

## February 1<sup>st</sup>, 2021 Mayville City Council

The Mayville City Council met in regular session on February 1<sup>st</sup>, 2021 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, Gates, Petersen, and Moen. Absent: none. Also, in attendance: Gail Olstad, Cassie Tostenson, Shelia Anderson, Brandon Reber, Brandon Oye, Tom Capouch, and Cassie Braaten.

The Council would like to Thank Gate City Bank for the Giving Hearts Day Cookies!

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

1. **January 4<sup>th</sup>, 2021 minutes (Monthly meeting)**
2. **Auditor's Office approvals:** Top Hat LLC Transfer Liquor License to Mayville Armory for Neset/Enger Wedding reception 1/30/2021 until 2 am 1/31/21
3. **Conferences & Training Opportunities:** Virtual Pipeline Emergency Safety Training – A number of February and March dates. Register at: [ndpa.pipelineawareness.org](http://ndpa.pipelineawareness.org).
4. **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](http://www.ndlc.org/legislature) will provide valuable session information.
5. **COVID-19 (Coronavirus):** This pandemic has had a significant impact on our citizens and communities. City Hall remains closed to daily traffic. County mask mandate remains in effect. Businesses are asked to adhere to CDC guidelines including patron number limitations. Governor Burgum continues news conference that provide helpful and timely information for citizens and businesses in these challenging times.
6. **Audit:** The finalized 2019 Audited Financial Statements and 2019 Management Report are included in the Council materials. Auditor's opinions – Financial statements present fairly the financial position, changes in financial position and cash flow for the year then ended. Thank you to the City Auditor and Deputy Auditor for a good audit.
7. **Main Street Traffic Light:** Not repairable. Temporarily set to all 4 blinking red for 4 way stop. Spring removal and replacement with permanent stop signs.
8. **Waste Management Calendars:** Auditors Office prepared 2021 garbage and recycle schedule calendar. Calendar will be published in Traill County Tribune for customer reference and use.
9. **Water Fluoridation Quality Award:** The Center for Disease Control commends Mayville, ND water system for its consistent and professional adjustment of fluoride content to recommended level for oral health for 12 consecutive months in 2019.
10. **Inert Waste Facilities Annual Report:** Calendar 2020 report filed. Quantity of each waste category received are noted; also noted, 78 tons of scrap metal recycled.
11. **Mileage and Per Diem Rates:** The U.S. General Services Administration 2021 reimbursement rates for employee travel in North Dakota have been set. The City by Ordinance, uses the State Rates; the 2021 rates are: \$0.56 per mile for privately owned automobile; Meals & incidentals 41.25 a day and Hotel \$96 a night.

Petersen seconded the motion, motion carried.

### 1.0 Citywide Street Improvements Study

#### 1.1 Study Update

- 1.1.1 Project Committee Meeting 4
- 1.1.2 Special Assessment Commission Meeting 2
- 1.1.3 Presentation for Public Input Meeting
- 1.1.4 **Moore Engineering Invoice #25968 - \$26,543.03**

#### 1.2 Next Steps

- 1.2.1 Public Input Meeting
- 1.2.2 Meeting with Alley Business Owners
- 1.2.3 Special Assessment Commission Meeting 3
- 1.2.4 Project Committee Meeting 5
- 1.2.5 Finish Report
- 1.2.6 Decision Moving Forward

Brandon Reber attended the City Council meeting to present an update on the status and answer any questions. A draft presentation was given to Council previewing the intended Public meeting information and asking for additions, concerns, issues. Minutes from the Special Assessment committee and the Street Project committee were available. Next Step is to hold a Public update and information meeting – this has been set for February 23, 2021 at 6pm at the Armory. Moen made the motion

to approve the work completed/invoice, Carr seconded the motion and upon a roll call vote the following voted: Yea: Bohnsack, Petersen, Moen, Carr, O'Brien, Gates; Nay: 0; Absent: 0.

