

July 6, 2020 Mayville City Council

The Mayville City Council met in session for the Organization Meeting at 6 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, Gates. Absent: 0 Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Shelia Anderson, Brandon Reber.

O'Brien made the motion for the acceptance of election results as received from Traill County Auditor. Bohnsack seconded the motion, the motion carried.

Council Member Mayville (Vote for Three)

| | |
|--------------------------|-----|
| Bill Bohnsack | 320 |
| Ben Gates | 303 |
| Larry O'Brien | 289 |
| Write-In: Byron Kleven | 2 |
| Write-In: Karl Jorgenson | 1 |
| Write-In: Perry Paschke | 1 |
| Write-In: Tom Stocking | 1 |
| Scattered | 0 |

Park Board Member Mayville Park Unexpired 2yr Term (Vote for One)

| | |
|------------------|-----|
| Jeremy Marquardt | 347 |
| Scattered | 0 |

Park Board Member Mayville Park (Vote for Three)

| | |
|--------------------------|-----|
| Jennifer Kohls | 313 |
| Emily Halvorson | 312 |
| Albert Koshney | 302 |
| Write-In: Christian Gage | 2 |
| Scattered | 1 |

Mayville City Publishing Minutes

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| Yes | 347 |
| No | 16 |

Ben Gates was welcomed to the Council.

It was decided that Larry O'Brien will be President of the Council and Mike Carr will be Vice-President. Moen made the motion to accept this with Bohnsack seconding the motion, the motion carried.

Carr made a motion to accept the Mayor's committee assignments as follows: Physical Plant: Mike Carr-Chair, Bill Bohnsack, Ben Gates; Administrative Committee: Larry O'Brien-Chair, Ray Petersen, Charlie Moen. Petersen seconded the motion, the motion carried.

Regular Committee Meetings will be scheduled as follows:

Administrative Committee: 4:30p – 6p right before Regular Monthly Council Meeting (1st Monday of the month – if Council is rescheduled Administrative Committee will be as well).

Physical Plant Committee: Noon the Wednesday prior to Regular Monthly Council Meetings (1st Monday of the month – if Council is rescheduled Physical Plant Committee will be as well)

O'Brien made the motion to accept the Mayor's appointment of City Auditor – Gail Olstad. Moen seconded the motion, the motion carried.

The Mayor appointed the City Attorney as Nilson Brand Law. Carr made the motion to accept this motion. Gates seconded the motion, the motion carried.

Petersen made the motion to accept Ben Gates as our new Councilman, replacing Kim Meshefski-Labine. Carr seconded the motion, the motion carried.

| Position | Member |
|-----------------------|---|
| Library | Julie Christianson |
| Park board | Bill Bohnsack |
| LARC | Bill Bohnsack |
| RZA | Larry O'Brien |
| JP | Larry O'Brien Gail Olstad |
| Hospital | Ray Petersen |
| RRVWSP/LAWA | Bill Bohnsack |
| P&Z | Ben Gates |
| Special Assessment | tbd |
| MPEDC | Bill Bohnsack |
| Riverwood Build | Ray Petersen |
| College | Mike Carr |
| Fire Department | Charlie Moen |
| Emergency Planning | Ben Gates |
| Flood Plain | Gail Olstad |
| Armory | Gail Olstad Ray Petersen Don Moen |
| Airport | Don Moen |
| Sheriff | Gail Olstad |
| Engineers | Gail Olstad |
| Assessor | Gail Olstad |
| Judge | Gail Olstad |
| Other: | |

Carr made the motion to adjourn the Organization meeting with Gates seconding the motion, the motion carried

The Mayville City Council met in regular session on July 6, 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, Gates. Absent: 0 Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Shelia Anderson, Brandon Reber.

O'Brien made a motion to accept the approval agenda on the following items:

1. **Minutes from 06-01-20 meeting.**
2. **Auditor's Office approval:** Up & Away licensed to sell fireworks within City limits until 7-5-2020.
3. **Conferences & Training Opportunities:** ND League of Cities – 2020 Virtual Newly Elected Officials Workshop July 8, 9:30 am to 5:00 pm
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 are open by appointments only, Library and Armory are open. Several businesses have reopened but must adhere to CDC guidelines and limit number of patrons. Governor Burgum continue news conference that provide helpful and timely information for citizens and businesses in these challenging times. COVID-19 Costs, if greater than #3,300, are reimbursable from FEMA. To date City cost have been minimal.
6. **Highway 18 Forced Main Update:** Lakeside Construction dug but did not locate pipe.
7. **Water Plant Heater/Dehumidifier:** Not functioning, hopefully, assessed next week.
8. **Mosquito Spraying:** City began spraying last week. Will continue as needed.
9. **Pallet Fence at Trailer Court:** Structure is substandard. City Auditor will contact tenant about removal.
10. **ND Fire and Tornado Insurance Coverage:** Currently buildings only; adding other structures.
11. **Landfill area:** A large ravine has developed from water runoff adjacent to city landfill. Naastad Brothers is consulting on possible options.
12. **Dakota Natural Gas:** Continued progress on permits. Began pipework near Nielsville, MN.
13. **Financial Audit:** Onsite fieldwork complete; Follow-up and draft report to follow.
14. **Census:** Progressing. MaSU will provide training space later this month.
15. **Trail County Mini Grants:** \$250 to \$1,000 grants available to businesses and others for properly beautification.

