

June 1, 2020 Mayville City Council

The Mayville City Council met in regular session on June 1, 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, Bohnsack, O'Brien, Petersen, Moen. The following Aldermen responding to call of the roll by conference phone call: Meshefski-Labine. Absent: 0 Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Shelia Anderson, Brandon Reber.

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

1. **Minutes from 05-04-20 meeting.**
2. **Auditor's Office approval:** It's a wrap licensed to operate a food truck with City limits until 05/18/2021.
3. **Conferences & Training Opportunities:** Nothing noted at this time.
4. **City Streets:** Street maintenance has begun filling major pot holes and street cracks with hot mix. The holes need to be dry for the hot mix to adhere properly. This will be an ongoing process.
5. **COVID-19 (Coronavirus):** This pandemic is having a significant impact on our citizens and communities. City Offices, Library and Armory are closed. As of June 1, several businesses have reopened but must adhere to CDC guidelines and limit number of patrons. Governor Burgum continues new conferences that provide helpful and timely information for citizens and businesses in these challenging times.
6. **Park Board Request:** Council approved last meeting a request for a couple truckloads of clay to stabilize the bank by the cannon in Island Park.
7. **June 9th Election:** City Council, three positions, all 4 yr. terms; Park Board, three 4 yr. term & one 2 yr. term positions. Voting will be BY MAIL ONLY. Council Organizational meeting will be at July 6 Council meeting if Council agrees.
8. **Stop Sign Vandalism:** Two signs were torn down. Individual called and apologized. Charges are pending; and individuals will be required to pay damages. Once Payroll is completed costs will be compiled.
9. **Environmental Impact:** Bureau of Reclamation has announced the availability of the Draft Environmental Impact Statement for the Eastern North Dakota Alternate Water Supply Project. Comments will be accepted until July 6. A copy of the Draft EIS is available at <https://www.gov/gp/dkao/nepa/nepa/endaws/index.html>
10. **Election Measures:** ND League of Cities has heard rumors that cities have advocated for "no" vote on the issue of publishing city governing board minutes in the official newspaper by putting inserts in water bills. This is a reminder that city money and resources cannot be used to advocate for or against ballot measures.
11. **Landfill area:** A large ravine has developed from water runoff adjacent to city landfill. Seeking input on repair options. Charles update.
12. **MPEDC Summer Schedule:** No meetings planned until September 3rd.

Moen seconded the motion, motion carried.

Mayville Street Project: Moore Engineering Street Project Study Update: Surveyors are in town. They are focusing on the sanitary & storm sewer right now. In July, a full street survey will begin as all the streets will be evaluated. Brandon and another engineer will be doing this.

1.0 Citywide Street Improvements Study

- 1.1 Study Update
 - 1.1.1 Survey
 - 1.1.2 Sewer Televising
 - 1.1.3 Street Inspection
- 1.2 Moore Engineering Invoice 23765 - \$39,452.33

Review of May 2020 actual and June 2020 estimated expenses.

| | | | | |
|-------|---------------------------------|---------|-----------------|------------|
| 16038 | 420 Praxair | streets | maint/operation | \$26.85 |
| 16039 | Aasen Drug | library | Misc | \$41.01 |
| 16040 | Aflac | all | Insurance | \$1,201.38 |
| 16041 | American Funds | all | Retirement | \$5,263.29 |
| 16042 | American Solutions for Business | library | office supplies | \$287.29 |