Gates made the motion to approve December 2020, January 2021 actual and February 2021 estimated bills for expenses.

**DECEMBER 2020 BILLS**

|       |                             |                 |                      |    |          |
|-------|-----------------------------|-----------------|----------------------|----|----------|
| 18529 | Baker & Taylor              | library         | books                | \$ | 475.09   |
| 18530 | Brady Martz                 | all             | audit fee            | \$ | 4,500.00 |
| 18531 | Grand Forks Utility Billing | water treatment | samples              | \$ | 70.00    |
| 18532 | K2 Construction             | fire dept       | snow removal         | \$ | 65.00    |
| 18533 | Mayville Plumbing & Heating | city hall       | repair/maintenance   | \$ | 326.31   |
| 18534 | Nilson Brand Law            | city attorney   | legal fee            | \$ | 40.00    |
| 18535 | Petty cash                  | all             | replenish petty cash | \$ | 45.64    |

**JANUARY 2021 BILLS**

|       |                                 |                       |                       |    |           |
|-------|---------------------------------|-----------------------|-----------------------|----|-----------|
| 18536 | 420 Praxair                     | streets               | maint/operations      | \$ | 46.52     |
| 18537 | Aasen Drug                      | library               | office supplies       | \$ | 41.44     |
| 18538 | Aflac                           | all                   | insurance             | \$ | 736.60    |
| 18539 | Agassiz Sales                   | streets               | maint/operations      | \$ | 152.44    |
| 18540 | American Funds                  | all                   | retirement            | \$ | 2,682.02  |
| 18541 | American Solutions for Business | all                   | office supplies       | \$ | 277.15    |
| 18542 | Ameripride                      | all                   | misc                  | \$ | 497.69    |
| 18543 | Braun Intertec                  | street infrastructure | street project        | \$ | 918.75    |
| 18544 | Cardmember Services             | all                   | misc                  | \$ | 239.38    |
| 18545 | Dacotah Paper                   | all                   | paper supplies        | \$ | 235.15    |
| 18546 | David Groven                    | city hall             | snow removal - hired  | \$ | 76.00     |
| 18548 | ECRWD                           | water treatment       | purchase of raw water | \$ | 3,050.19  |
| 18549 | Farmers Union Oil               | all                   | fuel for vehicles     | \$ | 289.96    |
| 18550 | Ferguson Waterworks             | water distribution    | maint/operations      | \$ | 131.45    |
| 18551 | Finley Motors Inc               | water treat & dist    | 2012 Chevy Pickup     | \$ | 110.25    |
| 18552 | First State Bank                | water distribution    | water collection      | \$ | 0.96      |
| 18553 | Flaten & Johnson                | streets               | 95 Ford Truck         | \$ | 378.85    |
| 18554 | Goose River Bank                | water distribution    | water collection      | \$ | 35.02     |
| 18555 | Grand Forks Utility Billing     | water treatment       | samples               | \$ | 70.00     |
| 18556 | GreatAmerica                    | all                   | lease on copier       | \$ | 393.74    |
| 18557 | H.E. Everson                    | armory & streets      | maint/operations      | \$ | 294.14    |
| 18558 | Hatton Co-op                    | streets               | 2013 Payloader        | \$ | 253.49    |
| 18559 | Hawkins                         | water treatment       | chemicals             | \$ | 197.39    |
| 18560 | Jacobson Brothers               | library               | snow removal - hired  | \$ | 160.00    |
| 18561 | K2 Construction                 | fire dept             | snow removal          | \$ | 35.00     |
| 18562 | MayPort Auto & Truck Parts Inc  | water & streets       | maint/operations      | \$ | 195.67    |
| 18563 | MayPort Farmers Co-op           | all                   | fuel for vehicles     | \$ | 235.49    |
| 18564 | MayPort Hardware Hank           | all                   | maint/operations      | \$ | 363.05    |
| 18565 | MayPort Hardware Hank           | library               | maint/operations      | \$ | 16.98     |
| 18592 | Mayville Airport Authority      | airport               | specials              | \$ | 506.31    |
| 18593 | Mayville State University       | sales tax             | Dec's rec'd in Jan    | \$ | 15,474.98 |
| 18566 | Midco                           | all                   | internet & phone      | \$ | 1,000.67  |
| 18567 | Millers Fresh Foods             | city hall             | misc                  | \$ | 58.93     |
| 18568 | Millers Fresh Foods             | library               | maint/operations      | \$ | 20.84     |
| 18594 | MPEDC                           | sales tax             | Dec's rec'd in Jan    | \$ | 5,261.49  |
| 18570 | ND Dept of Transportation       | streets               | maint/operations      | \$ | 2,262.23  |
| ACH   | NDPERS                          | all                   | insurance             | \$ | 4,446.12  |
| 18569 | Naastad Brothers Inc            | sanitation            | landfill drain repair | \$ | 27,980.00 |
| 18571 | Network Center                  | all                   | datto backup          | \$ | 165.00    |
| 18572 | Newman Signs Inc                | streets               | street signs          | \$ | 429.26    |

