

March 2, 2020 Mayville City Council

The Mayville City Council met in regular session on March 2, 2020 at 6:00 pm in the council chambers with Mayor Bensen presiding and the following Aldermen responding to call of the roll: Carr, Bohnsack, O'Brien, Petersen, Moen. Absent: Meshefski-Labine. Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Shelia Anderson, Dennis Peterson, Jason Pohlkamp.

Moen made a motion to accept the approval agenda on the following items:

1. **Minutes from 03-03-20 meeting.**
2. **Auditor's office approvals:** Floyd's Bar liquor license transfer to Mayville armory for Hockey Smoker, 4/3/2020 until 2:00 am 4/4/2020.
3. **Conferences & Training Opportunities:** ND League of Cities Spring Workshop, April 14-15, Bismarck, ND.
4. **Snow Pusher:** The 14' snow pusher purchased from Agassiz Sales has arrived.
5. **Dakota Natural Gas Update:** Greg Palmer indicates they have needed verbal agreements, so will submit applications to moved forward with project.
6. **Landfill Report:** Annual landfill report has been accepted by the state.
7. **Moore Engineering:** Mayor Bensen provided a letter of support to Moore Engineering Firm.
8. **Clean Diesel Grants:** Grant applications for purchase of new/newer diesel-powered vehicles in order to reduce public to diesel emissions.
9. **Global Safety Network:** Department of Transportation notice regarding the perils of CDB products by mandated safety-sensitive employees.
10. **Outdoor Heritage Fund:** ND Industrial Commission is accepting applications for conservation recreation areas and fish and wildlife habitat.
11. **ND Emergency Services:** Briefing on application for disaster declaration for 2019 fall flood.
12. **NDIRF Insurance Information:** Notice to governments that Fire & Tornado policies do not provide flood coverage, and other resources available for coverage.
13. **Fair Housing:** ND Department of Commerce and HUD focus group meetings to gather information on community needs.
14. **Riverwood Development Lot Status:** Many homes built in recent years. Current availability: 3 river lots, 13 non-river lots, 1 one and half Eastvold lot and 1 Eastvold lot.
15. **Election Packets:** City Council members, Three positions, all 4-year terms; and four Park Board positions, three 4 years, one 2 year. Filing deadline is April 6, 2020 at 4:00 pm.
16. **Community Development Block Grant Program:** Pre-applications are now being accepted for the FY 2020. The deadline for submission is May 20, 2020.
17. **DWSRF:** North Dakota Drinking Water State Revolving Fund will be allowing the addition of projects to the 2020 Project Priority List. Projects that are not currently on the list by expected to proceed during 2020 are invited to submit a project questionnaire by March 27, 2020.
18. **USDA Rural Development Grants available:** Jim Murphy from TCEDC sent out an email stating that there are grants available to assist communities with projects that they have started or are working on.
19. **LAWA:** News article and annual report

Carr seconded the motion, motion carried.

Review of February 2020 actual and March 2020 estimated expenses.

15866	420 Praxair	Streets	maint/operation	\$27.33
15867	Aasen Drug	Library	office supplies	\$27.80
15868	Aflac	All	insurance	\$800.92
15869	Agassiz Sales		snow pusher	\$12,500.00
15870	American Funds	All	retirement	\$4,188.26
15871	American Solutions for Business	All	office supplies	\$203.25
15872	Ameripride	All	misc	\$497.69
15873	Bill Bohnsack	gov board	travel	\$70.22
15874	Brite-Way Window Cleaning	City hall & armory	misc	\$270.00
15875	Cardmember Services	All	misc	\$2,973.74
15876	CraneJohnson	Cemetery	misc	\$15.09
15877	Dacotah Paper	All	paper products	\$450.36

