

April 2nd, 2018 Mayville City Council

The Mayville City Council met in regular session on April 2nd, 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; Bohnsack, O'Brien: Absent: Petersen, Meshefski-LaBine. Also in attendance: Don Moen, Gail Olstad, Julie Christianson, Cassie Tostenson, Shelia Anderson, Tylor Sletten, Alison Johnson, Jennifer Nepstad, Captain Tony Ernest and Deputy Dylan Norgard.

O'Brien made a motion to approve the 03/05/18 minutes, Benson seconded it, motion carried.

Benson made a motion to approve the Financials reports through February 2018. Carr seconded the motion, motion carried.

The following 2018 bills were presented for Council discussion:

14313	420 Praxair	streets	maint/operation	\$	21.93
14314	A & B/Haroldson	all	office supplies	\$	244.68
14252	Access Printing Solutions	water & waste water	cardstock for water bills	\$	328.25
14315	Aflac	all	insurance	\$	667.20
14316	American Funds	all	retirement	\$	3,466.89
14317	Ameripride	all	misc	\$	446.29
14318	Border States	ww collection	repair/maint	\$	341.30
14319	Brite Way Window Cleaning Inc	city hall	misc	\$	42.00
14320	Butler	all	misc	\$	1,139.41
14320	Butler	water treatment	maint/operation	\$	717.26
14321	Cardmember Services	all	misc	\$	699.61
14193	Cardmember Services	all	misc	\$	3,236.12
14322	City of Fargo	water treatment	samples	\$	38.00
14323	Dacotah Paper	all	misc	\$	160.08
14324	Dalton Linder	stret	misc	\$	133.44
14325	Demco	library	Community Service Projects	\$	233.44
14305	Envirotech Heating & Air	library	repair/maint	\$	816.22
14326	Envirotech Heating & Air	library	repair/maint	\$	7,987.79
14327	Ferguson Waterworks	water distribution	tools & accessories	\$	463.73
14328	First & Farmers Bank	water distribution	water collection fee	\$	0.97
14329	First & Farmers Bank	sales tax	payloader payment	\$	15,912.25
14330	Goose River Bank	water distribution	water collection fee	\$	53.46
14331	Great America Copier Lease	all	copier lease	\$	480.40
14269	Hawkins	water treatment	chemicals	\$	1,603.41
14332	Hawkins	water treatment	chemicals	\$	1,380.00
credit	Health Chemistry Lab	water treatment	samples	\$	(47.68)
14312	Hub International	all	insurance	\$	22,373.00
14333	HR Collaborative	auditor	training	\$	200.00
14334	Jacobson Brothers	city hall, airmory, library	snow removal - hired	\$	910.00
14335	Jeff's Electric	library	restoration	\$	1,056.55
14336	Julie Christianson	auditor	training - March Madness	\$	263.21
14246	Larry Young	streets	snow removal - hired	\$	200.00
14337	Loretta Larson	library	office supplies	\$	20.26
14272	MayPort Farmers Co-op	all	fuel	\$	1,235.15
14338	Mayville Airport Authority	airport	Feb's specials rec'd in March	\$	3,121.03
14339	Mayville State University	sales tax	Feb's sales tax rec'd in March	\$	12,899.32
14278	Midco	all	internet & phone	\$	924.00
14279	Millers Fresh Foods	city hall	misc	\$	37.67
14340	Moore Engineering	water treatment	Professional Services	\$	2,292.80
14306	MPEDC	sales tax	Jan 2018 rec'd in Feb	\$	6,368.35
14341	NDPERS	all	insurance	\$	3,223.80
14342	Network Center	all	city computer	\$	209.00

14284	One Call Concepts	water distribution	maint/operation	\$	3.00
14343	Paulson Gravel Service Inc	streets	maint/operation	\$	87.00
14307	PC Plus	library	repair/maint	\$	80.00
14344	Polar	auditor	lease on phones	\$	60.77
14287	PowerPlan	streets	maintainer repair	\$	43.04
	credit PowerPlan	streets		\$	(43.04)
14345	Precision Electrical	Fire Dept	maint/operation	\$	353.66
14346	PS Garage Doors	Fire Dept	maint/operation	\$	5,558.54
14347	Publishers Weekly	library	periodicals	\$	249.99
14348	Radisson Hotel	auditor	March Madness	\$	190.20
14349	Reliance Standard	all	insurance	\$	376.00
14350	Septic Tank Servicing	streets	maint/operation	\$	185.00
14308	Shopko	library	maint/operation	\$	69.39
14291	Software Innovations	all	computer software	\$	395.00
14351	Soholt Bakery	non dept	misc	\$	22.50
14352	Starion Bond Services	Tiff #25	bond payment	\$	149,741.25
14353	Stuart Neset	water distribution	overpaid water bill	\$	20.43
14354	Swanston Equipment Corporation	streets	snowblower repair	\$	1,259.28
14355	Torgeson's Body Shop Inc	police	2016 Explorer	\$	5,794.14
14311	Trail County Recorder	cemetery	warranty deed - N Leum	\$	20.00
14309	Trail County Treasurer	police	contract - February	\$	15,786.35
14356	Trail County Treasurer	police	contract - February	\$	1,359.59
14357	Trail County Treasurer	police	contract - March	\$	17,500.00
14294	Trail County Tribune	non dept & election	printing	\$	143.00
14359	Trail County Tribune	general & elections	printing	\$	208.00
14358	Trail County Tribune	non dept	misc	\$	36.00
14310	Trail Rural Water	water treatment	true up all of 2017	\$	596.00
14360	Trail Rural Water	water treatment	purchase of raw water	\$	5,640.21
14192	USPS	all	envelopes	\$	94.50
14194	USPS	water distribution & ww	postage for water bills	\$	219.52
14249	USPS	water distribution & ww	postage for water bills	\$	226.80
14296	Verizon	all	cell phones	\$	362.00
14361	Verizon	all	cell phones	\$	181.00
14362	Vessco Inc	water treatment	maint/operation	\$	2,155.32
14363	Waste Management	sanitation	garbage & recycling	\$	22,179.20
14364	Wigen Companies Inc	water treatment	maint/operation	\$	1,994.50
14365	Xcel Energy	all	electricity	\$	12,925.64

