

January 8th, 2018 Mayville City Council

The Mayville City Council met in regular session on January 8th, 2018 at 6:00 pm in the council chambers with Mayor Moen presiding and the following Aldermen responding to call of the roll: Bensen, Carr; Meshefski-LaBine, Petersen, and Bohnsack; Absent: O'Brien. Also in attendance: Don Moen, Gail Olstad, Robin Aanstad, Julie Christianson, Larry Young, Kayla Knudson, Mike Gratton, Richard Moen, Larry Hanson, Curt Elliot, Sheriff Steve Hunt, and Deputy Dylan Norgard.

Carr made a motion to accept the minutes from 12-18-2017 Council Meeting. Meshefski-LaBine seconded the motion, motion carried. Minutes for 12-04-2017 were tabled, resolutions from the refinancing need to be added.

The following 2017 and 2018 bills were presented for Council discussion:

Meshefski-LaBine moved to pay the bills as presented, a second by Petersen supported the motion, motion carried.

Ck #	Who	Fund	What	\$\$
December Bills				
14127	3D Specialities	streets	maint/operation	\$200.34
14128	420 Praxair	streets	maint/operation	\$89.56
14129	A & B/Haroldsons Office Supply	all	office supplies	\$267.47
14130	Aasen Drug	library	office supplies	\$12.96
14131	Aflac	all	insurance	\$608.27
14132	American Funds	all	retirement	\$3,990.96
14133	Ameripride	all	misc	\$892.58
14134	Baker & Taylor	library	books	\$923.47
14125	Bank of North Dakota	Water 17	loan payment	\$15,448.15
14135	Blue 360 Media	Judge	Criminal Law Book	\$124.50
14136	Brite Way Window Cleaning	city hall	misc	\$42.00
14137	Brudvik Law	city attorney	legal & legal retainer	\$985.00
14138	Butler	ww collections	generator repair	\$506.26
14138	Butler	armory	generator repair	\$851.14
14139	Cardmember Services &	all	maint/operation	\$2,729.89
14140				
14141	Center Point Large Point	library	books	\$238.00
14142	Christian Gage	water & waste water	misc	\$85.39
14143	City of Fargo	water treatment	samples	\$38.00
14144	Countryside Creation	non-dept	misc	\$100.00
14145	Dacotah Paper	all	paper supplies	\$162.09
14146	Farmers Union Oil	streets	fuel - vehicles	\$118.75
14147	First & Farmers Bank	water dist & ww coll & treat	water collection fee	\$2.07
14148	Flaten & Johnson	streets	Ford & International repair	\$767.35
14149	General Equipment & Supplies	streets	cutting edges for maintainer	\$649.19
14150	Gompf Displays	streets	repair/maint	\$200.00
14151	Goose River Bank	water dist & ww coll & treat	water collection fee	\$78.67
14152	Great America Copier Lease	all	lease on copier	\$386.59
14153	H. E. Everson	streets	maint/operation	\$483.97
14154	Hawkins	water treatment	chemical - Vitec 1400	\$1,559.87
14154	Hawkins	water treatment	chemicals	\$3,807.04
14155	In Control Inc	water treatment	maint/operation	\$1,852.23
14156	Jacobson Brothers	library & City Hall	snow removal - hired	\$625.00
14157	Jeff's Electric	streets & non-dept	repair/maint	\$153.69
14158	Jemco Inc	water treatment	repair/maint	\$654.93
14159	Keith's Security World	armory	repair/maint	\$241.00
14160	Lorenz Plumbing & Heating	armory	repair/maint	\$80.00
14163	MayPort Auto & Truck Parts Inc	water dist & streets	maint/operation	\$173.56
14161	MayPort Farmers Co-op	streets & water	fuel - vehicles	\$932.69

