

September 11th, 2017 Mayville City Council

The Mayville City Council met in regular session on September 11th, 2017 at 6:00 pm in the council chambers with Mayor Moen presiding and the following Aldermen responding to call of the roll: Carr, O'Brien, Petersen, Bensen; Absent: Meshefski-LaBine and Bohnsack. Also in attendance: Don Moen, Gail Olstad, Lynn Slaathaug Moen, Julie Christianson, Steve Hunt, Melissa Beach, Alana Gerszewski and Shelia Anderson.

The following 2017 bills were presented for Council discussion:

13861	420 Praxair	streets	maint/operation	\$22.35
13862	Aflac	all	insurance	\$608.27
13863	ALA Member Service	library	dues	\$175.00
13864	ALA Store	library	books	\$130.90
13865	Alayna Holkesvig	water	overpayment of water bill	\$81.48
13866	American Funds	all	retirement	\$2,858.40
13867	Ameripride	all	misc	\$320.09
13868	Brad Beck	cemetery	maint/operation	\$700.00
13869	Brite Way Window Cleaning	city hall/armory	misc	\$270.00
13870	Brudvik Law Office	city attorney,water dist	retainer, legal fees	\$745.00
13871	Cardmember Services	all	misc	\$341.63
13872	City of Fargo	water treatment	testing	\$38.00
13873	Consumer Reports	library	periodicals	\$24.00
13874	Daedalus Books	library	books	\$72.70
13875	Derek Petersen	cemetery	contract fee	\$2,750.00
13876	Diamond Vogel Paint	streets	maint/operation	\$520.60
13877	Domier Construction Inc	library restoration	repair/maint	\$37,914.00
13878	Edward R Hamilton Bookseller	library	books	\$67.20
13879	Envirotech Heating & Air	library	repair/maint	\$853.89
13880	Fargo Glass & Paint Co	armory	repair/maint	\$498.08
13858	Farmers Union Oil	all	prepaid propane	\$3,500.00
credit	Farmers Union Oil	all	misc	\$645.63
13881	Ferguson Waterworks	water distribution	hydrant & meters	\$553.80
13882	First & Farmers Bank	Fire Dept	Fire Truck pymt	\$24,992.03
13883	First & Farmers Bank	water distribution	water collections	\$1.10
13884	Gary Winger	auditor,cemetery,inv	misc	\$215.00
13885	Goose River Bank	water distribution	water collections	\$56.37
13886	Grand Forks Utility Billing	ww treatment	testing	\$129.50
13887	Great America Copier Lease	all	lease on copier	\$396.55
13888	H. E. Everson	streets	tools & maint/operation	\$33.34
13889	Hatton Co-op Oil Co	streets	repair of maintainer	\$227.50
13890	Hawkins	water treatment	chemicals	\$614.00
13892	Jeff's Electric	armory	maint/operation	\$95.00
13893	Loretta Larson	library	salary	\$140.00
13894	MayPort Farmers Coop	all	fuel - vehicles	\$1,356.56
13895	MayPort Hardware Hank	all	maint/operation	\$248.60
13895	MayPort Hardware Hank	library	repair/maint	\$10.98
13896	Mayville Airport Authority	Airport	July's specials in August	\$42.64
13897	Mayville State University	sales tax	July's received in August	\$19,252.13
13898	MC Decorating	library restoration	repair/maint	\$1,215.32
13899	Michael McNeal	water	overpayment of water bill	\$336.30
13900	Midcontinent Communications	all	phone/internet	\$937.43
13901	Millers Fresh Foods	city hall	misc	\$10.89
13901	Millers Fresh Foods	library	maint/operation	\$4.98
13902	Moore Engineering	water treatment	professional services	\$29,120.85
13902	Moore Engineering	non dept	building elevations	\$500.00
13903	MPEDC	sales tax	July's received in August	\$5,157.85

