

## April 5, 2021 Mayville City Council

The Mayville City Council met in regular session on April 5th, 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. Absent: Moen. Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Shelia Anderson, Brandon Reber, Cassie Braaten and Mario Allen.

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

1. **March 1, 2021 minutes (Monthly meeting)**
2. **Auditor's Office approvals:** Vietnam Veterans of America Chapter 374 to conduct a raffle, 3/12/21 to 7/17/21; TMG Foundation to conduct a raffle, 3/4/21 to 7/10/21; Stub's Bar liquor license transfer to Mayville Armory for Firemen's Fundraiser raffle, 3/20/21 until 2:00 am 3/21/21.
3. **Conferences & Training Opportunities:** Virtual Pipeline Emergency Safety Training – Several March dates. Register at: [ndpa.pipelineawareness.org](http://ndpa.pipelineawareness.org). ND League of cities Spring Workshop, April 20-21, Bismarck ND.
4. **Safe Drinking Water Act Certificate of Achievement.**
5. **Legislative Information:** The ND League of Cities holds weekly legislative conference calls Friday afternoons at 2:00 pm. The NDLC website [www.ndlc.org/legislature](http://www.ndlc.org/legislature) will provide valuable session information.
6. **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. Vaccination sites have been set up within the county and many residents have received their first and second shots.
7. **Dakota Natural Gas Update:** Cody Chilson, Operating VP for Dakota Natural Gas, indicated progress is being made including: completion of steel main on N side of Red River; starting construction on MN side this week; the 6" plastic pipe along Highway 200 to Mayville is strung out and the plow has arrived to start installing it; a sewer camera crew will mobilize and verify location of sewer line so damage is avoided during construction; Pipe installation within Hillsboro and Mayville the week of April 5; and marketing mailers have been sent out to potential customers in the Hillsboro are, and customers near Mayville should start seeing their mailers arrive within a week. (Attached mailer)
8. **ND SIRN Radio Project:** Statewide interoperable radio network. Traill County VHF radio system will be obsolete in 2024. Need to switch our radios by 2024. Mobile radios cost around \$7,000.00 including programming and installation Portables are around \$6,000 after programming. Homeland Security grant funding and State reimbursements can lower the cost of radios significantly.
9. **City Board of Equalization Meeting:** Thursday, April 29 at 6:00 pm in City Hall. Attendance is not required to dispute your new assessment. Contact Traill County Tax Equalization Director at [kayla.knudson@co.trail.nd.us](mailto:kayla.knudson@co.trail.nd.us) for more information. Notice to be published April 10<sup>th</sup> and 17<sup>th</sup>.
10. **Cleanup Days Tentative Schedule:** Landfill open, free of charge, to Mayville residents, Tuesday, May 11 through Saturday, May 22 (excluding Sundays). Materials need to be sorted. **No curbside pickup this year.**
11. **DSRFW Program:** Drinking Water State Revolving Fund use plan. Mayville filed questionnaire earlier and is included in the project priority listing.
12. **Red River Valley Water Supply Project:** Late 2020 early out construction projects were bid, and contracts awarded to begin construction on first pieces of the project. Garrison Diversion is pursuing \$50M from the State and emphasizing the need for long-term low interest loans. City of Mayville continues to be a participant.

Carr seconded the motion, motion carried.

### 1.0 Citywide Street Improvements Study

#### 1.1 Study Update

##### 1.1.1 Public Input Meeting Feedback

##### 1.1.2 Moore Engineering Invoice #26419 - \$9,388.75

#### 1.2 Next Steps

##### 1.2.1 Meeting with Alley Business Owners and Project Committee Thursday April 8

##### 1.2.2 Finish Report

##### 1.2.3 Decision Moving Forward

Brandon Reber attended the City Council meeting to present an update on the status and answer any questions. There is going to be a meeting on April 8<sup>th</sup> at 1:00 pm at City Hall with the "Alley" people (4 block radius of Main Street), at 2 pm with the

Street Project Team. An Ad was placed in the paper for this “Alley” meeting along with a letter being sent to the business owners to attend. Brandon went over some items that could possibly happen at the May meeting. He stated that the final report could be brought. Also, a resolution of necessity of project. A possibility of a protest hearing in June. Brandon also mentioned that Moore Engineering is putting on a golf outing at the Mayville Golf Course July 28<sup>th</sup>. He invited the Council and employees to come and play some golf. Moore Engineering did bring an invoice to the meeting for \$9388.75. Petersen made a motion to accept this invoice as work done so far. Bohnsack seconded the motion and upon a roll call the following voted: Yea: Bohnsack, Petersen, Carr, O’Brien, Gates; Nay: 0; Absent: Moen.

