

**April 6, 2020 Mayville City Council**

The Mayville City Council met in regular session on April 6, 2020 at 6:00 pm in the council chambers with Mayor Bensen presiding and the following Aldermen responding in person to call of the roll: Carr, O'Brien. The following Aldermen responding to call of the roll by conference phone call: Bohnsack, Meshefski-Labine, Moen. Absent: Petersen. Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Shelia Anderson, Brandon Reber, Jack Hoss.

O'Brien made a motion to accept the approval agenda on the following items:

1. **Minutes from 03-02-20 meeting.**
2. **Minutes from 03-19-20 (COVID-19 Emergency Declaration)**
3. **Auditor's office approvals:** Stub's Bar transfer liquor license to Mayville for Firemen's Fundraiser raffle, 03-14-20 until 02:00 am 3-15-20. Mayville State University Foundation to conduct raffle ending April 25, 2020.
4. **Conferences & Training Opportunities:** NDIRF Annual Convention, May 20, Bismarck ND.
5. **Clean Up Days:** Landfill open, free of charge to Mayville residents, Saturday, May 9 through Saturday, May 16 (excluding Sundays). Materials need to be sorted. No curbside pickup this year. See calendars for days, dates and times.
6. **COVID-19 (Coronavirus):** This pandemic is having a significant impact on our citizens and communities. City Offices, Library and Armory will remain restricted access through 04-20-2020. Many businesses have been ordered closed by the Governor. Looking for information, start with these resources: ND Dept of Health [health.nd.gov](http://health.nd.gov) (hotline: 1-866-207-2880); CDC federal guidelines for communities: [cdc.gov/coronavirus/2019-nCoV/index.html](http://cdc.gov/coronavirus/2019-nCoV/index.html); Health-related travel survey: [health.nd.gov/diseases-con.../...coronavirus-public](http://health.nd.gov/diseases-con.../...coronavirus-public); Dept. of Human Services Economic Assistance Program: [nd.gov/dhs/eligibility/index.html](http://nd.gov/dhs/eligibility/index.html); Dept of Human Services COVID-19 information: [nd.gov/dhs/info/covid-19.html](http://nd.gov/dhs/info/covid-19.html); Resources for Businesses: [trailcountyedc.com](http://trailcountyedc.com). Governor Burgum has a daily news conference, available on area television stations, that provides helpful and timely information to help citizens and businesses in these challenging times. Tune in late afternoons. President Trump Social Distancing is in effect until 4-30-20. Governor Burgum Social Distancing, schools' closures in effect until 4-20-20. Status is a shelter in place order is given. Business Impact Survey is being conducted. Please get the information out to the locals.
7. **2020 Census:** Voting is simple; and it is the basis for distribution of federal funds for hospitals, schools, and state programs that impact our cities and counties. Congressional representation is also based on the federal census. As of April 1, 41.5% of ND residents have voted; 42.7% of Traill County residents. Please go to [2020census.gov](http://2020census.gov) and vote, it only takes a couple of minutes. If you have a college student living on campus, he or she will be counted where they go to college.
8. **City Board of Equalization Meeting:** Thursday, April 30 at 5:00 pm at City Hall. Attendance is not required to dispute your new assessment. Contact Traill County Tax Equalization Director at [kaylaknudson@co.trail.nd.us](mailto:kaylaknudson@co.trail.nd.us) for more information. Depending on the Council call tonight we may have a call-in option. Data has been received from the assessors and will be sent to Council for review and questions this week.
9. **June 9<sup>th</sup> Election:** City Council, three positions, all 4-year terms, Number of candidates 3; Park Board, three 4-year term and one 2-year term positions, Number of candidates 4. Voting will be **BY MAIL ONLY**.
10. **Building Permit for Richard Fugleberg:** for a 60' x 60' pole building hanger to be built at the Airport next to the Pilots Lounge. Submitted and approved by Planning and Zoning Administrator if not questions by Council.
11. **NDIRF Refund for 2019:** The City received \$4929.00.

Meshefski-Labine seconded the motion, motion carried.

Review of February 2020 actual and March 2020 estimated expenses.

