

December 4th, 2017 Mayville City Council

The Mayville City Council met in regular session on December 4th, 2017 at 6:00 pm in the council chambers with Mayor Moen presiding and the following Aldermen responding to call of the roll: O'Brien, Bensen, Carr; Meshefski-LaBine, Petersen, and Bohnsack: Absent: 0. Also in attendance: Don Moen, Gail Olstad, Robin Aanstad, Julie Christianson, and Shelia Anderson.

Carr made a motion to accept the minutes from 11-06-2017 Council Meeting. Meshefski-LaBine seconded the motion, motion carried.

The following 2017 bills were presented for Council discussion:

14061	ACME Tools	streets	maint/operations	\$41.90
14062	Aflac	all	insurance	\$608.27
14063	American Funds	all	retirement	\$2,853.38
14064	Ameripride	all	misc	\$446.29
14065	B & B Outdoor Services	city hall	snow removal	\$130.00
14066	Baker Taylor	library	books	\$431.51
14067	Baker Taylor	library	books - leasing	\$2,091.80
14068	Bas Bleu	library	books	\$35.47
14069	Brite-Way Window Cleaning	city hall & armory	misc	\$270.00
14070	Brodart Co	library	books	\$16.62
14071	Brudvik Law Office	city attorney	legal	\$865.00
14071	Brudvik Law Office	non dept	legal retainer	\$225.00
14072	Butler	ww collection	lift stations repairs	\$138.10
14072	Butler	ww collection	generator repairs	\$562.50
14073	Cardmember Services	all	grantfinder, ink & office 365	\$233.42
14074	City of Fargo	water treatment	samples	\$38.00
14075	Countryside Creations	non dept	misc - flowers	\$131.00
14076	Daedalus Books	library	books	\$56.77
14077	Dan Overmoe	w treat,dist & ww coll	reimbursement for mailings	\$123.43
14078	Discover Magazine	library	periodicals	\$19.95
14079	Ecolab	sanitation	maint/operations	\$151.45
14080	Edward R Hamilton Bookseller	library	books	\$58.25
14081	First & Farmers Bank	water distribution	water collection fee	\$3.06
14082	Flaten & Johnson Truck Equipment Inc	streets	repair 95 Tandem	\$764.04
14083	Goose River Bank	water distribution	water collection fee	\$23.36
ACH	Goose River Bank	armory	GO Bonds - Prin	\$3,803.67
ACH	Goose River Bank	armory	GO Bonds - Int	\$1,196.33
14084	Grainger	water treatment	repair/maint	\$293.64
14084	Grainger	water treatment	maint/operations	\$401.75
14085	Grand Forks Utility Billing	ww treatment	samples	\$259.00
14086	Great America Copier Lease	all	lease on copier	\$450.46
14087	H & H Coatings inc	water distribution	maint/operations	\$2,700.00
14088	Hawkins	water treatment	chlorine	\$614.00
14089	Jeff's Electric Inc	streets	repair/maint	\$38.20
14090	John's Upholstery Center	water & waste water	2012 Chevy Pickup	\$175.00
14091	Margaret Rice	library	postage	\$49.00
14092	MayPort Farmers Co-op	all	fuel for vehicles	\$1,201.23
14093	MayPort Hardware Hank	all	maint/operations	\$900.33
14094	Mayville Airport Authority	airport	Oct. specials rec'd in Nov	\$271.66
14095	Mayville State University	sales tax	Oct sales tax rec'd in Nov	\$26,611.85
14096	Mid-Valley Geo-Thermal Inc	armory	repair/maint	\$996.84
14097	MPEDC	sales tax	Oct sales tax rec'd in Nov	\$7,617.17
14098	ND League of Cities	all	drug testing	\$240.00
14100	NDPERS	all	insurance	\$3,223.80