O’Brien made the motion to approve March actual and April 2021 estimated expenses.

18664	420 Praxair	streets	maint/operation	\$45.01
18665	Aasen Drug	library	office supplies	\$20.41
18666	Aflac	all	insurance	\$736.60
18667	American Solutions for Business	all	office supplies	\$109.98
18668	Ameripride	all	misc	\$497.69
18669	Batchelor Business Machines	library	furniture & equipment	\$655.95
18670	Black Mountain Software	all	software	\$4,457.00
18672	Cardmember Services	all	misc	\$721.70
18674	Consumer Reports	library	periodicals	\$30.00
18675	Crane Johnson	armory	maint/operation	\$229.00
18676	Dacotah Paper	armory	paper supplies	\$223.41
18677	Dakota Supply Group	water treatment	maint/operation	\$99.87
18678	Dan Overmoe	water treatment	postage	\$47.99
18679	ECRWD	water treatment	purchase of raw water	\$2,958.99
18680	Farmers Union Oil	streets	tires for diesel pickup	\$326.38
18681	Ferguson Waterworks	water distribution	maint/operation	\$262.90
18681	Ferguson Waterworks	water distribution	meters	\$318.49
18681	Ferguson Waterworks	water distribution	maint/operation	\$106.24
18682	Finley Motors	water & waste water	2012 Chevy pickup	\$278.28
18683	First State Bank	water dist & ww water	collection fee	\$0.96
18684	Goose River Bank	water dist & ww water	collection fee	\$21.33
18725	Grand Forks Utility Billing	water treat & water dist	sampling fees	\$88.00
18685	Great America	all	lease on copier	\$527.75
18686	H.E. Everson	all	maint/operation	\$182.12
18687	Hawkins	water treatment	chemicals	\$345.26
18688	Hub International	all	liability insurance	\$1,140.00
18690	Karl Jorgensen	fire dept	maint/operation	\$140.29
18726	Mathsen Sweeping	streets	maint/operation	\$3,937.50
18691	MayPort Farmers Co-op	all	fuel for vehicles	\$1,186.90
18692	MayPort Hardware Hank	all	maint/operation	\$262.36
18722	Mayville Airport Authority	airport	Feb's spec rec'd in March	\$4,615.38
18723	Mayville State University	sales tax	Feb's sales tax in March	\$16,890.07
18693	Midco	all	internet & phone	\$987.86
18694	Miller's Fresh Foods	city hall	misc	\$32.89
18695	Miller's Fresh Foods	library	maint/operation	\$36.57
18696	Moore Engineering	non-dept	misc	\$2,000.00
18724	MPEDC	sales tax	Feb's sales tax in March	\$5,742.62
ACH	NDPERS	all	insurance	\$4,446.12
18697	Neset Repair	streets	boom truck	\$513.71
18698	Network Center	all	new hard drive & backup	\$1,135.91
18699	Newman Signs	streets	new stop signs	\$128.64
18700	Nilson Brand Law	city attorney	legal issues	\$480.00
18700	Nilson Brand Law	city attorney	Legal retainer - April	\$225.00
18701	North Dakota Dept of Health	water distribution	maint/operation	\$13.24
CREDIT	Northdale Oil	all	heating	-\$1,597.02