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|-------|--------------------------------------|-------------------------------|--------------------------------|-------------|
| 16043 | Bank of North Dakota | Water 17 | loan payment – interest | \$2,583.89 |
| 16044 | Bill's repair | streets | repair/maint | \$500.00 |
| 16045 | Brad Beck | cemetery | removal of tree | \$550.00 |
| 16046 | Brite-Way Window Cleaning | city hall & armory | Misc | \$270.00 |
| 16047 | Butler | water treatment | maint/operation | \$1,512.20 |
| 16037 | Dalton Linder | streets | Reimbursement | \$193.04 |
| 16048 | Cardmember Services | all | Misc | \$345.77 |
| 16049 | Collaborative Summer Library Program | library | Comm Service Projects | \$100.00 |
| 16050 | Dakota Supply Group | water treatment | repair/maint | \$1,675.85 |
| 16051 | Drew Petersen | cemetery | contract – May | \$2,750.00 |
| 16101 | Drew Petersen | cemetery | contract – June | \$2,750.00 |
| 16052 | East Central Regional Water District | water treatment | purchase of raw water | \$3,857.33 |
| 16053 | Farm & Home Publishers LTD | library | Books | \$57.00 |
| 16054 | Farmers Union Oil | all | fuel for vehicles | \$285.95 |
| 16055 | Ferguson Waterworks | w/treat & covid 19 | maint/operation | \$54.52 |
| 16056 | First State Bank | water distribution | collection fee | \$0.96 |
| 16057 | Gary Winger | cemetery | Misc | \$225.00 |
| 16058 | Goose River Bank | water distribution | collection fee | \$48.82 |
| 16059 | Grand Forks Utility Billing | waste water treatment | testing dues | \$330.00 |
| 16060 | GreatAmerica Copier Lease | all | lease on copier | \$507.63 |
| 16061 | H.E Everson | streets | tools & accessories | \$14.59 |
| 16036 | Hub International | all | increased liability insurance | \$1,140.00 |
| 16063 | MayPort Auto & Truck Parts Inc | water treat & distribution | maint/operation | \$13.99 |
| 16064 | MayPort Farmers Coop | all | fuel for vehicles | \$136.06 |
| 16065 | MayPort Hardware Hank | all | maint/operation | \$123.64 |
| 16066 | MayPort Hardware Hank | library | repair/maint | \$339.98 |
| 16067 | Mayville Airport Authority | airport | April's spec rec'd in May | \$260.20 |
| 16068 | Mayville State University | sales tax | April's sales tax rec'd in May | \$15,845.54 |
| 16069 | Merrill & Janet Meyer LLP | sales tax | professional fees | \$4,200.00 |
| 16070 | Midcontinent Communications | all | internet & phone | \$1,160.23 |
| 16071 | Miller's Fresh Foods | library | maint/operation | \$63.13 |
| 16072 | MPEDC | sales tax | April's sales tax rec'd in May | \$5,387.48 |
| 16073 | ND Dept of Environmental Quality | water treat & distribution | dues for Dan & Christian | \$40.00 |
| 16074 | ND League of Cities | non dept | dues | \$1,539.00 |
| 16075 | ND Sewage Pump & Lift | waste water collections | maint/operation | \$12,062.75 |
| ACH | NDPERS | all | Insurance | \$5,187.14 |
| 16076 | Network Center | all | datto backup | \$165.00 |
| 16077 | Nilson Brand Law | city atty;non-dept;;CIP ST LT | legal & misc | \$181.20 |
| 16078 | Nilson Brand Law | streets | legal retainer | \$225.00 |
| | Northdale Oil | | | |
| 16062 | Northwest Asphalt & Maintenance | sales tax | crack sealing | \$20,020.00 |
| 16079 | One Call Concepts | water distribution | maint/operation | \$31.20 |
| 16080 | Opp Construction | streets | repair/maint | \$1,071.00 |
| 16081 | Oriental Trading | library | Comm Service Projects | \$3.67 |
| 16082 | Paul Eliason | cemetery | Misc | \$60.00 |
| 16083 | Polar | auditor | lease on phones | \$60.77 |
| 16084 | Precision Electric | water treatment | repair/maint | \$135.00 |
| 16085 | Reliance Standard | all | life insurance | \$213.75 |
| 16086 | Soholt Bakery | city hall | Misc | \$19.00 |
| 16087 | Team Lab | waste water treatment | Chemicals | \$1,421.00 |
| 16087 | Team Lab | streets | repair/maint | \$679.50 |