14099	NDRWSA	non dept	dues	\$235.00
14101	Network Center	all	backup, licensing	\$984.00
14102	North Dakota Dept of Health	water distribution	maint/operations	\$89.45
14103	Paulson Gravel Service Inc	streets	sand	\$2,150.00
14104	Polar	auditor's office	lease on telephone	\$60.77
14060	Praxair	streets	maint/operations	\$22.35
14105	Reliance Standard	all	insurance	\$233.00
14106	Septic Tank Servicing	streets	maint/operations	\$185.00
14107	Shopko	library	office supplies	\$72.37
14108	Soholt Bakery	non dept	misc	\$16.60
14109	Team Lab	ww treatment	chemicals	\$1,418.00
14110	Traill County Auditor	city lots	specials	\$23.00
14058	Traill County Recorder	cemetery	burial transit fee	\$10.00
14111	Traill County Treasurer	sheriff	November & December	\$34,781.34
14112	Traill Rural Water	water 26	purchase of raw water	\$5,865.12
14113	USA BlueBook	water treatment	chemicals	\$132.25
14114	USPS	library	postage	\$196.00
14115	USPS	non dept	misc - annual box fee	\$144.00
14116	Verizon	all	cell phones	\$226.62
14057	Waste Management	all	garbage & recycling	\$8,337.78
14117	Waste Management	sanitation	garbage & recycling	\$22,391.26
14118	Water Smith Inc	water treatment	repair/maint	\$6,725.90
14119	Xcel Energy	all	electricity	\$10,172.61

H2O Deposits refunded

\$155,834.92

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

October Financials were presented. During the discussion Council Member Steve Bensen will be meeting with the Auditor's Office around the 15th of each month to review the bank statement reconcile and the Utility Billing monthly adjustment. If any issues they will be brought to council to be discussed during the financial statement portion of the meeting.

Calendars for December and January as well as the 2018 year with Waste Management were reviewed and discussed. Bensen made a motion to approve the change from January 1st to January 8th and from September 3rd to September 10th for Council due to Holidays. Carr seconded the motion, motion carried.

The Auditor's office approved:

- North Central Plains VVA for a raffle
- Spanish Travelers for Bingo
- Liq. Lic. Transfer for Stub's to Armory for Dec 7th Painting Party

The Century Link Claim has been turned over to NDIRF.

Christmas lights policy: We have had requests for the city to put up commercial Christmas lights. Apparently, many years ago, the city did put up lights on Main Street. Now we do maintain those still up and functional but do not provide, hang or manage Christmas lights.

Procedure to review various utility adjustments: From time-to-time, various minor errors happen with regard to utility billings. When these occur, the auditor's office will fix them as appropriate and move on. But, a request of our Brady Martz audit team is that these "adjustments" should really be approved by Council. To address this concern, Councilman Steve Bensen will contribute his financial expertise to periodically review adjustments. If there are issues or concerns Gail will then summarize these in the monthly financial reports.

Jasper Jacobson has purchased Bill Howden's landscaping, mowing and snow removal business. The city will continue with Jasper as we have with Bill in the past. No special permits are necessary.

The Auditor's Bond has been approved in the amount of \$1.49m from the state.

The NDIRF has notified us their increases may be as high as 15% or greater for the upcoming year.

The Mayor will be attending the ND League of Cities Mayor's Summit in Bismarck December 12th, 2017.

Moore Engineering will be holding its annual open house December 13th, 2017 from 4p-7p.

Sanford "Bridging Center" to be located downtown Mayville: this is to be an effort to improve communications about health care issues between Sanford and the community. The Bridging Center will be open on Tuesdays from 8:30 AM -11:30 AM in the West Traill Ambulance building or possibly City Hall.

A scholarship is available from Rural Water Systems Association.

Mayville received the 2016 Water Fluoridation Quality Award for the ND Department of Health.

Carr made a motion to buy back 3 Mayville City Lots that came back to Traill County. The total is \$23.00.

