

January 4th, 2021 Mayville City Council

The Mayville City Council met in regular session on January 4th, 2021 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, Bohnsack, O'Brien, Gates. Absent: Petersen, Moen. Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Shelia Anderson, Brandon Reber and Sheriff Steve Hunt.

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

1. **August 3, 2020 minutes (Monthly meeting) Budget portion amended.**
2. **October 5, 2020 minutes (Monthly meeting)**
3. **October 5, 2020 (2021 Budget Hearing)**
4. **November 2, 2020 minutes (Monthly meeting)**
5. **December 7, 2020 minutes (Monthly meeting)**
6. **Auditor's Office approvals:** None currently.
7. **Conferences & Training Opportunities:** Nothing currently.
8. **Legislative Information:** The ND League of Cities will have weekly legislative conference calls Friday afternoons at 2:00 pm beginning January 15. The NDLC website www.ndlc.org/legislature will provide valuable session information.
9. **COVID-19 (Coronavirus):** This pandemic is having a significant impact on our citizens and communities. City Hall remains closed to daily traffic. Several businesses have reopened but must adhere to CDC guidelines and limit number of patrons. Governor Burgum continues news conference that provided helpful and timely information for citizens and businesses in these challenging times. Traill County is asking for qualifying expenses to be reimbursed.
10. **MSU Child Development Program:** Mayor Bensen submitted a letter of support in their request for grant funds. MSU CDP has provided comprehensive Head Start programming since 1991.
11. **Audit:** The 2019 audit has been completed. Report has a clean opinion. Report copies were included in the December Council materials. **Is there interest in having the auditor's review the report at our February/March meeting? Is there approval for the Auditor to sign the Representative letter?**
12. **Main Street Traffic Light:** Not repairable. Stop signs attached to street light posts are not appropriate. City will install temporary stop signs on street corners, until permanent signage can be installed this spring. Sheriff has approved the Physical Plant suggestion to have Dalton try to get all 4-blinking red for 4 way stop.
13. **Operation Prairie Dog:** Mayville will receive \$125,000! The 2019 Legislature created several State Funds from oil tax revenue. The Municipal Infrastructure Fund will distribute \$29.9 million dollars to 41 cities with populations of 1,000 or more. Fund 560-4384 has been setup for this and designated with Council approval as City Wide Street Improvement Project.
14. **Homeowner Snowfall Responsibilities:** Move vehicles off streets; Clear snow from in front of mail boxes and around fire hydrants; and keep garbage/recycle containers off streets. Citizen action is very helpful, and greatly appreciated while crews work to improve streets for safe travel. Ad for paper in packet.
15. **Traill County Natural Gas Update:** Completed 10 miles of 4" steel pipeline. Ahead of schedule due to mild weather. Pipe for next year's construction has been ordered for delivery early 2021. Community meetings to sign up customers typically held during the winter have been pushed back due to COVID.
16. **AmeriCorps Request for Proposal:** Provide a team of 8-12 to work on: energy conservation, environmental, urban development, or other projects during summer months. Concept Form due January 5. Keep in mind for future year opportunities.
17. **City Employee Retirement Plan:** One America is in process of becoming our new carrier for city employee 457 plan and money purchase plan.

O'Brien seconded the motion, motion carried.

1.0 Citywide Street Improvements Study

1.1 Study Update

1.1.1 Updated estimates and exhibits from previous meetings.

1.1.2 Meeting with Special Assessment Commission

1.2 Next Steps

1.2.1 Project Committee Meeting 4

1.2.2 Special Assessment Commission Meeting 2

1.2.3 Public Input Meeting

Brandon Reber just talked about scheduling a Special Assessment Committee sometime later in January. Brandon also wanted to schedule another City street committee meeting possibly the same day as the Special Assessment's meeting.

O'Brien made the motion to approve January actual and February 2021 estimated bills for expenses. Final listing to be circulated prior to checks being cut.