|        |                         |                    |                          |    |            |
|--------|-------------------------|--------------------|--------------------------|----|------------|
| 18573  | Nilson Brand Law        | city attorney      | legal fee                | \$ | 440.00     |
| CREDIT | Northdale Oil           | all                | prepaid propane          | \$ | (2,782.51) |
| 18574  | Polar                   | auditor            | lease on phones          | \$ | 60.77      |
| 18574  | PS Garage Doors         | streets            | repair/maintenance       | \$ | 137.61     |
| 18576  | Samantha Neset          | armory             | refund                   | \$ | 400.00     |
| 18577  | Software Innovations    | all                | payroll 3.1 upgrade      | \$ | 500.00     |
| 18578  | Software Innovations    | all                | Federal/State Tax tables | \$ | 495.00     |
| 18579  | Traill County Treasurer | sheriff            | monthly contract         | \$ | 22,949.00  |
| 18580  | USPS                    | water distribution | postage for water bills  | \$ | 247.00     |
| 18581  | USPS                    | library            | postage                  | \$ | 110.00     |
| 18582  | Verizon                 | all                | cell phones              | \$ | 271.55     |
| 18583  | Waste Management        | sanitation         | garbage & recycling      | \$ | 23,212.10  |
| 18584  | Xcel Energy             | all                | electricity              | \$ | 13,101.69  |

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| <b>FEBRUARY 2021 BILLS</b> |
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|       |                                  |                    |                         |    |           |
|-------|----------------------------------|--------------------|-------------------------|----|-----------|
| 18585 | American Water Works Association | water treat & dist | membership dues for Dan | \$ | 75.00     |
| 18586 | Ameripride                       | all                | misc                    | \$ | 506.22    |
| ACH   | Bank of North Dakota             | Sewer 17           | loan payment            | \$ | 675.00    |
| ACH   | Bank of North Dakota             | Water 16           | loan payment            | \$ | 825.00    |
| ACH   | Bank of North Dakota             | Sewer 19 & 20      | loan payment            | \$ | 2,475.00  |
| ACH   | Bank of North Dakota             | Water 23           | bond payment            | \$ | 1,800.00  |
| ACH   | Bank of North Dakota             | Sewer 24           | bond payment            | \$ | 14,050.00 |
| ACH   | Bank of North Dakota             | Tiff #25           | loan payment            | \$ | 1,845.00  |
| ACH   | Bank of North Dakota             | Water 26 pt 1      | bond payment            | \$ | 6,600.00  |
| 18587 | Erickson Pest Control            | sanitation         | maint/operation         | \$ | 60.00     |
| 18588 | Hawkins                          | water treatment    | chemicals               | \$ | 327.50    |
| 18589 | Nilson Brand Law                 | sanitation         | legal retainer          | \$ | 225.00    |
| 18590 | Reliance Standard Life Insurance | all                | life insurance          | \$ | 168.50    |
| 18591 | Traill County Treasurer          | sheriff            | monthly contract        | \$ | 22,949.00 |