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|-------|-------------------------|----------------------------|-------------------------|-------------|
| 16088 | Trail County Treasurer | sheriff | Contract | \$22,084.97 |
| 16089 | Trail County Tribune | non dept & sanitation | Printing | \$1,237.26 |
| 16090 | Tri-Steel Manufacturing | streets | woods mower | \$655.96 |
| 16091 | Univar | vector | Chemicals | \$962.20 |
| 16092 | USPS | water distribution;wwwater | postage for water bills | \$245.67 |
| 16093 | Valley United | ww treat & streets | maint/operation | \$444.41 |
| 16094 | Verizon | all | cell phones | \$275.15 |
| 16095 | Waste Management | all | garbage & recycling | \$23,178.37 |
| 16096 | Xcel Energy | all | Electricity | \$9,622.95 |

H2O Deposits refunded

| | | | | |
|-------|----------------------------------|--|--|---------------------|
| 16097 | City of Mayville (Quinton Bidon) | | | \$95.50 |
| 16098 | City of Mayville (Tyler Johnson) | | | \$150.00 |
| 16099 | Jack Germundson | | | \$150.00 |
| 16100 | Quinton Bidon | | | \$54.50 |
| | | | | <u>\$156,374.54</u> |

O'Brien made the motion to approve the bills as presented as May & June estimated. Bohnsack seconded the motion, motion carried

Financial reports were given through April 2020. Carr made a motion to accept these financial reports. Petersen seconded the motion, motion carried.

O'Brien made the motion to allow Listen, Inc to provide gaming at Heroes & Legends, July 1, 2020 – June 30, 2021. Moen seconded the motion, motion carried.

Richard Dean & Kristine Jean Fastner wanted to purchase 2 cemetery plots at the Mayville cemetery. A motion was made by Bohnsack to approve this purchase. O'Brien seconded the motion and upon a roll call the following voted: Yea: Petersen, Moen, Carr, Bohnsack, O'Brien, Meshefski-Labine; Nay: 0; Absent: 0.

Carr made the motion to approve the Auditor's Bond

Resolution Setting Auditor Bond Limit

Whereas, The City of Mayville is covered by a blanket bond by the North Dakota state bond fund; and,

Whereas, the North Dakota state bonding fund provides fidelity bond coverage for the city employees and public officials in dealing with public funds; and,

Whereas, the bond is fixed by the city governing body and set by resolution as outlined in NDCC 40-13-02; and,

Whereas, at the June 1st, 2020 regular City Council meeting of the Mayville City Council the current bond limits were reviewed and found to be sufficient.

Now, therefore, be it resolved by the city council of the city of Mayville, North Dakota, that the auditor bond coverage by the state bonding fund in the amount of one million, two hundred forty seven thousand, five hundred thirty seven dollars (\$1,247,537.00), has been reviewed and found sufficient.

Dated this 1st, day of June 2020

Attest: Gail Olstad
Gail Olstad, City Auditor

Mayor: Steven Bensen
Steven Bensen

June 1st, 2020

Petersen seconded the motion, motion carried.

Discussion on reviewing calendars: Election will be on June 9th, Annual audit June 22-26, all offices will be closed on July 3rd to observe Independence Day, which is on Saturday, July 4th. The organizational meeting will be held on July 6th. Bohnsack made a motion to accept the calendars as given. Moen seconded the motion, motion carried.

Moen made a motion to accepts quotes that were obtained from Precision Electric for \$2800.00 and from AR Foam Insulation for \$2450.00 for a total of \$5250 for the Water Plant Generator to repair the slab as it is tilting right now. Carr seconded the motion and upon a roll call the following voted: Yea: Petersen, Moen, O'Brien, Meshefski-Labine, Bohnsack, Carr; Nay: 0; Absent: 0.

The City Auditor has done a full analysis of the Trailer Court & Apartments here in Mayville. As of right now, the trailer park is getting charged for 35 trailers for garbage and each apartment complex is getting charged from 2-4 totes. Waste Management is not able to come into the trailer park, so they have 3 dumpsters instead for the whole park. The Auditor gave the owner of the trailer park some ideas but has not heard anything back from the owner since so this is on hold for now. The auditor was thinking that each dumpster would take care of 12 – 15 units.