Parcel 27-0038-00042-001

Parcel 27-0038-00043-000

Parcel 27-0002-07007-000

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

The Council considered Eric Knudsvig's proposal to rent farm land near the lagoon: Eric currently farms this property. His contract gives us the prerogative of negotiating next year's rate in lieu of rebidding. Eric has offered \$108/acre. That figure, however, is less than Mayport EDC gets for the farmland near Riverwood Addition. The recommendation of the Physical Plant Committee is that we not accept Eric's bid of \$108/acre and instead solicit bids for rental of the land. Bohnsack made the motion to not accept the bid and advertise for bids to the public. O'Brien seconded the motion and upon a roll call vote the following voted: Yea: Carr, Petersen, Meshefski-LaBine, O'Brien, Bohnsack, and Bensen

The Council tabled considering Kent Paulson's request for exclusive access to clay and black dirt piles near the lagoon: Kent has been purchasing clay and black dirt at the prevailing unit prices. Last summer, we also sold some material to an out-of-town contractor. Despite instructions to the contrary, the out-of-town contractor helped himself to material that Kent had already set aside, to prevent such occurrences in the future, Kent is asking to be the only contractor permitted to access the site. In return for that privilege, he has agreed to improve the road into the pile site. The Physical Plant Committee recommends that we accept this deal. The question of the city being legally able to do this was raised by O'Brien.

Petersen made a motion to allow funds to be transferred between banks and CD's to complete the refinancing. The date set for the signing of the loans is Dec 18th and the transfer of funds Dec 26th. Meshefski-LaBine seconded the motion and upon a roll call vote the following voted: Yea: Meshefski-LaBine, O'Brien, Bohnsack, Bensen, Carr, and Petersen. Nay: 0; Absent: 0

Meshefski-LaBine made a motion to support the class of 70's "medical park" proposal near Sanford hospital. O'Brien seconded the motion, motion carried.

Carr made the motion to move the City's Annual Holiday Party to a July Picnic. Bensen seconded it, motion carried.

The council discussed the Mayport Farmers Coop's application request for Payment in Lieu of Tax (PILOT). The elevator will be presenting at the next meeting.

O'Brien made a motion to halt the condemnation process on the Sailor house and accept the offer of monthly payments and to keep current on the ongoing bill. Bensen seconded the motion, motion carried.

Meshefski-LaBine made a motion to authorize the auditor to sign H & H Coating maintenance contract for the water tower: This contract is in the amount of \$3,900 per visit for 3 visits and is for routine cleaning and inspections to be done in the years 2020, 2023, and 2026. This is separate business from the need to repaint the inside of the tower which is coming up in approximately 5 years. Petersen seconded the motion and upon a roll call vote the following voted: Yea: Petersen, Meshefski-LaBine, O'Brien, Bohnsack, Bensen, and Carr. Nay: 0; Absent: 0

Bohnsack made a motion to accept the second reading of the Snow Emergency Ordinance:

**AN ORDINANCE TO AMEND CHAPTER XVI, ARTICLE 14 OF THE REVISED ORDINANCES
OF 1979 OF THE CITY OF MAYVILLE BY RELATING TO SNOW EMERGENCY
DECLARATION**


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

SECTION 1. Ordinance No. 16-1418 is hereby added to the Revised Ordinances of 1979 of the City of Mayville, North Dakota, to provide as follows:

16-1418 – SNOW EMERGENCY DECLARATION.

1. When the superintendent of streets or a designate determines, on the basis of existing weather conditions, that a snow emergency declaration is necessary, it will be broadcast on local radio and posted to the City of Mayville's website.
2. The declaration must include a list of the snow emergency routes on which a parking prohibition is in effect, unless the declaration is in effect for all designated snow emergency routes, in which case the declaration shall so state. The snow emergency routes are outlined in the City Snow Removal Plan.
3. The snow emergency declaration and a parking prohibition are effective until terminated or modified by the superintendent of streets by public announcement.
4. The declaration of a snow emergency allows the cost of labor and cost associated with the snow emergency to be paid out of the City Emergency Fund.
5. Additionally, by declaring a snow emergency, the City Council of the City of Mayville may seek the help of Traill County and the State of North Dakota with expenses necessary to alleviate the snow emergency in the City of Mayville

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

Date of First Reading: **November 6, 2017**

Date of Second Reading: **December 4th, 2017**

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

Meshefski-LaBine made the motion to allow the Mayor and the Auditor to sign off for the Census (LUCA). Bensen seconded it, motion carried.

