

August 3, 2020 Mayville City Council

The Mayville City Council met in regular session on August 3, 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, Gates, Moen. Absent: Petersen Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Shelia Anderson, Brandon Reber, Sheriff Hunt, Tom & Mary Stocking, Kol Balstad.

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

1. **Minutes from 06-01-20 meeting.**
2. **Minutes from 07-06-20 meeting (Organizational meeting & monthly)**
3. **Auditor's Office approvals:** MayPort Community Club licensed to hold a parade with City limits, 808-01-2020.
4. **Conferences & Training Opportunities:** ND League of Cities – 2020 Annual Conference – Thursday Sept 24-26, 2020 Virtual Conference.
5. **City Streets:** Street maintenance continues to fill 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.
6. **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 provide helpful and timely information for citizens and businesses in these challenging times. Governor has proposed to the Emergency Commission reimbursing counties and cities for law enforcement first responder payroll costs for the first 7 months of the pandemic (March-Sept) This concept will get much needed revenue to counties and cities quickly and efficiently (59 million).
7. **Highway 18 Forced Main Update:** Lakeside Construction dug but did not locate pipe. \$1650 bill for service included in monthly bills.
8. **Xcel Energy's Judi Paukert Retires:** Judi has been a valued contact as Community Relations manager. We wish her well. New contact is Mark Nisbet, ND Principal Manager, 701-371-5255.
9. **Mosquito Spraying:** City continues to spray city streets and alleys.
10. **November Election Site:** November 2020 general election will ALL-MAIL voting, but as required, have designated the City Armory as designated polling place.
11. **Speed Limit Signs:** Signage has been installed in various locations in the Riverwood Addition.

O'Brien seconded the motion, motion carried.

Mayville Street Project: Moore Engineering Street Project Study Update: Brandon Reber from Moore Engineering made the comment that they have finished surveying the streets and alleys. They have been reviewing hydrant spacing. They have also surveyed the sanitary & storm sewers around Mayville. Brandon Reber asked to set up a time to meet with MPCG School and Mike Carr to go over what if any changes that could be done with morning drop off/afternoon pick-up. Brandon also mentioned meeting with Mayville State University to check with them if there is anything they would like to change. He asked Mayor Bensen to sit in on that meeting. Brandon will be compiling all the data gathered while surveying the streets and alleys and will be making suggestions. As of the end of July, Moore Engineering has accumulated billing to the City for the work done so far \$73104.18 total. Council members brought to Brandon Reber's attention about hole 3 at Mayville Golf Course as it floods yearly. It was also brought up about the 1st & 4th lift station that always needs sandbagging when flooding. The City Auditor asked to get a bid from Moore Engineering for GIS for the sanitary & storm sewers. Brandon is going to look at these items for the City. 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. Gates 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: Moen, Carr, Bohnsack, O'Brien, Gates; Nay: 0; Absent: Petersen.

Moen made the motion to approve the actual bills for July 2020 and August 2020 estimated expenses.

16158	420 Praxair	streets	maint/operations	\$44.80
16159	Aasen Drug	library	office supplies	\$20.47
16160	Aflac	all	insurance	\$800.92
16161	Agassiz Sales	streets	maint/operations	\$152.61
16162	American Funds	all	retirement	\$3,874.68