Petersen 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. Jet Way will be cleaning and televising sewer & storm sewer lines. Jet Way's bill will be \$10800.00 that will come on an invoice with Moore Engineering. Moore Engineering had an invoice for \$15218.65 worth of work done so far. Brandon Reber stated that some committees will need to be formed. One of them will be Special Assessments Committee which should be 3 people that are non-council. Another group should be some employees along with some council members. City Auditor made the mention of Cal Peterson, head of Streets and Dan Overmoe head of Water Plant with Moen and Gates volunteering to be in on this group. Petersen made a motion to accept this invoice for the work so far. Bohnsack seconded the motion and upon a roll call the following voted: Yea: Petersen, Carr, Moen, Gates, O'Brien, Bohnsack; Nay: 0; Absent: 0.

Carr made the motion to approve the actual bills for June 2020 and July 2020 estimated expenses.

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|-------|--------------------------------------|---------------------|----------------------------|-------------|
| 16105 | 420Praxair | streets | maint/operation | \$27.33 |
| 16106 | Aasen Drug | water treat & dist. | office supplies | \$6.99 |
| 16107 | Aasen Drug | library | office supplies | \$31.99 |
| 16108 | Aflac | all | insurance | \$800.92 |
| 16109 | American Funds | all | retirement | \$3,903.31 |
| 16110 | Baker & Taylor | library | books | \$235.29 |
| 16111 | Brady Martz | all | audit fee | \$11,000.00 |
| 16112 | Cardmember Services | all | misc. | \$1,095.36 |
| 16113 | Dacotah Paper | all | paper products | \$148.43 |
| 16114 | Dakota Supply Group | water treatment | repair/maintenance | \$1,035.55 |
| 16115 | Drew Petersen | cemetery | mowing contract | \$2,750.00 |
| 16116 | East Central Regional Water District | water treatment | purchase of raw water | \$5,162.16 |
| 16117 | Farmers Union Oil | all | fuel for vehicles | \$1,859.62 |
| 16118 | Ferguson | water distribution | meter for new cement plant | \$1,262.17 |

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|-------|--------------------------------|------------------------|-------------------------------|-------------|
| 16119 | First State Bank | water distribution | collection fee | \$0.96 |
| 16120 | Goose River Bank | water distribution | collection fee | \$33.76 |
| 16121 | Grand Forks Utility Billing | water treatment | samples | \$70.00 |
| 16122 | Great America | all | lease on copier | \$487.67 |
| 16123 | Hatton Granite Company | cemetery | repair/maintenance | \$200.00 |
| 16124 | Hawkins | water treatment | chemicals | \$2,200.70 |
| 16125 | Hub International | all | fire & tornado | \$4,165.00 |
| 16126 | In Control Inc | waste water collection | repair/maintenance | \$680.69 |
| 16127 | Julie Christianson | library | cleaning aide | \$93.50 |
| 16128 | MayPort Auto & Truck Parts Inc | ww coll & treatment | maint/operation | \$9.78 |
| 16129 | MayPort Farmers Co-op | streets & sanitation | fuel for vehicles | \$252.13 |
| 16130 | MayPort Hardware Hank | all | maint/operation | \$71.02 |
| 16155 | Mayville Airport Authority | airport | May's spec rec'd in June | \$837.95 |
| 16156 | Mayville State University | sales tax | May's sales tax rec'd in June | \$12,036.65 |
| 16131 | McFarlane | water treatment | repair/maintenance | \$978.53 |
| 16132 | Midco | all | internet & cable | \$1,046.96 |
| 16133 | Miller's Fresh Foods | library | maint/operation | \$71.03 |
| 16134 | Miller's Fresh Foods | city hall | misc. | \$67.75 |
| 16157 | MPEDC | sales tax | May's sales tax rec'd in June | \$4,092.46 |
| ACH | NDPERS | all | insurance | \$5,187.14 |
| 16135 | NDSWRA | ww treatment | dues | \$90.00 |
| 16136 | Network Center | all | datto backup | \$165.00 |
| 16137 | Nilson Brand Law | all | retainer & legal issues | \$910.00 |
| 16138 | Northdale Oil | all | prepaid propane | \$5,000.00 |
| 16139 | One Call Concepts | water distribution | maint/operation | \$17.45 |
| 16140 | Paulson Gravel Services | armory | maint/operation | \$638.00 |
| 16141 | PC Plus | library | tech support | \$80.00 |
| 16142 | Polar | auditor | lease on phones | \$60.77 |
| 16143 | Quinton Bidon | water distribution | overpayment of water bill | \$1.02 |
| 16144 | Reliance Standard | all | life insurance | \$287.75 |
| 16145 | Septic Tank Servicing | streets | maint/operation | \$200.00 |
| 16146 | Soholt Bakery Inc | city hall | misc. | \$50.00 |
| 16147 | The Saturday Evening Post | library | periodicals | \$15.00 |
| 16148 | Traill County Treasurer | sheriff | monthly contract | \$22,084.97 |
| 16149 | Traill County Tribune | non dept | misc. | \$37.04 |
| 16150 | USPS | water distribution | postage for water bills | \$246.81 |
| 16151 | Valley United | waste water treatment | maint/operation | \$255.55 |
| 16152 | Verizon Wireless | all | cell phones | \$278.43 |
| 16153 | Waste Management | sanitation | garbage & recycling | \$23,376.31 |
| 16154 | Xcel Energy | all | electricity | \$8,767.67 |
| 16104 | Xcel Energy | all | streets lights | \$86.26 |