15919	420 Praxair	streets	maint/operations	\$26.37
15920	Aasen Drug	water treatment	office supplies	\$3.98
15921	Aasen Drug	library	office supplies & maint	\$20.57
15867	Aasen Drug	library	office supplies	\$27.80
15922	Aflac	all	insurance	\$800.92
15869	Agassiz Sales	sales tax	snow pusher	\$12,500.00
15923	American Funds	all	retirement	\$3,795.84
15871	American Solutions for Business	all	office supplies	\$203.25
15872	Ameripride	all	misc	\$497.69
15924	Baker & Taylor	library	books	\$884.57
15873	Bill Bohnsack	gov board	travel	\$70.22

15925	Black Mountain Software	all	annual service & contract	\$4,262.00
15926	Cardmember Services	all	misc	\$258.32
15876	CraneJohnson	cemetery	misc	\$15.09
15877	Dacotah Paper	all	paper products	\$450.36
15927	Dacotah Paper	all	paper products	\$95.65
15928	Dan Overmoe	water dist & ww treat	maint/operations	\$92.68
15878	David Groven	emergency snow removal	snow removal hired	\$60.00
15929	David Groven	emergency snow removal	snow removal hired	\$30.00
15930	Diane Krumm	all	overpayment of H2O bill	\$172.48
15931	ECRWD	water treatment	purchase of raw water	\$3,109.52
15932	Edward R Hamilton	library	books	\$397.10
15880	Farmers Union Oil	all	fuel for vehicles	\$831.11
15933	Farmers Union Oil	all	fuel for vehicles	\$1,367.78
15881	Ferguson Waterworks	water distribution	repair/maintenance	\$20.00
15934	Ferguson Waterworks	water distribution	maint/operations	\$315.48
15882	First State Bank	sales tax	last pymt on 2013 payloader	\$15,797.74
15935	First State Bank	water distribution	water collection fee	\$0.96
15936	Flaten & Johnson Truck Equipment	streets	1990 Intl truck	\$53.46
15937	Goose River Bank	water distribution	water collection fee	\$28.14
15885	Grainger	water treatment	repair/maintenance	\$231.90
15886	Grand Forks Utility Billing	water treatment	sampling	\$67.00
15938	Grand Forks Utility Billing	water treatment	sampling	\$67.00
15939	GreatAmerica Copier Lease	all	lease on copies	\$520.12
15888	H. E. Everson	streets	maint/operations	\$85.93
15940	H. E. Everson	streets, water treat & dist	maint/operations	\$133.18
15941	Hawkins	water treatment	chemicals	\$327.50
15864	Hub International	all	liability insurance	\$22,086.00
15942	Jacobson Brothers	emergency snow removal	snow removal hired	\$120.00
15890	Jeff's Electric	armory	repair/maintenance	\$108.75
15943	K2 Construction	emergency snow removal	snow removal hired	\$45.00
15944	Library journal	library	periodicals	\$104.99
15945	MayPort Auto & Truck Parts Inc	waste water coll & treat	maint/operations	\$130.32
15891	MaxAir (Jemco)	water treatment	repair/maintenance	\$1,075.51
15946	MayPort Hardware Hank	all	maint/operations	\$174.85
15894	MayPort Hardware Hank	library	repair/maintenance	\$76.33
15895	Mayville Airport Authority	airport	Feb's specials rec'd in March	\$3,335.26
15947	Mayville Airport Authority	airport	March's spec rec'd in April	\$811.12
15948	Mayville State University	sales tax	Feb's sales tax in March	\$10,793.12
15949	Michael Todd & Company	waste water collection	maint/operations	\$256.94
15950	Midcontinent Communications	all	internet & phones	\$938.41
15951	Miller's Fresh Foods	city hall	misc	\$38.27
15952	Miller's Fresh Foods	library	maint & comm serv proj	\$131.94
15900	Miller's Fresh Foods	library	comm serv/maint/oper	\$17.31
15953	MPEDC	sales tax	Feb's sales tax in March	\$3,669.66
ACH	NDPERS	all	insurance	\$5,187.14
15954	Network Center	all	datto backup	\$165.00
credit	Northdale Oil Inc			-\$768.51
15955	One Call Concepts	water distribution	maint/operations	\$2.40
15956	Oriental Trading	library	Comm Service Projects	\$46.37
15957	Polar	auditor	lease on phones	\$60.77
15958	PowerPlan	streets	maintainer	\$39.72
15959	Reliance Standard	all	life insurance	\$127.75