Discussion was held on the COVID-19 Closure as Prior to Governor Burgum green lighting the whole state Physical Plant Committee recommends the City Offices, Library and Armory remain closed through June 2020.TKO at armory (armory calendar included with calendars). County is remaining by appointment only until June 16th, State is opening next week – Week of June 1 Agencies and supervisors, no more than 50% capacity, online first, appointment only, all must follow ND Smart Restart, social distance expected, if not masks should be worn. Carr made the motion to approve this. Moen seconded the motion, motion carried.

A concern had been raised before questioning building whether building contractors are or are not properly licensed. ND Century Code Chapter 43-07 requires contractors to be licensed. Another question that was brought up was if no building permit were obtained if we could find that person. We have such as City Ordinance 8-103 requiring a building permit for any project costing \$1000.00 or above; and City Ordinance 8-104 imposes a \$200 penalty for a violation of the building permit ordinance. Use this one vs the one we had a first reading of last month of 14.3?

The 2021 Budget Preparation: Snow removal, street maintenance, equipment needs, Sheriff's budget, other 2021 budget items. Need input by end of June. Cassie option to budget based on home rule charter total vs by fund. Process? O'Brien made the motion to accept this process. Bohnsack seconded the motion and upon a roll call the following voted: Yea: Petersen, Carr, Moen, O'Brien, Bohnsack; Nay: 0; Absent: Meshefski-Labine.

Petersen made a motion to approve the sale of a Riverwood lot contingent on approval of plans by Riverwood Committee and Planning & Zoning Committee. It is Lot 9, Block 4, 641 Riverwood Drive – Kody & Elsa Kyllö - \$6500.00. Carr seconded the motion and upon a roll call the following voted: Yea: O'Brien, Moen, Bohnsack, Carr, Petersen; Nay: 0; Absent: Meshefski-Labine.

O'Brien made a motion to accept the first reading of the ordinance to determine the amount to be levied

City of Mayville, State of North Dakota

Ordinance No. _____

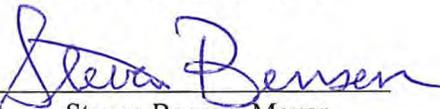
AN ORDINANCE TO DETERMINE THE AMOUNT TO BE LEVIED

After completing the final budget for the following year, the council shall proceed to make the annual tax levy in an amount sufficient to meet the expenses for the ensuing year as determined at the budget meeting. In determining the amount required to be levied, the council first shall ascertain its net current resources by adding the estimated revenue for the ensuing year other than property taxes, any transfers in, and the estimated fund balance at the end of the current year. Then the council shall ascertain its appropriation and reserve by adding the

final appropriation for the ensuing year, any transfers out, and the cash reserve. The net current resources must be deducted from the appropriation and reserve, and the balance shall be considered the amount that is required to be raised by taxation during the ensuing year.

The city council shall direct an annual certification of mills levied based on the revenue requirements of the proposed budget in its entirety without regard to the specific dedications of mill levies to specific purposes as authorized and provided for in article 3, section 2 of the Home Rule Charter. Total mills levied shall not exceed the total levies authorized by the state constitution and state statutes for cities under N.D.C.C. ch. 57-15, unless authorized by a vote of the city's electors. The levy as finally adopted must be approved by a majority vote of the members of the council and noted in the record of official proceedings.

CITY OF MAYVILLE


Steven Bensen, Mayor

ATTEST:

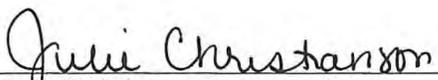

Gail Olstad, City Auditor

Date of First Reading: 6-1-20

Date of Second Reading: _____

Bohnsack seconded the motion and upon a roll call vote the following voted: Yea: O'Brien, Bohnsack, Moen, Carr, Petersen; Nay: 0; Absent: Meshefski-Labine

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

Attest: 
Julie Christianson Deputy Auditor

Mayor: 
Steve Bensen