*** waiting on Shopko's number

H2O Deposits refunded	
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14367	City of Mayville (Nicholas Holmes)	\$	150.00
14366	City of Mayville (Katara Thornton)	\$	150.00

\$ 342,274.37

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

Calendars for April and May were reviewed.

The Auditor's office approved:

- None

April 2nd, 2018

Spring cleanup has been scheduled for May 8th and 9th and an ad has been placed in the Tribune.

Brandy Martz has our annual Audit scheduled for May 21-25th.

Reminder – NDDOT meeting on HWY 18 Bridge project is scheduled for April 3rd at City Hall from 5-7pm.

Election reminder – anyone running for office must have their paperwork submitted to the City Auditor no later than 4pm April 9th.

We have submitted through Moore Engineering SWC 2019-2021 Planning plan in the amount of \$450,000. This is the LT CIP list we have been working from as a place holder.

East Central Regional Water District Annual report is available from the Auditor's Office. This is TRW and GFTRW new merged name.

The NDIRF Annual meeting will be held May 17th – if no one attends the Auditor's Office will submit our proxy.

The Mayport Farmers Coop has loaded their first train using the new equipment. Once all the training and processes are worked out they expect to save 5-7 hours loading each train.

The Street Team is reviewing manholes to id the worst 10 to be worked on summer of 2018.

The ND Department of Health has presented the City of Mayville with a certificate of Achievement for satisfying the Safe Drinking Water Act during 2017.

The Council asked for a contingency plan to be created and reviewed to allow for quicker completion times and outsourcing backups during heavy snowfall for the 2018-2019 year. The Physical Plant Committee and City Staff began reviewing the processes and procedures. Captain Tony Ernst of the Sheriff's Department felt the Mayville has done a quicker, better job of this than other areas he has been in – each snow is different, each has its own challenges. O'Brien made the point that this isn't about performance – the city team is doing everything they can and doing it well – but people need to get out and get to work prior to the 48 hour completion of heavy snow removal.

The Bridging Health and Home program has begun, it is being offered from the West Traill Ambulance facility on Main Street.

The City received a thank you from the Bernice Bensen Family for the memorial plant.

During the Sheriff's report the information that the Sheriff and Auditor received from Midwest Towing was reviewed. For the 2018-2019 year a contract with a towing company and use of them during snow events should help the city get snow removed quicker. There are too many illegal, abandoned and unmoved cars that hinder and prevent snow removal.

Bensen made a motion to sign the annual Master Services Agreement with Moore Engineering. Bohnsack seconded the motion and upon a roll call vote the following voted: Yea: O'Brien, Bohnsack, Bensen, Carr; Nay: 0; Absent: Petersen, Meshefski-LaBine.

The High Service Pump Replacement project was reviewed and discussed. Moore Engineering identified in-efficiencies during their electrical analysis in 2017. Dan Overmoe and Don Moen have worked with Vendors to get quotes and proposals. Council feels that Dan Overmoe can supervise the project working directly with the vendors. Bohnsack made a motion to proceed with option from Quality Flow/InControl for a total of \$54,144. O'Brien seconded the motion and upon a roll call vote the following voted: Yea: Bensen, Carr, Bohnsack, O'Brien; Nay: 0; Absent: Meshefski-LaBine.

O'Brien made a motion to hire Northwest Asphalt to do the 2018 crack sealing with a budget of \$20,000. Carr seconded the motion and upon a roll call vote the following voted: Yea: Bohnsack, Bensen, Carr, O'Brien; Nay: 0; Absent: Petersen, Meshefski-LaBine.

Carr made the motion to approve the annual emergency declaration documents, these are documents we need to have in place in case of a flood emergency: Emergency Declaration, Designation of Applicant Agent and Resolution affirming City of Mayville standards for Street Development and Improvement. Bohnsack seconded the motion and upon a roll call vote the following voted: Yea: Bensen, Carr, O'Brien, Bohnsack; Nay: 0; Absent: Meshefski-LaBine, Petersen.