15960	Septic Tank Servicing	streets	maint/operations	\$195.00
15961	Soholt Bakery	city hall	misc	\$38.25
15962	Starion Bond Services	Tiff #25	bond payment	\$142,822.50
15908	Steve Lee	streets	repairs on air compressor	\$99.00
15963	Swanston Equipment	emergency snow removal	snowblower	\$1,293.26
15863	Traill County Recorder	cemetery	deed & burial fee	\$50.00
15964	Traill County Treasurer	Police	sheriff contract	\$22,084.97
15965	Traill County Tribune	non dept	renewal of subscription	\$36.00
15910	Traill County Tribune	all	printing	\$287.00
15911	USA Blue Book	water treatment	chemicals	\$2,295.78
15966	USA Blue Book	water treatment	chemicals	\$61.99
15967	USPS	water distribution	postage for water bills	\$240.83
15968	Verizon	all	cell phones	\$275.15
15969	Waste Management	sanitation	garbage & recycling	\$22,932.71
15970	Wigen Water Technologies	water treatment	maint/operations	\$119.54
15971	Wired	library	periodicals	\$10.00
15972	Xcel Energy	all	electricity	\$9,852.97

<b>H2O Deposits refunded</b>
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15973	City of Mayville (Ryan Domier)	\$112.56
15916	City of Mayville (Sara Robinson)	\$149.82
15974	City of Mayville (Sarah Parsons)	\$150.00
15975	Diane Krumm	\$150.00
15976	Ryan Domier	\$37.44
15917	Sara Robinson	\$0.18
		<u>\$299,691.08</u>

Carr made the motion to approve the bills as presented as March actual & April estimated. O'Brien seconded the motion, motion carried

Financial reports were given through December 2019. Moen made a motion to accept these financial reports. Meshefski-Labine seconded the motion, motion carried.

Carr made the motion to accept April & May 2020 calendars. Please note that Offices will be closed for Good Friday, April 10<sup>th</sup>; Tax Equalization Meeting on April 30 at 5 pm for which we need a quorum. Office closed, Memorial Day, Monday, May 25. O'Brien seconded the motion, motion carried.

Jack Hoss – VPP – Owners of the Trailer Court Apartments and Trailer Park. Jack informed the Council that there are 30 apartments in total with 17 of them being currently occupied. The trailer park has capacity for 36 trailers but currently has only 12 trailers. It was decided to have the auditor look at the bills and rates to see if there is anything that can be done to help with utilities.

Brandon Reber from Moore Engineering is going to be putting the City of Mayville on the SWC list for the 2021-2023 biennium. The SWC has some funding opportunities for up to 60% grant funding. The deadline for filing is the end of April 2020. Bohnsack made the motion to have Moore Engineering sign the city up. Moen seconded the motion, motion carried.

The City of Mayville made a request to consider increasing their policy liability coverage. Our current coverage is at \$1 Million. Hub International provided us with additional coverage increments. Carr made the motion to accept to increase to another 2 million liability coverage at an additional cost of \$1140.00. Bohnsack seconded the motion and upon a roll call the following voted: Yea: Meshefski-Labine, Moen, Carr, Bohnsack, O'Brien; Nay: 0; Absent: Petersen.



O'Brien made the motion to approve a sale of cemetery plots to Robert & Lenora Gayle Brown in Section 4A NH, Lot 10, Graves 03 & 04. Bohnsack seconded the motion and upon a roll call the following voted: Yea: Moen, Carr, Bohnsack, O'Brien, Meshefski-Labine; Nay: 0; Absent: Petersen.

Discussion was held about allowing Comet Athletic Club to provide gaming at the Top Hat Lounge, Stub's Bar and Tommy's Sport Bar, July 1, 2020 – June 30, 2021. Moen made the motion to accept this offer. Meshefski-Labine seconded the motion, motion carried.

O'Brien made the motion to allow the City Auditor to publish notice of Clean Up Days in the newspaper. Bohnsack seconded the motion, motion carried. The question was asked whether to impose a fine if materials hauled to the landfill were not properly sorted but was tabled at this time.

O'Brien made the motion to accept the resolution to adopt a policy for property tax exemptions granted under North Dakota Century Code Chapter 57-02.2 related to tax exemptions for improvement to commercial and residential buildings as presented. Meshefski-Labine seconded the motion and upon a roll call the following voted: Yea: Moen, Carr, Bohnsack, O'Brien, Meshefski-Labine; Nay: 0; Absent: Petersen.

A motion was made by Moen on FFCRA (Families First Coronavirus Response Act) Sick Leave Policy. To assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. Meshefski-Labine seconded the motion, motion carried.

Loretta Larson put in her resignation for cleaning at the Public Library. Carr made the motion to accept Larson's resignation and to approve a replacement by 6-1-20 with Margaret doing the cleaning herself until then. O'Brien seconded the motion, motion carried.

O'Brien made the motion to adjourn the meeting with Carr seconded the motion, motion carried.

Attest: Julie Christianson  
Julie Christianson Deputy Auditor

Mayor: Steve Bensen  
Steve Bensen