been distributed between the five different funds. The end outcome was the General Fund balance is now lower than it should be.

For 2016 the General Property Tax Levy was budgeted for \$422,712.00. However, the amount credited to the General Property Tax Levy account was \$55,834.00. This amount represents an excess of \$133,122.00. These additional funds (plus or minus) should have been credited to the Social Security Fund, Planning Fund, Insurance Reserve Fund, and Employee Pension Fund. Each of these funds had less than \$400.00 credited to each account from Burleigh County Tax deposits.

The State Aid Distribution revenue account had a budget of \$270,000.00 for 2016. However, the revenue account only had \$127,807.00 actual revenue credited to it during 2016. This was a budget deficit of \$142,193.00 and something I need to research further.

In 2016, the General Fund, Highway Fund, Water Fund, Sewer Fund all had engineering expense budgets. However, some of the engineering costs expensed under the General Fund should have been expensed to either the Highway Fund, Water Fund or Sewer Fund.

In 2016, none of the retirement expenses were coded to the Employee Pensions Fund. There was a budget of \$47,917.00 for retirement expenses. However, none of the retirement expenses were allocated to this expense account. In 2016, \$38,883.00 was expensed for retirement costs to the General, Public Safety, Water, Sewer and Garbage Funds. These accounts did have budgets for retirement expenses but maybe all the expenses should have been run through the Employee Pensions Fund.

During 2016, some of the health insurance costs may not have been expensed. The amount spent per employee needed to be documented as a benefit in the Payroll Module of the Banyon system. Some employees had the correct benefit amount recorded, while other employee's health benefit field was \$0.00. Those with zero did not have health insurance expensed to General, Public Safety, Water, Sewer and Garbage funds.

For the March 1<sup>st</sup> deadline for posting the 2016 financial statement in the newspaper, I may need to do the reconcilements based on how the revenue and expenses were posted in 2016 and go back and make adjusting journal entries after the fact.

### Portfolios

**Gibbs**-January Stats – driving while license suspended/revoked-4, possession of drug paraphernalia-3, possession of controlled substance-10, warrant for arrest-3, reckless driving-1, minor in consumption/possession-1, fictitious license plates-1, fleeing in a motor vehicle-1, terrorizing-1, log numbers-120, warnings-73, citations-126.

**Chief Mike Voigt**, Bismarck Rural Fire – 79 calls within our jurisdiction, 64 calls for service, which 9 were for City of Lincoln. Of the 9 calls, 2-carbon monoxide, 5-medical, 1-vehicle fire and 1-gas leak. Department has been working on training for spring flooding. Thank you to Karen Daly for notifying us about a grant for equipment.

**Resolution No. 2017-1**

Resolution establishing rates, charges and fees for water, sewer, garbage, street lighting, utility services, pet licenses, liquor licenses, special use permit, fee for house numbering, and firework permit. Effective January 1, 2017 increase sewer charge to \$13.50, increase water to \$4.70 per 1,000 gallons, increase street light to \$2.25 and special fund for storm sewer maintenance for \$1.00. Water from hydrants will be \$50.00 hydrant meter hook up, \$5.00 per day meter rental and \$10.00 per 1,000 gallons of water.

Motion by Daly to accept the Resolution  
Seconded by Aman  
Motion carried

Roll Call Vote

Fischer-Aye  
Daly – Aye  
Aman- Aye  
Volk – Aye

Finances

Motion by Daly to pay the bills  
Seconded by Volk  
Motion carried

Meeting adjourned at 9:05 pm.  
Motion by Volk to adjourn  
Seconded by Fischer  
Motion carried

Minutes submitted by Deputy Auditor, Sarah Maenza, subject to request and revision of the City Council.