13904	ND Sewage Pump & Lift Station	ww collections	lift stations	\$875.00
13905	NDBOA	non dept	dues	\$50.00
credit	NDPERS	all	insurance	\$4,698.24
13906	Network Center	all	computer	\$239.00
13891	Northwest Asphalt & Maintenance	Reserve Special Projects	crack sealing	\$20,002.20
13907	Northwestern Power Equip Co Inc	water treatment	maint/operation	\$250.00
13908	One Call Concepts	water distribution	maint/operation	\$28.55
13909	Opp Constructio	streets	repair/maint	\$494.46
13910	Paul Eliason	cemetery	maint/operation	\$150.00
13911	Paulson Gravel Service	cemetery	maint/operation	\$60.00
13857	Petty Cash	replenish petty cash		\$218.22
13912	Pizza Shop/Tommy's	non dept	misc	\$116.46
13913	Polar	auditor's	telephone	\$60.77
13914	Quorum Consulting Group	general	retirement fee	\$775.00
13915	Reliance Standard	all	life insurance	\$167.00
13916	Septic Tank Servicing	streets	maint/operation	\$185.00
13917	Soholt Bakery	city hall	misc	\$30.00
13918	Steve Lee	streets	repair on mower	\$46.00
13919	Team Lab	ww treatment	chemicals	\$1,418.00
13856	Thomas Moe	replacement of 2 lost payrolls	checks	\$283.98
13859	Traill County Recorder	cemetery	warranty deed	\$20.00
13920	Traill County Treasurer	police	contract	\$14,678.04
13921	Traill County Tribune	non dept	printing	\$198.80
13922	Traill Rural Water	water treatment	purchase of raw water	\$6,408.11
13923	Traill Rural Water	water 26 pt1	debt & reserve	\$2,330.00
13924	Tri-State Paving Inc	sales tax, water distribution	infrastructure, maint/oper	\$11,465.00
ACH	USDA	water 26 pt1	interest & principal payment	\$41,525.88
13860	USPS	water	postage for water bills	\$228.62
13925	Verizon	all	cell phones	\$210.84
13926	Waste Management	sanitation	contract	\$22,049.21
13927	Water Environment Federation	water treatment	dues - Dan O	\$155.00
13928	Xcel Energy	all	electricity	\$10,002.83

H2O Deposits refunded

13932	City of Mayville (Mary Townsend)		\$48.25
13933	Mary Townsend		\$101.75
13930	City of Mayville (Barry Ramstad)		\$76.59
13929	Barry Ramstad		\$73.41
13934	Rebecca Zetocha		\$150.00
13931	City of Mayville (Josh Jeffries)		\$150.00
13935	City of Mayville (Deshawn Lawrence)		\$150.00

\$278,956.15

O'Brien moved to pay the bills as amended, a second by Petersen supported the motion, motion carried.

The financials for August (preliminary) were presented and reviewed, adjusting entries to be received from the auditors for 2016 will be added.

Calendars for September and October were reviewed and discussed. It was also noted that the JP meeting will be held on 10/31 not 10/24.

The Auditor's office approved:
 Liquor license transfer for Floyd's Bar to Sportsman's raffle
 Liquor license transfer for Golf Club to Farmer's Bowl
 Raffle permit for Dollars for Scholars
 Raffle permit for Caring Club

September 11th, 2017

Reminder the League of Cities annual meeting September 28-30 in Fargo.

Thank You cards were received from Elva Carlson for the plant sent to Merv. From the National Guard for the many years of good working relations at the Armory.

August 9th, Gail and Don participated in a RRVWS meeting at AE2S's office in Grand Forks. The purpose was to brief the various participants on the status of the project. Kip Kovar from Garrison Diversion was one of the presenters. We asked Kip if he was available to make a similar presentation at the Joint Powers Meeting on August 17th. Kip was agreeable to that and did so. Basically, there are still several options being considered for routings, pipe sizes, etc.. They are not going to ask for a final decision on whether or not to stay in the project until plans are more firm so that they can get a more accurate estimate of final cost. It sounds like that milestone should be reached sometime in 2018. We noted that none of the proposals presented included a pipeline to Mayville-Portland. We advised that we thought they should, and we now understand that this is being added. We advised that while we would like to stay in the program to keep doors open for future generations, we don't see how we can come up with the money unless the funding can be changed to include more state or federal support.

Public 2018 budget hearing is scheduled for October 2nd at 6pm.

Julie will be attending an HR Training session October 30th.

We recently had a parent address the Physical Plant Committee with concerns regarding visibility of the stop sign when proceeding west on Second Street in front of the elementary school. The problem is that when the buses park to pick up students, they block visibility of the sign. We will be working with law enforcement as well as the school and parents in search of a solution. Sheriff Hunt has agreed to go to their next board meeting.

RISK MAP Meeting was attended for Traill County. This was a FEMA kickoff meeting to update all maps, contacts and begin the process to update and complete all information over the next few years. The meeting was presented by FEMA and mainly served to alert us to a future "discovery meeting" where the findings of a FEMA/ND Water Commission study relating to flood risk will be presented. This study will involve new LIDAR data that may or may not change existing flood zone maps.

During the Sheriff's report the budget for 2018 and the stop sign issues at the school were discussed.

Melissa Beach presented the Annual Report for the TCEDC.

The preliminary 2018 Mayville City Budget with budget categories were provided to all the council with a request for any changes. Petersen moved to approve the 2017 preliminary budget to pass the first reading of the following Ordinance:

An Ordinance appropriating the sums of money necessary to defray the expenses and liabilities of the City of Mayville for the period beginning January 1, 2018 and ending December 31, 2018.