14162	MayPort Hardware Hank	all	maint/operation	\$109.25
14162	MayPort Hardware Hank	library	repair/maint	\$19.96
14164	Mayville Airport Authority	airport	Nov's specials rec'd in Dec	\$88.76
14165	Mayville State University	sales tax	Nov's rec'd in December	\$13,473.08
14166	Midcontinent Communications	all	phone & internet	\$1,889.19
14167	Miles Eberhardt	streets	bolts for maintainer	\$18.34
14168	Millers Fresh Foods	city hall	misc	\$51.97
14169	Moore Engineering	Sewer 24/Water 26 pt 1	refinancing	\$4,162.50
14170	MPEDC	sales tax	Nov's rec'd in December	\$2,855.35
14174	ND Dept of Health	water distribution	maint/operation	\$635.56
14171	NDPERS	all	insurance	\$3,223.80
14172	NDSWRA	ww treatment	dues	\$75.00
14173	Network Center	all	backup	\$239.00
14175	One Call Concepts	water distribution	maint/operation	\$20.00
14176	Productivity Plus Account	streets	maint/operation	\$35.63
14177	PS Garage Doors	streets	repair/maint	\$83.00
14178	Quorum Consulting Group	City Pension	adminstration fee	\$775.00
14179	Ramkota Hotel & Conference Center	Mayor	travel - Mayor Summit	\$119.99
14180	Reader's Digest	library	periodicals	\$10.00
14181	Software Innovations	all	computer	\$1,150.00
14182	Soholt Bakery	city hall	misc	\$59.45
14183	The James Hopp Company	library	printing	\$26.00
14184	Traill County Treasurer	city lots	specials	\$3,853.22
14185	Traill Rural Water	water treatment	purchase of raw water	\$5,525.65
14186	USA Bluebook	water treatment	maint/operation	\$329.48
14059	USPS	all	water bills - November	\$224.93
14124	USPS	all	water bills - December	\$222.94
14187	Verizon	all	cell phones	\$180.74
14188	Waste Management	sanitation	garbage & recycling	\$25,739.51
14189	Xcel Energy	all	electricity	\$12,068.31
January 2018 Bills				
14190	Polar Communications	auditor office	lease on phones	\$60.77
H2O Deposits refunded				
14191	City of Mayville (Alicia Nopola			\$150.00
				<u>\$118,539.01</u>

November Financials were presented. Steve Bensen met with the Auditor's Office around the 15th of the month to review the bank statement reconcile and the Utility Billing monthly adjustments. No issues or concerns were identified. Bensen moved to approve the financials, Petersen seconded the motion, motion carried. December & January financials will be presented in March at year end close.

Calendars for December and January were reviewed.

The Auditor's office approved:

- Liquor license transfer for Floyd's Bar to armory for Evans/Erickson wedding
- Liquor license transfer for Heroes and Legends to armory for vendor show
- Liquor license transfer for Stub's Bar to armory for "painting party"

We have had too many incidents of out-of-town contractors using water on construction projects prior to meter installation. Our plan from the Physical Plant Committee for correcting this situation is to start charging a \$500 deposit on all building

permits involving water service. This deposit will be refundable unless we determine that water has been used prior to meter installation. We also need to raise the cost of elevations from \$300.00 to \$500.00 to remain break even.

Mayor Moen reported on the Mayor's summit and provided the following report:

On December 12, 2017, I attended the ND League of Cities "Mayor's Summit" in Bismarck. Here are a few "take-away" points.

- Extra territorial authority is under attack by the legislator and may be in jeopardy
- There is a strong push for recreational marijuana in the state in addition to medical marijuana.
- Rules for renaissance zones and TIF districts are going to be challenged – some may be expanded.
- The legislature is struggling with wireless infrastructure location issues
- Under "Open Records and Meetings" there was extensive discussion of what constitutes an open record. Essentially, everything is open unless the law specifically says otherwise. This includes hand written notes and records on an individual's own personal computer. Records that have been destroyed, however, are not required to be furnished.
- When an individual asks for records, we cannot require their identity unless they are asking for confidential records that are required by law to be restricted to qualified individuals. Neither can we require the requestor to complete a form.
- We are permitted to charge reasonable fees for reproducing records and allowable charges were reviewed.
- League of Cities recommends that when records are requested, we estimate cost and require up-front payment. Conversely, if money is owed from previous record deliveries, we may demand payment prior to furnishing additional records.
- Repeated requests for records that disrupt essential functions can be cause for denial.
- We should be posting agendas for the public at the same time the Council gets them.
- The Bank of ND is seeking ways cities access to low cost money for infrastructure improvements. This is a work in progress. Blake plans to call another Mayor's Summit when more details are known.