H2O Deposits refunded

\$124,550.83

Gates seconded the motion, the motion carried.

No new financial reports to report since last month's meeting.

July 6th, 2020

Comet Athletic Club to provide a raffle at Mayville City Armory on September 26, 2020. Petersen made a motion to accept this gaming site authorization. Moen seconded the motion, the motion carried.

Bohnsack made the motion to accept the sale of property located at 530 7th Ave SE in Mayville ND to buyers Chad and Minda Strand for the purchase price of \$3,750. Legal description of property: S1/2 Lot 2 and Lot 3 Eastvold 4th Addition contingent on approval of plans by Riverwood Build Committee and Mayville Planning and Zoning. Moen seconded the motion and upon a roll call vote the following voted: Yea: Petersen, Moen, Carr, Bohnsack, O'Brien, Gates; Nay: 0; Absent: 0.

Opoien's would like to build on non-river lots 13 & 14. Initial information not enough will need additional information with initial plans. It will be contingent on final plans. Petersen made the motion to accept this knowing that more information is needed. Carr seconded the motion, the motion carried.

The City of Mayville received a proposal for review to build on the Forrester Lot (Lot 20, River-lot) if purchased. It is contingent on approval by Riverwood Build Committee and Mayville Planning & Zoning. (Mel Nagel) City is not involved in the sale of the property from Forrester to Nagel at cost but all covenants apply. Initial plans. Bohnsack made the motion to accept this proposal. Moen seconded the motion, the motion carried.

O'Brien made a motion to accept to have Brad Beck to take down the tree between the Fire Hall & locomotive Garage at a cost of \$1,000. Bohnsack seconded the motion and upon a roll call the following voted: Yea: Moen, O'Brien, Gates, Petersen, Carr, Bohnsack; Nay: 0; Absent: 0.

Petersen made a motion to move the council meeting in September from September 7th to September 14th, 2020 at its regular time as September 7th is Labor Day and all city offices are closed. Moen seconded the motion, the motion carried.

Discussion on reviewing calendars: August 10th is Preliminary Budget is due; Final Budget Hearing is October 5th, 2020. Gates made the motion to accept the calendars as presented. Petersen seconded the motion, the motion carried.

Quotes were obtained to lift generator and raise pad back to level at the water plant. Recommend awards to Precision, \$2,800; and AR Foam Insulation, \$2,450 for a total of \$5,250. Action approved at June Council meeting. Hold at present time considering additional options.

Moen made a motion to replace the computer board on the Main Lift Station VFD as it is not functioning. The price to replace the computer board is \$3,000 to \$4,000. Carr seconded the motion and upon a roll call the following voted: Yea: O'Brien, Gates, Petersen, Carr, Moen; Nay: 0; Absent: Bohnsack.

Physical Plant Committee recommends that the Armory & Library can open. They recommend that all City offices remain closed till next council meeting. Carr made the motion to accept these recommendations. O'Brien seconded the motion, the motion carried.

2021 Budget Preparation: Snow removal, street maintenance, equipment needs, Sheriff's budget, other 2021 budget items. Projections that State revenue will be reduced through 2021 by 20%.

2020-2021 Propane supply: 2019-2020 received only 1 bid, have received a proposal from current supplier to remain the same as last year – what would council like to do? O'Brien made the motion to stay with the current supplier at the same price as last year \$1.09 per gallon. Gates seconded the motion and upon a roll call the following voted; Yea: Gates, Petersen, Carr, Moen, O'Brien; Nay: 0; Absent: Bohnsack.

O'Brien made a motion to accept the second 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
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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

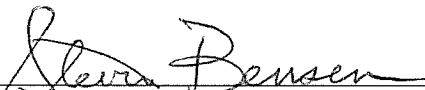
Date of First Reading: _____ 6-1-20 _____
Date of Second Reading: _____ 7-6-20 _____

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

Moen made the motion to re-establish Planning & Zoning Committee. Petersen seconded the motion, the motion carried.

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

Attest: 
Julie Christianson Deputy Auditor

Mayor: 
Steve Bensen