A second by Carr supported the motion and upon a roll call vote the following voted: Yea: O'Brien, Bensen, Petersen, Carr; Nay: 0; Absent: Meshefski-LaBine and Bohnsack.

We have received the Mill Levy Value from County, also have received the Audit and adjusting entries on the 8th and we will want to include September and October actuals in the estimated spending for 2017 and then the 2018 projections. Public hearing and final approval to be at Council on 10/2/2017 at 6pm. We will until October 10th to make any changes or amendments. Changes may also be needed for the completed rate study for Mayville water and sewer and refinancing of USDA loans for water and sewer.

Carr made a motion to appoint the Meyer Group as the City Assessor. O'Brien seconded the motion and upon a roll call vote the following voted: Yea: Carr, Petersen, O'Brien, Bensen; Nay: 0; Absent: Meshefski-LaBine; Bohnsack.

O'Brien made the motion to accept the revised TRWD 2016 true-up dollars (\$32,792.00) and resulting rates.

Given the new numbers, the new rates (which also need approval) become:

- Raw water - \$0.49/1000 gallons plus \$627/month fixed cost
- Finished water - \$1.61/1000 gallons plus \$4141/month fixed cost

TRWD also proposes to use these numbers in a partial 2017 true-up.

Carr seconded the motion and upon a roll call vote the following voted: Yea: Carr, Petersen, Bensen, O'Brien; Nay: 0; Absent: Bohnsack, Meshefski-LaBine.

Bensen made a motion to accept the Second reading of the following Ordinances (changes due to ND State Legislative 2017):

AN ORDINANCE TO AMEND CHAPTER II, ARTICLE 6 OF THE REVISED ORDINANCES OF 1979 OF THE CITY OF MAYVILLE BY AMENDING THERETO ORDINANCE NO. 2-0504.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MAYVILLE, NORTH DAKOTA:

SECTION 2. Ordinance No. 2-0504 is hereby amended to the Revised Ordinances of 1979 of the City of Mayville, North Dakota, to provide as follows:

2-0504 – CITY AUDITOR – GENERAL DUTIES.

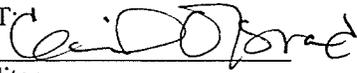
The City Auditor shall perform all duties of the their office required by law or city ordinance; Auditor shall attend the meetings of the City Council and shall keep a full and correct record of the proceedings had thereat; Auditor shall issue the calls for all special meetings of the City Council when required by the Mayor or any two (2) council members; Auditor shall keep a book called the "Ordinance Book" in which they shall record at length all ordinances passed by the City Council; Auditor shall, at the time the salary of any City Officer becomes due, as provided by ordinance, draw their order on the City Treasurer for the same and sign and deliver such order to such officer; Auditor shall keep a record of all licenses issued by them, to whom issued, for what purpose, the amount of license fee, and the location of the business licenses. Auditor shall make a settlement with the City Treasurer at the end of every month, and shall receive from City Treasurer all warrants, interest coupons, bounds, or other evidence of indebtedness which have been redeemed or paid by such City Treasurer, giving City Treasurer receipt therefor.

The City Auditor is required to be certified within one year of their appointment beginning January 1, 2018. Curriculum for certification, developed by the League of Cities, will be mostly web-based and low cost.

The City Auditor is hereby authorized and empowered to appoint one (1) or more deputies to assist in the work of their office. The City Auditor shall appoint such Deputy City Auditors as they shall deem necessary, with or without bond, for whose acts the City Auditor shall be liable to the City of Mayville on his official bond. Such deputies shall be appointed from time to time as the necessity thereof arises, and shall receive such salary or compensation as may be fixed by the City Auditor, but such deputies shall receive no salary from the City of Mayville.


Mayor
Mayville, North Dakota

ATTEST:


City Auditor

AN ORDINANCE TO AMEND CHAPTER II, ARTICLE 6 OF THE REVISED ORDINANCES OF 1979 OF THE CITY OF MAYVILLE BY AMENDING THERETO ORDINANCE NO. 2-0602.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MAYVILLE, NORTH DAKOTA:

SECTION 1. Ordinance No. 2-0602 is hereby amended to the Revised Ordinances of 1979 of the City of Mayville, North Dakota, to provide as follows:

2-0602 - PROCEDURE.