O'Brien made a motion to accept the low fuel bid received from Mayport Farmers Coop for a 3% discount across all categories. Meshefski-LaBine seconded the motion and upon a roll call vote the following voted: Yea: Petersen; Meshefski-LaBine, O'Brien, Bohnsack, Bensen, Carr. Nay: 0; Absent: 0

Bensen made a motion to accept the low gravel bid received from Paulson Gravel for a \$10.75 a yard. Bohnsack seconded the motion and upon a roll call vote the following voted: Yea: Petersen; Meshefski-LaBine, O'Brien, Bohnsack, Bensen, Carr. Nay: 0; Absent: 0

Meshefski-LaBine made a motion to approve the following Liquor Licenses:

APPROVAL OF BEER & LIQUOR LICENSES FOR 2018			
STUB'S BAR			
	35 Center Ave S	\$ 1,200.00	
BEER LICENSE ON	786-3542		\$ 100.00
BEER LICENSE OFF			\$ 100.00
LIQUOR LICENSE ON			\$ 1,000.00
TOP HAT INC			
	131 1st Ave SE	\$ 2,200.00	
BEER LICENSE ON			\$ 100.00
BEER LICENSE OFF			\$ 100.00
LIQUOR LICENSE ON			\$ 1,000.00
LIQUOR LICENSE OFF			\$ 1,000.00
PETRI ENT, DBA HEROES-N-LEGENDS SPORTS BAR			
	P O Box 531	\$ 1,200.00	
BEER LICENSE ON	786-4070		\$ 100.00
BEER LICENSE OFF			\$ 100.00
LIQUOR LICENSE ON			\$ 1,000.00
TOMAJE INC - DBA PIZZA SHOP			
	47 2nd Ave SE	\$ 1,100.00	
BEER LICENSE ON SALE	786-3273		\$ 100.00
LIQUOR LICENSE ON SALE	866-0715		\$ 1,000.00
PAULA'S STEAKHOUSE			
	11 Main St W	\$ 200.00	
BEER + WINE LICENSE ON SALE	788-4026		\$ 200.00
MAYVILLE GOLF CLUB INC			
	46 5th Ave SE	\$500.00	
BEER LIC ON - Non-Transferable			\$ 500.00
LIQUOR LIC ON - Non-Transferable			
LLOYD I NELSON POST #4221 VETERANS OF FOREIGN WARS OF THE US, INC			
	813 Parke Ave	\$ 250.00	
BEER LIC ON - Non-Transferable	Portland ND 58274		
LIQUOR LIC ON - Non-Transferable			
CASEY'S #3550			
	PO BOX 3001 ANKENY IA 50021	\$ 1,100.00	
OFF SALE LIQUOR			\$ 1,000.00
OFF SALE BEER			\$ 100.00
THE WHISTLE STOP			
	PO Boz 502	waiting	
BEER LICENSE ON	414-2100		

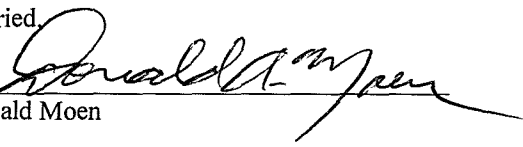
Carr seconded the motion, motion carried.

O'Brien made the motion to accept the resolutions for refinancing; special meeting to be held December 18th once approval from SRF is received. (See attached) Petersen seconded the motion, motion carried.

Meshefski-LaBine made a motion to designate the City's 2018 voting place as the Armory. O'Brien seconded the motion, motion carried.

O'Brien made a motion to adjourn, Carr seconded it, motion carried.

Attest: 
Gail Olstad Auditor

Mayor: 
Donald Moen

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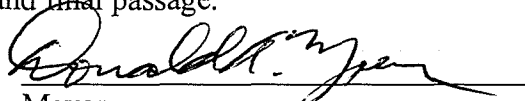
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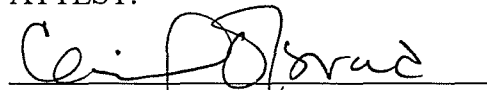
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