16163	American Solutions for Business	all	office supplies	\$199.87
ACH	Bank of North Dakota	Sewer 17	loan payment	\$46,237.50
ACH	Bank of North Dakota	Water 16	loan payment	\$56,512.50
ACH	Bank of North Dakota	Sewer 19 & 20	loan payment	\$78,412.50
ACH	Bank of North Dakota	Water 23	bond payment	\$17,025.00
ACH	Bank of North Dakota	Sewer 24	bond payment	\$64,550.00
ACH	Bank of North Dakota	Tiff #25	loan payment	\$21,130.00
ACH	Bank of North Dakota	Water 26 pt 1	bond payment	\$26,800.00
16164	Brad Beck		removal of tree by Fire Dept	\$1,000.00
16165	Cardmember Services	library & all	books,Office 365,Gov Board	\$899.70
16166	Consumer Reports	library	periodicals	\$26.00
16167	Daniel Overmoe	water treatment	postage - Fed Ex	\$45.02
16168	Demco	library	office supplies	\$52.99
16169	Diamond Vogel Paint	streets	repair/maint	\$466.90
16170	Discover Magazine	library	periodicals	\$24.95
16171	Drew Petersen	cemetery	August contract payment	\$2,750.00
16172	ECRWD	water treatment	purchase of raw water	\$5,464.09
16173	EF Library Services	library	books	\$25.60
16174	Farmers Union Oil	all	fuel for vehicles	\$480.39
16175	Ferguson	water distribution	meters & maint/operations	\$1,699.38
16176	Goose River Bank	water distribution	collection fee	\$51.39
16177	Grainger	water treatment	maint/operations	\$338.88
16178	GreatAmerica	all	lease on copier	\$409.36
16179	H.E. Everson	streets	maint/operations	\$91.77
16180	Hatton Granite Company	cemetery	repair/maint - Satrom	\$200.00
16181	Hawkins Inc	water treatment	chemicals	\$6,777.05
16182	Julie Christianson	library	cleaning exp	\$51.00
16183	Lakeside Construction	waste water collections	maint/operations	\$1,650.00
16184	MayPort Auto & Truck Parts Inc	water dist & streets	maint/operations	\$17.78
16185	MayPort Farmers Co-Op	streets,vector,landfill	fuel for vehicles	\$261.38
16186	MayPort Hardware Hank	all	maint/operations	\$130.03
16211	Mayville Airport Authority	airport	June's special rec'd in July	\$200.35
16212	Mayville State University	sales tax	June's sales tax rec'd in July	\$16,054.70
16187	Midcontinent Communications	all	internet & cable	\$953.57
16188	Miller's Fresh Foods	city hall	misc	\$47.23
16189	Miller's Fresh Foods	library	maint/operations	\$100.34
16213	MPEDC	sales tax	June's sales tax rec'd in July	\$5,458.60
16190	ND Rural Water Systems Association	waste water collections	maint/operations	\$150.00
ACH	NDPERS	all	insurance	\$5,187.14
16191	Network Center	all	datto backup	\$640.00
16192	Nilson Brand Law	city attorney & water dist	legal & legal retainer for Aug	\$585.00
credit	Northdale Oil Inc	fire dept, city shed	prepaid propane	-\$5,177.71
16193	One Call Concepts	water distribution	maint/operations	\$16.80
16194	Opp Construction	streets	repair/maint	\$1,205.40
16195	Petty Cash	library	replenish petty cash	\$200.00
16196	Petty Cash	auditor	replenish petty cash	\$14.02
16197	Polar	auditor	lease on phones	\$60.77
16198	Precision Electric	waste water collections	electricity	\$175.00
16199	Reliance Standard	all	life insurance	\$287.75
16200	Soholt Bakery	city hall	misc	\$12.00
16201	Traill County Treasurer	sheriff	monthly contract payment	\$22,084.97
16202	Traill County Tribune	non dept	printing	\$270.32

16203	USA BlueBook	water distribution	N95 filters	\$32.15
16205	USPS		postage for water bills	\$252.80
16204	USPS	library	postage	\$220.00
16206	Valley Plains Equipment	streets	repair on lawn mower	\$70.82
16206	Valley Plains Equipment	streets	repair on lawn mower	\$1,173.18
16207	Valley United	wwater coll & vector	chemicals	\$250.32
16208	Verizon	all	cell phones	\$328.42
16209	Waste Management	sanitation	garbage & recycling	\$23,369.03
16210	Xcel Energy	all	electricity	\$10,293.92

H2O Deposits refunded

\$423,191.40

Gates seconded the motion, the motion carried.

Carr made the motion to approve the financial reports from January through June 2020. Moen seconded the motion, motion carried.