A Thank You was received from the Freije family.

ND League of Cities "March Madness" will be held in Bismarck March 6&7.

ND Rural Development Council: Governor Burgum seeks to reconvene the NDRDC to "provide support to our rural communities and help identify areas of opportunity to fulfill their potential." Applications from individuals are being accepted until midnight on January 17. See the memo in our packets.

ND Main Street Initiative summit: See notice in our packets. This is a program Governor Burgum is pushing strongly. The "summit" is planned for February 12 & 13 at the Bismarck Event Center.

Jan Jordan scholarship now available: See memo in our packets. This is a League of Cities scholarship available to children or grandchildren of city employees or elected officials.

32nd Annual Water System EXPO and Conference: See announcement in our packets. This conference will be held February 13-15 in Fargo. We normally have staff members participate, but the conference is also open to Council members. Dan will be gone February 5th – 11th for training.

The annual reminder for snow removal ad was reviewed and will be sent in to the Tribune.

Council asked that a letter be sent to everyone on the 2018 rate changes (+1.00 for sewer and +1.00 for street lighting). Also that the letter include information on the discontinuation of the snowbird rate. The snowbird rate was for people that were going to be gone for at least 2 months. They would have to shut off their water to be eligible. We would not charge for water, sewer, garbage and recycling. We have now decided to make it the same for everyone. Once the snowbird people come off in the spring, they will no longer be able to get a reduced rate. Everyone will get charged for all rates all year long. We had a rate study done in 2017 and it has been decided that we are going to increase 2 charges by \$1.00 each starting now in 2018. The two charges increasing are Street lights and Sewer. The minimum bill used to be \$93.50 but now will be \$95.50. This will be reflected in the February bill for January. When the annual review for the UB System takes place this summer any remaining snowbird rates will be reviewed and determined.

The annual "If I were the Mayor" essay contest is open to 3rd and 7th graders in the state.

During the Sheriff's report we learned that due to the change in billing for the County Sheriff Department the City has approx. a \$30,000 credit. This will be used to pay December and January with anything remaining to go on February. Also Petersen asked about securing guard rails around the curves on State Hwy 200 at the Island Park. Sheriff Hunt will see what steps need to be taken and bring the information to the next Council meeting.

Sheriff Hunt informed the Council that Hillsboro is now part of the Traill County Sheriff's Duties. No patrols will be pulled from any of the areas the County covers except to cover calls as usual. Weber has been added to the Traill County Sheriff's Department.

Bensen made a motion to accept the FEMA Hazard Mitigation Plan Resolution. Sheriff Hunt is the head of the Hazard planning and Mayville was represented by Mayor Moen. This is redone every 5 years and after completion the city is eligible to receive FEMA help. Meshefski-LaBine seconded the motion and upon a roll call vote the following voted: Yea: Meshefski-LaBine, Petersen, Bensen, Carr, and Bohnsack; Nay: 0; Absent: O'Brien

The NDDOT plans for HWY 18 Bridge were reviewed and discussed. Mayor Moen will draft a letter stating the Council's concerns with the route for detour as well as our force main being located in the right of way on the East side of the current bridge. The Council also has questions concerning who maintains the detour route and the length of the project.

The Council heard the request from Mayport Farmer's Coop for a 5 year PILOT (Payment in Lieu of Taxes). County Commissioners and Township representatives were in attendance. Mayor Moen received a call from Mike Bradner representing the school district and the Auditor's office received a call from Joni Lorenz representing the Park Board as they were unable to attend the meeting. Questions were asked and a discussion followed. Carr made the motion to approve a 5 year PILOT of \$2,500 to begin in 2018 and end in 2022. Petersen seconded the motions and upon a Roll Call vote the following voted: Yea: Petersen, Meshefski-LaBine, Bensen, and Carr; Nay: Bohnsack; Absent: O'Brien.