City of Mayville
Emergency declaration
April 2nd, 2018

Whereas, the city of Mayville is threatened with damage to streets, homes, businesses, and other public facilities caused by potentially excessive spring runoff occurring in April and May, 2018, and;

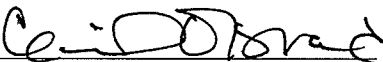
Whereas, the impact of these damages threaten the health, well-being, and public safety of citizens in Mayville;

Whereas, the cost of cleanup, repair and replacement of such damaged facilities may be far in excess of available city resources.

Now, therefore, be it resolved that the city of Mayville declare an emergency and orders the activation and utilization of the city emergency operation plan, its procedures, attachments and appendices to monitor the situation, develop a detailed damage assessment, alleviate hardship, and initiate appropriate relief actions and mitigation measures by departments and agencies of local government to limit the hardships and impact of this emergency upon the citizens of the city of Mayville.

Dated this 2nd day of April 2018

Mayor: 
Donald Moen

Attest: 
Gail Olstad, Auditor

DESIGNATION OF APPLICANT AGENT

DECLARATION NUMBER – FEMA – ____-DR-ND

Applicant: City of Mayville

County: Traill

Name of Applicant Agent: Gail Olstad

Business Phone: 701-788-2166

Applicant's Agent's Title: Auditor

Home Phone: 701-488-2738

Business Address: 21 1st Street NE, PO Box 220

Cell Phone: 701-261-4006

City, State, Zip: Mayville, ND 58257

Fax Number: 701-788-4205


Email: gailolstad@cityofmayville.us

Gail Olstad is hereby authorized to execute for and in behalf of The City of Mayville, and to file it with the Department of Emergency Services, Division of Homeland Security for the purpose of obtaining Federal financial assistance under the Disaster Relief Act (Public Law 93-288 as Amended), or otherwise available from the President's Disaster Relief Fund.

That The City Of Mayville, hereby authorizes its agent to provide to the State and to the Federal Emergency Management Agency for all matters pertaining to such Federal disaster assistance the assurances attached to the project application.

Approved By: Donald Moen

Mayor City Of Mayville


Signature of Chief Elected Official/
Director/Manager/President

5-8-18
Date

**RESOLUTION REAFFIRMING
CITY OF MAYVILLE STANDARDS
FOR STREET DEVELOPMENT AND IMPROVEMENTS**

Minimum requirements for streets

Residential areas

1. Stabilization fabric
2. 6" of base material – reclaimed or milled asphalt blended with gravel or all gravel
3. 5" asphaltic concrete pavement
4. Seal coat

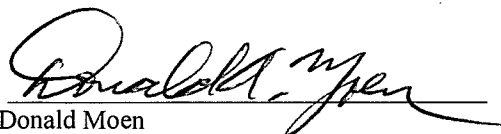
Commercial and heavy traffic areas

1. Stabilization fabric
2. 12" of base material – reclaimed or milled asphalt blended with gravel or all gravel
3. 7" asphaltic concrete pavement
4. Seal coat

All variations shall be as determined by the city engineer.

Dated this 2nd day of April 2018.

Attest: 
Gail Olstad, Auditor

Mayor: 
Donald Moen

April 2nd, 2018

O'Brien made a motion to approve the finalization of refinancing done in 2017 and pay-downs done in 2018 as well as redistribution of reserves that were required by the financing through USDA. Carr seconded the motion, motion carried.

Bohnsack made a motion to have the City Attorney draft the measure for the ballot to remove the cap on Sales Tax as set forth in the Home Rule Charter. Bensen seconded the motion and upon a roll call vote the following voted: Yea: O'Brien, Bohnsack, Bensen, Carr; Nay: 0; Absent: Petersen, Meshefski-LaBine.

Reminder to get any budget information to the Auditor's office – the new timelines are submit to the County Auditor's Office by August 10th for a September 10th, 5pm Public Hearing.

Tyler Sletten discussed his proposal to take his business, Lone Tree Shooting Supply to a web based business and run it as a home business. Neighbors were in attendance with questions and in support of. At the conclusion O'Brien made a motion to have the City Attorney draft the necessary letter with the City's approval to go to the ATF. Bohnsack seconded the motion and upon a roll call vote the following voted: Yea: Bensen, Carr, Bohnsack, O'Brien; Nay: 0; Absent: Meshefski-LaBine, Petersen.

Discussion was held concerning making changes at the Armory and moving the Auditor's Office and City Hall into the facility. The Auditor was asked to begin remodeling planning. We would more than likely need to Bond, then the question is how much and how do we pay for it. We will have a meeting in the Armory soon to tour and review.

Carr moved to Adjourn, O'Brien seconded it, motion carried.

Attest: Gail Olstad
Gail Olstad Auditor

Mayor: Donald Moen
Donald Moen