The owner of Personal Touch Management Trailer Park & Apartments requests reductions in housing and trailer unit numbers for garbage and recycling monthly billing. Initial request heard and tabled at June 1, 2020 meeting. Additional information provided by City Auditor. The owner thinks possibly of being able to go from 3 dumpsters down to 2 dumpsters. He was also considering putting up surveillance cameras to make sure that it is just his tenants that are using the dumpsters. The City would like for Personal Touch to put fence around 3 sides of the dumpster, so it is not such an eye sore. The City Auditor will get in touch with the owner and let him know of what has been discussed. No motion was made at this meeting.

Moen made the motion to accept the bid of \$10,750.00 for a new mower. It will be replacing the 18-year-old mower with 2500 hours on it. 4 bids were received. The lowest bid was County clipper at \$10,750.00 from Agassiz Sales. Gates seconded the motion and upon a roll call vote the following voted: Yea: Moen, Carr, Bohnsack, O'Brien, Gates; Nay: 0; Absent: Petersen.

The calendars were reviewed: noting that August 10, Preliminary Budget due; September 7, Labor Day All City Offices closed; Council meeting moved to September 14th; NDLC Annual Conference, Sept. 24-26; Final Budget Hearing, October 5, 2020. O'Brien made the motion to accept the calendars as presented. Carr seconded the motion, motion carried.

There was discussion on the Water Plant Generator Repair: Action approved at June Council meeting. Additional options have been investigated. Quotes included. Recommend 4 pier fix, approximately \$17,000. It was mentioned going 70 ft down 4 piers with a lifetime warranty. It was decided to table until next month's meeting.

Golf Course Request: Undertaking clubhouse remodel project. Planning this to be an event center for the community. The cost estimate is \$31000. Local fundraising and MPEDC matching. It was asked if any possible City funding, but the City is unable to help with any funding. It was brought to their attention to check out grant programs or low interest loan programs.

O'Brien made a motion to approve transfer of 2014 Ford Explorer to Traill County Sheriff's Department to include in county sale. Proceeds to be applied against Mayville's Sheriff's billing. Moen seconded the motion, motion carried.

Discussion on 2021 Budget Preparation and changes to budget methodology:

We will be budgeting using city powers granted in the Home Rule Charter as previously approved by Council this year. Projected increase in expenses include: snow removal, street maintenance, equipment needs, Sheriff's budget and other 2021 budget items.

Revenue projected at 2020 level.

Levies to be certified to County Auditor are: **\$588,588.04 Mills of 143.98 for 2021.**

Preliminary budget due to County Auditor by Monday, August 10. Expectation is Levies will be reduced for Final.

Moen made the motion to accept this projected 2021 budget. Bohnsack seconded the motion and upon a roll call vote the following voted: Yea: O'Brien, Gates, Moen, Carr, Bohnsack; Nay: 0; Absent: Petersen.

Ben Naastad met with the Admin committee and gave a bid of \$27,980 for the design & estimation out at the landfill. It would require 18" dirt and 18" clay. The City of Mayville would not be committed to anything else at this time. From the Admin committee, it was brought to Council for discussion. O'Brien made the motion to accept this bid from Naastad Brothers. Carr seconded the motion and upon a roll call vote the following voted: Yea: Gates, Carr, Moen, Bohnsack, O'Brien; Nay: 0; Absent: Petersen.

Kol Balstad from Stub's Bar came to discuss the alley by Stub's. Every time it rains, all the water runs into the bar and Kol is constantly sweeping up water. The alley has turned into gravel. He was wondering if anything can be done to fix this problem. The City Auditor told him that she would have the Street dept. look at it and get back to him.

Tom & Mary Stocking came to the meeting. They wanted to discuss whether if they needed a FEMA permit to replace their deck in front of Tommy's and Pizza Shop. Mary stated that the existing boards are just going to get replaced with new deck boards. She had called FEMA and spoke with Delilah there. Delilah told her that it was up to the City Auditor if she would need a FEMA permit. The was incorrect. Tommy's & Pizza Shop are in the flood plain. The City Auditor told Mary to come back the next day and she would help her get the FEMA permit all filled out correctly so Mary could send it off to FEMA.

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

Attest: Julie Christianson
Julie Christianson Deputy Auditor

Mayor: Steve Bensen
Steve Bensen