ACH	One America	all	retirement - March	\$2,970.39
18702	One Call Concepts	water distribution	maint/operation	\$72.65
18703	PC Plus	library	computer software	\$100.00
18704	Polar	auditor	lease on phones	\$60.77
18705	Pollard Water	water distribution	maint/operation	\$393.04
18706	Precision Electric	water treatment	maint/operation	\$110.00
18707	Reliance Standard Life Insurance	all	insurance	\$24.00
18708	Soholt Bakery	city hall	misc	\$35.00
18709	Starion Bond Services	Tiff #25	bond payment	\$141,610.00
18710	Team Lab	streets & water & ww	maint/operation	\$687.50
18711	Team Lab	waste water collection	maint/operation	\$1,247.00
18727	Team Lab	water dist & ww water	maint/operation	\$157.50
18712	The Saturday Evening Post	library	periodicals	\$15.00
18713	Titan Machinery	waste water collection	Case Tractor	\$188.00
18714	Traill County Treasurer	sheriff	monthly contract	\$22,949.00
18715	Traill County Tribune	non-dept	renewal for subscription	\$36.00
18716	Traill County Tribune	sanitation & non-dept	printing	\$690.16
18717	USPS	water distribution	postage for water bills	\$245.83
18718	USPS	library	postage	\$165.00
18719	Verizon	all	cell phones	\$271.55
18720	Waste Management	sanitation	garbage & recycling	\$23,403.56
18721	Xcel Energy	all	electricity	\$14,589.89

<b>H2O Deposits refunded</b>
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18671	Bryton Hanson	\$137.70
18673	City of Mayville (Bryton Hanson)	\$12.30
18689	Joseph Held	\$150.00

\$265,931.19

Carr seconded the motion, motion carried.

Financials are on hold till next Council meeting.

Gates made the motion to review and accept the calendars as presented: Note: Office closed Good Friday, April 2. Tax Equalization meeting 6pm April 29. 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. Exceptions that arise to these committee meeting dates will be reviewed at the monthly City Council meetings. Petersen seconded the motion and the motion carried.

Mayville City Insurance Bids: Bids for City, Fire Department, and Park Board covering: Liability, Inc. Bids for City, Fire Department, and Park Board covering: Liability, Inland Marine, Auto and Public Officials Liability were approved March 1, 2021. Quote – Letter from Dennis Peterson – mistake with the quote – NDIRF always quotes \$2M, what we had last year was \$4M – additional cost \$1,140.00. Recommendation to increase coverage to \$4M. Refund of \$9834.00 from 2020 received April 2021. Bohsack made the motion to pay the extra \$1,140.00 to bring it up to \$4M coverage. Gates seconded the motion and upon a roll call vote the following voted: Yea: Petersen, Gates, Carr, Bohsack, O'Brien; Nay: 0; Absent: Moen.

Gaming Site Authorization: Allow MayPort Youth Center to conduct a raffle at Mayville City Armory, April 16, 2021. To allow Listen Inc at Heroes & Legends for 7-1-21 – 6-30-22 year. O'Brien made the motion to accept these gaming authorizations. Gates seconded the motion, motion carried.

Recommendation for Tax Abatement for 2021 taxes: Property ID# 27-8027-1031-0. Address 425 5<sup>th</sup> St SE, Lot 113 Mayville ND. Fire destroyed this trailer. Gates made the motion to accept this tax abatement. Carr seconded the motion, motion carried.

O'Brien made the motion to allow the City Auditor to publish Cleanup Days' notice in the newspaper. Bohnsack seconded the motion, motion carried.

Utility Rates: 2021 utility rates are going to stay the same as before. The minimum water bill will stay \$95.50 but some of the charges are going to change in dollar but the total will not. The landfill rates were discussed at the Physical Plant Meeting and at Admin Meeting. We need to try and keep our landfill open for about 8 more years. It was decided to stop taking shingles and concrete at our landfill. No more demolitions at the landfill. We will take wood from the demos. The landfill will be for local (Mayville Residents only) otherwise it is filling up way too fast. Things are not getting separated out there. The City crew spends hours afterward trying to separate. The landfill rates are increasing as of 5-1-21. Petersen made a motion to make these changes effective 5-1-21. Carr seconded the motion and upon a roll call the following voted: Yea: Petersen, Carr, Gates, O'Brien, Bohnsack; Nay: 0; Absent: Moen.