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| <b>H2O Deposits refunded</b> |
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|       |  |  |  |    |        |
|-------|--|--|--|----|--------|
| 18597 | City of Mayville (James Cleveland III) |  |  | \$ | 149.16 |
| 18598 | James Cleveland III                    |  |  | \$ | 0.84   |

|  |    |                   |
|--|----|-------------------|
|  | \$ | <u>187,116.07</u> |
|--|----|-------------------|

Moen seconded the motion, motion carried.

Moen made a motion to accept the January through November Financials as presented. Petersen seconded the motion, motion carried. Calendar 2020 financials will be closed and reviewed at the March 1<sup>st</sup> meeting.

Petersen made the motion to review and accept the calendars as presented: January & February 2021. Note: Office closed President's Day, February 15. Committee meetings: Admin and Physical Plant Committees will meet Tuesday 5pm, and Wednesday noon, respectively, the week preceding the following month Council meeting. Exec Meeting will plan to meet the Friday preceding committee meetings. Council requests bids for NDIRF Insurance be advertised for opening March 1 Council. Bohnsack seconded the motion and the motion carried.

Gates made a motion to extend Riverwood Plan Deadline Extensions to 3/4/21 for Cody and the cancellation of the Chad & Minda Strand Purchase agreement with seller (the City) retaining the \$500 deposit. O'Brien seconded the motion and upon a roll call vote the following voted: Yea: Bohnsack, O'Brien, Gates, Petersen, Carr and Moen; Nay: 0; Absent: 0.

The council will discuss at the committee meetings in February the Utility Rate changes proposed, if there are any. Any changes will go into effect for the April Billing.

Municipal Infrastructure Fund (Prairie Dog) City has received a \$125,000 distribution from State of North Dakota to be designated for infrastructure improvements. This money cannot be used to make landfill repairs to the opened cells (erosion issues). The use or designated use will need to be reported in Nov 2022. Rather than creating an Accounts Payable under this fund for the Street Study and Design phase we are currently in O'Brien requested that the proposed Improvement Project for Streets Fund be created and costs accumulated there. Fund 570 will be created with 3170 Revenue and 4700 Expenses.

Tom Capouch attended as representative of the local Banking Cartels and presented the following Resolution:


**NOTICE OF PREPAYMENT AND REDUCED INTEREST RATE**

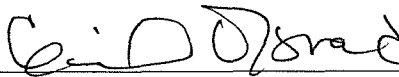
The bond holders have unanimously agreed to charge a reduced interest rate on the City's 2005 Nursing Home Revenue Bond which was amended on July 1, 2013, from 4.10% to 2.97%.

The City and Luther Memorial Home, each by Resolution, have elected to prepay the 2005 Nursing Home Bond obligation by continuing to make semi-annual payments of \$149,567.13 of which \$147,748.56 shall be applied to outstanding principal which shall result in the bond obligation to be paid in full on July 1, 2029.

The City and Luther Memorial Home each acknowledge that all other terms of the Mortgage, Memorandum of Mortgage and all Addendums thereto remain in full force and effect.


CITY OF MAYVILLE, NORTH DAKOTA


BY:   
Its Mayor

AND:   
Its City Auditor

Petersen made the motion for the City to accept and execute, Gates seconded the motion and upon a roll call vote the following voted: Aye: Moen, Carr, Petersen, Bohnsack, O'Brien, Gates; Nay: 0; Absent: 0.

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

Attest:   
Gail Olstad, Auditor

Mayor:   
Steve Bensen