Petersen made a motion to accept proposed 2017 full time hourly wage adjustments of \$1,000/6mo and the \$1.00/hr. for Water/Wastewater Superintendent.

Petersen included in the motion to provide all employee's a 2% COL increase for the year 2018 and change the vacation accrual rates to a tier level system while extending the medical carry over to 480 hours (medical leave is not paid out at end of employment); Moving Cal Peterson to Street Superintendent and pay while Miles Eberhardt is out on extended medical leave and the 3% merit pool to be used for annual reviews in June 2018.

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

Meshefski-LaBine made a motion to hire a PT Street Department Employee to work full time or as needed during our regular Street Department employee's medical absence. As we have current interviews of possible employees from the Water Treatment Plant hiring in June the Auditor is directed to make contacts and offers there first to save time and ensure we have staff asap especially for snow removal. Bohnsack seconded the motion and upon a roll call vote the following voted: Yea: Bohnsack, Bensen, Carr, Petersen, Meshefski-LaBine; Nay: 0; Absent: O'Brien.

Brudvik Law: Robin Aanstad informed the Council if the value of the clay/dirt sale that was proposed in December to Paulson Gravel is greater than \$2,500.00 that a public sale would need to take place. The value is higher so will not be presold as a whole.

Refinancing for the two USDA loans is complete and the final piece will be pay downs to the current SRF loans in February to achieve a savings of approx. \$270,000 a year.

Bohnsack made a motion to accept the high bid of \$128/acre for 5 years from Chad Nelson. Carr seconded the motion and upon a roll call vote the following voted: Yea: Carr, Petersen; Meshefski-LaBine, Bohnsack, Bensen; Nay: 0; Absent: O'Brien

Carr made a motion to accept the quote for replacement door openers for all 4 doors at the fire hall of \$5,264, with a max of \$6,500 for what the city will pay for door openers, wiring and install. Petersen seconded the motion and upon a roll call vote the following voted: Yea: Petersen, Meshefski-LaBine, Bohnsack, Bensen, Carr; Nay: 0; Absent: O'Brien.

Meshefski-LaBine made a motion to approve the Riverwood Sale for Lots 3&4, Block 1 Riverwood addition to Keith and Jay Peltier contingent upon receipt and acceptance of plans and approval of the Riverwood Sub Committee for the Duplex. Bohnsack seconded the motion and upon a roll call vote the following voted: Yea: Petersen, Meshefski-LaBine, Bohnsack, Bensen, Carr; Nay: 0; Absent: O'Brien

Election schedule and calendar will be moved to next meeting.


Carr made the motion to accept Loree Stenehjem's Library Board Resignation and approve the appointment of Julie Christianson to the Library Board. Bohnsack second the motion, motion carried.

Meshefski-LaBine made a motion to designate the Goose River Bank and First and Farmers Bank as City Depositories of public funds. Bensen seconded the motion supporting and it, motion carried.

Meshefski-LaBine made a motion to have the Auditor's office advertise for insurance bids to be opened at the March Meeting. Petersen seconded it, motion carried.

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

Attest: 
Gail Olstad Auditor

Mayor: 
Donald Moen

TRAILL COUNTY MULTI-HAZARD MITIGATION PLAN

Whereas, the City of Mayville recognizes the threat that natural, man-made or technological hazards pose to people and property within our community; and

Whereas, undertaking hazard mitigation actions will reduce and /or eliminate the potential for harm to people and property from future hazard occurrences; and

Whereas, an adopted Multi-Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple Federal Emergency Management Agency (FEMA) pre-and post-disaster mitigation grant programs; and

Whereas, the City of Mayville participated in the preparation of this plan in accordance with the Disaster Mitigation Act of 2000; and

Whereas, adoption of the Trill County multi-Hazard Mitigation Plan demonstrated the commitment to hazard mitigation; and

Now, therefore, be it resolved, that the City of Mayville adopts the Trill County Multi-Hazard Mitigation Plan as approved by the Federal Emergency Management Agency.

Signed this 8th day of January 2018.

Attested: Cecilia D. David

Auditor :City of Mayville

Signed: Donald H. Meyer

City of Mayville:Mayor