All supplies and contractual services except as otherwise provided herein, when the estimated cost thereof shall exceed *One Hundred Fifty Thousand Dollars (\$150,000.00)* shall be purchased from the lowest responsible bidder after due notice inviting proposals. Due notice shall be given by advertising for the sale or purchase of the property or service by giving written notice in a paper of general circulation within the municipality for one (1) week and the opening of the bids so received not less than ten (10) days after the publication thereof. All sales or disposition of obsolete or unusable property when the estimated value shall exceed *One Hundred Fifty Thousand Dollars (\$150,000.00)* shall be sold to the highest responsible bidder. The lowest responsible bidder, or the highest responsible bidder shall be the bidder who in addition to price has the best ability, capacity and skill to perform the contract or provide the service required, promptly, or within the specified time without delay or interference. There shall also be considered character, integrity, reputation, judgment, experience and efficiency of the bidder, the

quality of performance of previous contracts, sufficiency of financial resources and previous existing compliance with state and federal laws and city ordinance.

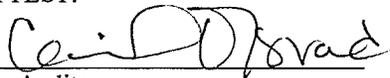
In any such circumstance as to cause the City Council to declare an emergency situation, the procedure so designated in regard to publishing invitations for proposals may be waived.

The City Council shall prescribe such regulations as are deemed advisable for the purchase of equipment or supplies not in excess of *One Hundred Fifty Thousand Dollars (\$150,000.00)*.

SECTION 2. Effective Date. This ordinance shall be in full force and effect from and after the date of its second reading and final passage.


Mayor
Mayville, North Dakota

ATTEST:


City Auditor

Petersen seconded the motion and upon a roll call vote the following voted: Yea: Petersen, Carr, Bensen, and O'Brien; Nay: 0; Absent: Meshefski-LaBine and Bohnsack.

O'Brien made a motion to accept the First reading of the following Ordinances (changes due to ND State Legislative 2017):

AN ORDINANCE TO AMEND CHAPTER X, ARTICLE 6 OF THE REVISED ORDINANCES OF 1979 OF THE CITY OF MAYVILLE BY AMENDING THERETO ORDINANCE NO. 10-0628.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MAYVILLE, NORTH DAKOTA:

SECTION 1. Ordinance No. 10-0628 is hereby amended to the Revised Ordinances of 1979 of the City of Mayville, North Dakota, to provide as follows:

10-0628 – SPECIAL PERMIT.

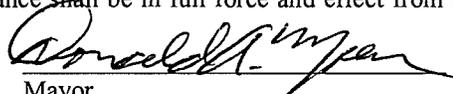
A licensee may apply to the City Council of the City of Mayville and the Attorney General for the State of North Dakota for a special alcoholic beverage permit to engage in the sale of alcoholic beverages at special events on such premises as may be designated by such permit. Such licensee shall be authorized to sell only alcoholic beverages authorized the licensee under Section 10-0605 of this ordinance.

The fee for such special alcoholic beverage permit shall be \$25 for each application and the duration of such permit shall not exceed a period greater than three consecutive days.

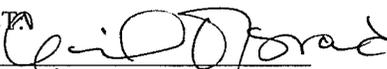
The City Council of the City of Mayville shall, in its discretion, authorize or deny, such application for a special alcoholic beverage permit based upon the rules and regulations contained within this ordinance and as amended.

The city may authorize persons under 21 years of age to be in the area of a special event if only beer, wine, and sparkling wine is being served and that is designated in the permit. The area where people under 21 are allowed must be designated on the permit and only employees of the alcoholic beverage licensee may serve alcohol. Further, people under 21 may not consume, possess, or receive alcoholic beverages.

SECTION 2. Effective Date. This ordinance shall be in full force and effect from and after the date of its second reading and final passage.


Mayor
Mayville, North Dakota

ATTEST:


City Auditor

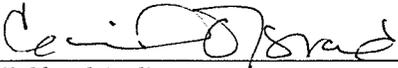
Petersen seconded the motion and upon a roll call vote the following voted: Yea: Petersen, O'Brien, Bensen, Carr; Nay: 0; Absent: Meshefski-LaBine and Bohnsack.

Carr made a motion for the sale of 2 cemetery plots: Section 4a, lot 14, graves 07&08 to Dennis and Doreen Rosevold. O'Brien seconded the motion, motion carried.

Petersen made a motion to approve placement of the Cardiac Ready Community signs. Bensen seconded the motion, motion carried.

Petersen made a motion to have the Mayville Water Superintendent sign up for training in 2018. This is to help with our knowledge and help us to rely on ourselves vs. vendors. Carr seconded the motion and upon a roll call vote the following voted: Yea: Carr, Benson, Petersen, Obrien; Nay: 0; Absent: Meshefski-LaBine and Bohnsack.

Carr made a motion to adjourn, Petersen seconded it, motion carried.

Attest: 
Gail Olstad Auditor

Mayor: 
Donald Moen