15878	David Groven	emergency snow	snow removal hired-Feb	\$60.00
15879	ECRWD	water treatment	purchase of raw water	\$3,643.20
15880	Farmers Union Oil	All	fuel for vehicles	\$831.11
15881	Ferguson	water distribution	repair/maintenance	\$20.00
15882	First State Bank	sales tax	last pymt on 2013 payloader	\$15,423.80
15883	Goose River Bank	water dist & waste water	water collections	\$40.13
15884	Gordy's Service Center	Streets	95 Tractor	\$635.08
15885	Grainger	water treatment	repair/maintenance	\$231.90
15886	Grand Forks Utility Billing	water treatment	sampling	\$67.00
15887	GreatAmerica	All	lease on copier	\$375.82
15888	H.E. Everson	Streets	maint/operation	\$85.93
15864	Hub International	All	liability insurance	\$22,086.00
15889	Jacobson Brothers	emergency snow	snow hired	\$120.00
15890	Jeff's Electric	Armory	repair/maintenance	\$108.75
15892	Kiplinger's	Library	periodicals	\$19.95
15891	MaxAir (Jemco)	water treatment	repair/maintenance	\$1,075.51
15893	MayPort Hardware Hank	All	maint/operation	\$173.28
15894	MayPort Hardware Hank	Library	repair/maintenance	\$76.33
15895	Mayville Airport Authority	Airport	Feb's specials rec'd in March	\$3,335.26
15897	Mayville State University	sales tax	Jan's rec'd in Feb	\$20,401.31
15896	Mayville State University Bookstore	Library	office supplies	\$25.43
15899	Midcontinent Communications	All	internet & phone	\$935.40
15900	Miller's Fresh Foods	Library	comm serv/maint/operation	\$17.31
15898	Mid-Valley Geo-Thermal Inc	Armory	maint/operation	\$209.00
15901	MPEDC	sales tax	Jan's rec'd in Feb	\$6,936.44
ACH	NDPERS	All	insurance	\$5,187.14
15902	Network Center	All	datto backup	\$26.00
15903	Nilson Brand Law	Sanitation	February retainer	\$225.00
credit	Northdale Oil Inc			-\$1,928.16
15904	Paulson Gravel Service Inc	emergency snow	snow hired - Riverwood	\$600.00
15905	Polar	Auditor	lease on phones	\$60.77
15905	Reliance Standard	All	life insurance	\$213.75
15907	Soholt Bakery	city hall	misc	\$19.50
15908	Steve Lee	Streets	repairs on air compressor	\$99.00
15863	Trail County Recorder	Cemetery	deed & burial fee	\$50.00
15909	Trail County Treasurer	Sheriff	monthly contract	\$22,084.97
15910	Trail County Tribune	All	printing	\$287.00
15911	USA Blue Book	water treatment	chemicals	\$2,295.78
15912	USPS	water dist & waste water	postage for water bills	\$229.71
15913	Verizon	All	cell phones	\$275.77
15914	Waste Management	Sanitation	garbage & recycling	\$23,097.51
15915	Xcel Energy	All	electricity	\$12,017.80

H2O Deposits refunded

15916	City of Mayville (Sara Robinson)			\$149.82
15917	Sara Robinson			\$0.18

\$163,950.14

Moen made the motion to approve the bills as presented as actual & estimated. Petersen seconded the motion, motion carried

Financial reports were given through December 2019. Petersen made a motion to accept these financial reports. O'Brien seconded the motion, motion carried. Discussion was made about moving up to 20% of revenue from the previous year (2019) from the enterprise funds to make up the shortfall in the emergency fund. Petersen made the motion to accept to take a one time from the enterprise funds. O'Brien seconded the motion and upon a roll call the following voted Yea: Petersen, Carr, Moen, O'Brien, Bohnsack; Nay: 0; Absent: Meshefski-Labine.

O'Brien made the motion to accept March & April 2020 calendars. Please note that Offices will be closed for Good Friday, April 10th; Tax Equalization Meeting on April 30 at 5 pm for which we need a quorum. Moen seconded the motion, motion carried.

The Insurance bid was given at the meeting. Hub International gave the bid of \$22086.00. Bid was for City, Fire Department, Park Board covering: Liability, Inland Marine, Auto, and Public Officials Liability. O'Brien made the motion to accept this bid. Petersen seconded the motion and upon a roll call the following voted Yea: O'Brien, Moen, Carr, Bohnsack, Petersen; Nay: 0; Absent: Meshefski-Labine.

O'Brien made a motion to approve the sale of cemetery plots to Kenneth & Doreen Amundson. Section 4A NH, Lot 10, Graves 05 & 06. Bohnsack seconded the motion and upon a roll call the following voted: Yea: Moen, Carr, Petersen, Bohnsack, O'Brien; Nay: 0; Absent: Meshefski-Labine.

A discussion was made on Emergency Flood Declaration. A request for approval for the following documents: City of Mayville Emergency Declaration: March through May; Resolution Reaffirming City of Mayville Standards for Street Development and Improvements; and FEMA Designation of Applicant Agent. Sheriff Hunt told Gail Olstad that all we need to take care of is the infrastructure so just reserve some sand bags for the lift station. Moen made the motion to accept this request for these documents. Petersen seconded the motion and upon a roll call the following voted; Yea: Carr, Bohnsack, Peterson, O'Brien, Moen; Nay: 0; Absent; Meshefski-Labine.

Carr made the motion to accept a gaming site authorization from the MayPort Youth Center (Hockey Club) until April 3, 2020. Petersen seconded the motion, motion carried.

Discussion was held about the accounting software that the City uses. It is no longer supported. Upgraded software package provided through Software Innovations with a cost of \$2590.00. O'Brien made the motion to approve to upgrade the software for Accounting & Payroll. Moen seconded the motion and upon a roll call the following voted: Yea: Moen, Carr, Petersen, O'Brien, Bohnsack; Nay: 0; Absent: Meshefski-Labine.

Moen made the motion to allow the City Auditor to enter a non-commitment agreement with Airborne Spraying if needed to be done. Petersen seconded the motion, motion carried.

There are several businesses making improvements to their properties. They are looking for incentives. It was decided to table this for now.

Moen made a motion to consider extending the 2-year cemetery mowing contract to the current vendor: April 1, 2021 through October 31, 2022. O'Brien seconded the motion and upon a roll call the following voted: Yea: O'Brien, Moen, Bohnsack, Carr; Nay: 0; Abstain: Petersen; Absent: Meshefski-Labine.

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

Attest: Julie Christianson
Julie Christianson Deputy Auditor

Mayor: Steve Bensen
Steve Bensen