Riverwood Plan Deadline Extension & Other Actions: No new plan approvals currently. Abstract costs have risen. The cost is now \$3,050 min for non-river lots. We currently have 1 lot in contract for the old price of \$2,500. Recommendations to increase lot prices to \$4,000 moving forward. O'Brien made that motion to increase the lot price to \$4,000 going forward. Bohnsack seconded the motion and upon a roll call vote the following voted: Yea: O'Brien, Bohnsack, Gates, Carr, Petersen; Nay: 0; Absent: Moen.

Landfill Erosion Mitigation: Project study completed and reviewed. Award construction to Naastad Brothers. Their quote was \$149,947. City Attorney had been in contact with Naastad Brothers and had some questions for them concerning this erosion. Naastad Brothers had not gotten back to her yet, so it was decided to table this until next month's meeting.

Homeland Security Grant: Ben Gates overview: 100% reimbursed. Cybersecurity – moving to the armory. Our firewall is obsolete. Our software and hardware are obsolete. We would probably need web cameras here at City Hall, Armory and Waterplant. The deadline for this grant is April 30<sup>th</sup>. Ben Gates will be writing this grant. Petersen made the to allow Gates write this grant and include the City in it. Carr seconded the motion, motion carried.

No Sheriff report as this time.

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

Attest: Julie Christianson  
Julie Christianson, Deputy Auditor

Mayor: Steve Bensen  
Steve Bensen

The City Council took under consideration the question of the establishment of a street and storm sewer improvement district for the City of Mayville, North Dakota.

Council member Gates introduced the following resolution and moved its adoption:

**RESOLUTION CREATING STREET & STORM SEWER IMPROVEMENT DISTRICT NO. 2022-1 OF MAYVILLE, NORTH DAKOTA.**

WHEREAS, Brandon Reber, Moore Engineering Inc, a Registered Professional Engineer, is the Engineer for the City of Mayville and the City Council has consulted with him relating to the establishment, size and form and other matter with regard to Mayville Street & Storm Sewer Improvement District No. 2022-1.

WHEREAS, it is deemed necessary to establish a street and storm sewer district withing the said City of Mayville;

NOW THERE FORE, be it resolved as follows:

That there is hereby created Mayville Street & Storm Sewer Improvement District No. 2022-1 of the City of Mayville, North Dakota, the boundaries of which shall be as follows:

SEE ATTACHED.

APPROVED:



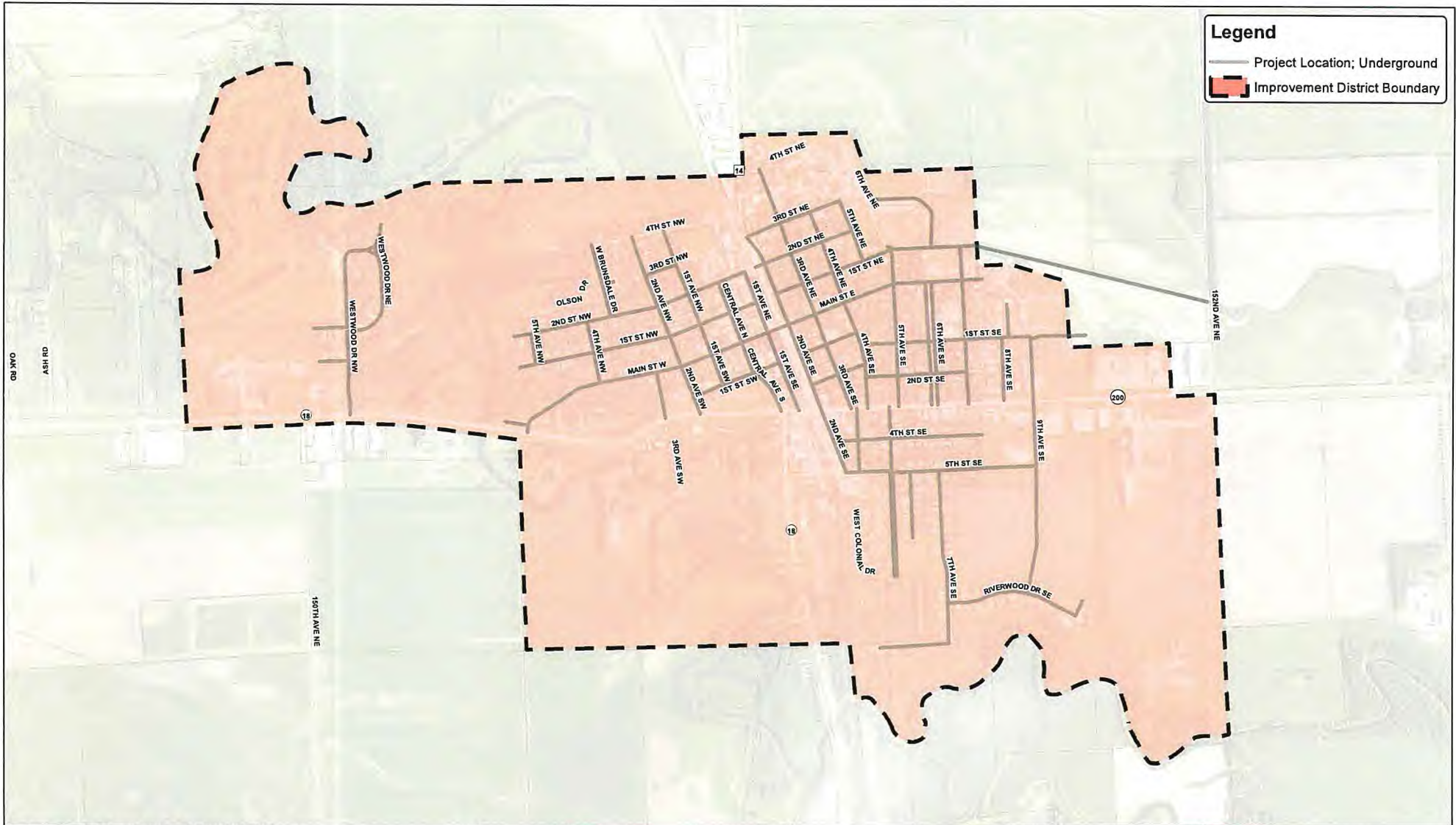
Steven Bensen, Mayor

ATTEST:





Gail Olstad, City Auditor

The Motion for the adoption of the foregoing resolutions was duly seconded by council member Bohnsack. On a roll call vote the following council member voted Aye: O'Brien, Gates, Bohnsack, Carr, and Moen. The following council member voted nay: none. The following council members were absent and not voting: Petersen. The majority having voted aye, the motion carried the resolution was adopted.

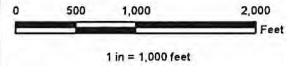


**Legend**

-  Project Location; Underground
-  Improvement District Boundary

**IMPROVEMENT DISTRICT BOUNDARY MAP**  
**STREET & STORM IMPROVEMENT DISTRICT NO. 2022-1**  
**CITYWIDE STREET & DRAINAGE IMPROVEMENTS**  
**MAYVILLE, NORTH DAKOTA**

Created By: TJS    Data Created: 04/28/21    Date Edited: 04/29/21    Date Plotted: NEVER    Date Expired: 04/29/21  
 Plotted By: Tanner, Schmitt    Parcel Data: N/A    Aerial Image: 2020 County NMAP SDO3    Elevation Data: Lidar  
 Horizontal Datum: NAD 1983 StatePlane North Dakota North TSPS 3301 Feet    Vertical Datum: NAD 1988  
 T:\Projects\19420\19420\_Improvement\_District\_Map.mxd

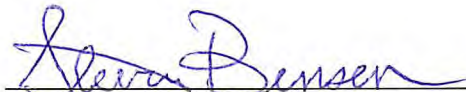


Council member O'Brien introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR IMPROVEMENTS IN  
STREET & STORM SEWER IMPROVEMENT DISTRICT NO. 2022-1 OF MAYVILLE,  
NORTH DAKOTA.**

BE IT RESOLVED by the City Council of the City of Mayville , North Dakota, hat the plans and specifications and estimates of cost for improvements in Street & Storm Sewer Improvement District No. 2022-1 Of Mayville, North Dakota heretofore prepared by Brandon Reber, Moore Engineering Inc., Engineer for the City be and the same hereby are approved ratified and confirmed as the plans and specifications and estimates of cost in accordance with which said improvements shall be constructed and the City Auditor shall file the same in his office open to public inspection.