DECEMBER 2020 BILLS				
16472	420Praxair	streets	maint/operations	\$158.47
16473	A & B Business Solutions	library	office supplies	\$145.55
16474	Aasen Drug	library	off supplies & projects	\$45.26
16475	Aflac	all	insurance	\$736.60
16476	American Funds	all	retirement	\$3,408.87
16477	Ameripride	all	rugs & misc	\$504.11
16478	Bank of North Dakota	Water 17	loan payment	\$15,543.86
16479	Braun Intertec	Streets - St	street project	\$10,173.75
16480	Brodart	library	books	\$17.59
16481	Cardmember Services	all	misc	\$154.38
16482	Collaborative Summer Library Program	library	Comm Serv Project	\$114.72
16483	David Groven	city hall	snow removal - hired	\$70.00
16484	ECRWD	water treatment	purchase of raw water	\$2,857.01
16485	Farmers Union Oil	all	fuel for vehicles	\$1,374.40
16486	Ferguson	water distribution	maint/operations	\$914.98
16487	First State Bank	water dist	collection fee	\$1.92
16488	Goose River Bank	water dist	collection fee	\$29.81
16489	GreatAmerica Fin Svcs	all	lease on copier	\$402.52
16490	Hach	water treatment	repair/maintenance	\$572.95
16491	Hatton Co-op Oil Co	streets	bucket truck	\$120.00
16492	IXOM/Medora	water distribution	maint/operations	\$8,880.00
16493	Jacobson Brothers	library	snow removal - hired	\$160.00
16494	Julie Christianson	library	library cleaning	\$51.00
16495	Kevin & Martina Lyng	all	overpayment of bill	\$103.90
16496	Library Journal	library	periodicals	\$129.99
16497	MayPort Auto & Truck Parts Inc	streets	maint/operations	\$34.06
16498	MayPort Hardware Hank	all	maint/operations	\$104.41
16499	MayPort Hardware Hank	library	Comm Serv Project	\$26.34
18518	Mayville Airport Authority	airport	specials	\$506.31
18519	Mayville State University	sales tax	Nov's rec'd in Dec	\$18,543.15
18500	McFarlane	water treatment	repair/maintenance	\$8,486.48
18501	Midco	all	internet & phone	\$992.11
18520	MPEDC	sales tax	Nov's rec'd in Dec	\$6,304.67
ACH	NDPERS	all	insurance	\$4,446.12
18502	ND League of Cities	all	drug testing fees	\$420.00
18503	Network Center	all	domain renewal	\$21.00
credit	Northdale Oil	all	prepaid propane	-\$3,853.77
18504	PC Plus	library	computer software	\$213.99
18509	PS Garage Doors	streets	repair/maintenance	\$1,084.99
18505	PHD Pros LLC	streets	maint/operations	\$913.70
18506	Pizza Shop	non-dept	misc	\$100.73
18507	Polar	auditor's	lease on phones	\$60.77
18508	Precision Electric	sewer collection	maint/operations	\$1,079.00
18508	Precision Electric	water distribution	water tower pump	\$14,500.00
18508	Precision Electric	non dept	traffic lights	\$308.00
18508	Precision Electric	water treatment	replace junction box	\$490.00

18510	Soholt Bakery	city hall	misc	\$29.20
18511	Titan Machinery	sewer coll & treat	Case IH tractor	\$772.94
18512	Traill County Tribune	all	printing	\$108.00
18513	USA Bluebook	wwater collection	maint/operations	\$267.77
18514	USPS	water dist	postage for water bills	\$257.75
18515	Verizon	all	cell phones	\$271.55
18516	Waste Management	sanitation	garbage & recycling	\$23,112.37
18517	Xcel Energy	all	electricity	\$2,685.69

JANUARY 2021 BILLS

transfer	Goose River Bank	Payloader 2019	loan payment	\$23,287.82
18527	Keith's Lock & Key	city hall	repair/maintenance	\$144.00
18525	Nilson Brand Law	city attorney	legal retainer for Jan	\$225.00
18526	Reliance Standard	all	life insurance	\$337.00
18528	Software Innovations	all	software contract	\$1,150.00

H2O Deposits refunded

18521	City of Mayville (Craig Broadman)			\$133.67
18522	City of Mayville (Tyler Davis)			\$150.00
18523	Craig Broadman			\$16.33
18524	Kyle O'Brien			\$150.00

\$154,554.79

Gates seconded the motion, the motion carried.

Carr made a motion to accept the January through October Financials as presented. Gates seconded the motion, motion carried.

O'Brien made the motion to review and accept the calendars as presented: January & February 2021. Note: Office closed: New Year's Eve & Day, Martin Luther King Jr. Day, January 18, and President's Day, February 15. Bohnsack seconded the motion and the motion carried.

Discussion was held on 2021 Employee and Benefit and recommendation: City Auditor will provide information. O'Brien made the recommendation to increase the wages of city employees up 2.5%. The discussion also included all the other benefits that the city employees are currently receiving. Bohnsack seconded the motion and upon a roll call vote the following voted: Yea: Bohnsack, O'Brien, Gates, Carr; Nay: 0; Absent: Petersen, Moen.

Carr made a motion to extend Riverwood Plan Deadline Extensions to 3/4/21 for Karlstad, Kyllö and Strand - Cody to be reviewed next meeting. O'Brien seconded the motion, motion carried.

The council decided to table the Utility Rate discussion until later.

Armory Event Capacity Discussion: Event scheduled for end of January requests stage and increased capacity. Governor to review restrictions and provide additional direction in early January. Auditor Olstad reported at the meeting that all of North Dakota at this time is yellow which means 150-300 capacity.

Request Council suggestions to improve operating efficiencies and timelines. One suggestion was to have Admin Committee Meeting the week before Council like Physical Plant Meeting is. Another suggestion was to contact Network Center for tablets for each of the council members. Still working on trying to make things more efficient.

Sheriff Hunt spoke that Traill County should be paying the insurance on the cops' vehicles. Hunt also mentioned that Deputy Norgaard is leaving as of March 1st. He has been with the Traill County Sheriff's Department for 6 years. The City of Mayville wishes Dylan the best in his new adventures. Sheriff Hunt also stated that Glenda will be getting ahold of us to do the 2020 true up.

Discussions between Sheriff Hunt and the Council on vehicles not being moved to clean snow concluded that after the warning tag they are to be towed.

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

Attest: Gail Olstad
Gail Olstad, Auditor

Mayor: Steve Bensen
Steve Bensen