APPROVED:

  
Steven Bensen, Mayor

ATTEST:

  
Gail Olstad, City Auditor


The Motion for the adoption of the foregoing resolutions was duly seconded by council member Carr. On a roll call vote the following council member voted Aye: Moen, Carr, Bohnsack, O'Brien, and Gates. The following council member voted nay: none. The following council members were absent and not voting: Petersen. The majority having voted aye, the motion carried the resolution was adopted.

Council member Moen introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING ENGINEER'S REPORT**

BE IT RESOLVED by the City Council of the City of Mayville, North Dakota, that the report of the Engineer for the City of Mayville as to the general nature, purpose, and feasibility of the proposed improvement in Mayville Street & Storm Sewer Improvement District No. 2022-1 and an estimate of the probable cost of the work has been filed with this Council and that the same is hereby approved.

APPROVED:

  
Steven Bensen, Mayor

ATTEST:

  
Gail Olstad, City Auditor

The Motion for the adoption of the foregoing resolutions was duly seconded by council member Gates. On a roll call vote the following council member voted Aye: Gates, O'Brien, Moen, Bohnsack, and Carr. The following council member voted nay: none. The following council members were absent and not voting: Petersen. The majority having voted aye, the motion carried the resolution was adopted.



Council Member Carr introduced the following resolution and moved its adoption:

**RESOLUTION DECLARING WORK NECESSARY FOR AN IMPROVEMENT IN  
MAYVILLE STREET & STORM SEWER IMPROVEMENT DISTRICT NO. 2022-1**

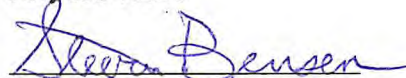
BE IT RESOLVED by the City Council of the City of Mayville , North Dakota, that it is hereby found determined and declared to be necessary and expedient for the City of Mayville to construct an improvement in and for consisting of city wide street and storm sewer improvements and all other appurtenances contrivances and structures used or useful in connection with the above specified improvements in accordance with and as described in the resolution creating said district adopted on May 3<sup>rd</sup>, 2021 and the Engineer's Report which has been prepared by the Engineer for the City of Mayville and approved by this commission which resolution and Engineer's Report, together with an estimate of the probable cost of the work are now on file in the office of the City Auditor and are open to public inspection.

BE IT FURTHER RESOLVED that the entire cost of said improvement be special assessed against the benefited property in said improvement district in amounts proportionate to and not exceeding the benefits to be derived by them respectively from said improvement.

BE IT FURTHER RESOLVED that the owners of the property liable to be specially assessed for said improvements may file written protests against the said improvements within thirty (30) days after the first publication of this resolution, and this Board shall at its next meeting after the expiration of said period, to-wit: On the day of June 9<sup>th</sup>, 2021 at 6:00p.m. Meet at the Mayville City Armory, 332 Center Avenue South, Mayville, ND 58257 for the purpose of hearing and determining the sufficiency of any protests so filed and of taking any such further action with respect to said improvements as may then be deemed necessary and expedient.

BE IT FURTHER RESOLVED that the City Auditor is hereby authorized and directed to cause this resolution including a map of the improvement district to be published once each week for two consecutive weeks in the official newspaper of the City of Mayville.

APPROVED:



Steven Bensen, Mayor

ATTEST:



Gail Olstad, City Auditor

The Motion for the adoption of the foregoing resolutions was duly seconded by council member Gates. On a roll call vote the following council member voted Aye: O'Brien, Carr, Gates, Moen, and Bohnsack. The following council member voted nay: none. The following council members were absent and not voting: Petersen. The majority having voted aye, the motion carried the resolution was adopted.