

February 7, 2022, Mayville City Council

The Mayville City Council met in regular session on February 7th, 2022, at 6:00 pm in the council chambers with Mayor Bensen presiding and the following Aldermen responding to call of the roll: Bohnsack, O'Brien, Moen, Carr, Petersen. Absent: Gates. Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Brandon Reber, Brandon Smith, James Lande, Perry Paschke, Jim Johnson.

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

1. **January 3, 2022, minutes (Monthly meeting) – Not available**
2. **Auditor's Office Approvals:** Mayville State Baseball and Softball Raffle, 1/29/2022; Mayville State Collegiate DECA, Raffle 3/01/2022 – 4/26/2022; Mayville Senior Citizens Center, Bingo, 1/18/2022 – 6/30/2022; Mayville Senior Citizens Center, Bingo, 7/01/2022 – 12/31/2022; Cruzin Café Food Truck in City.
3. **Conferences & Training Opportunities:** MayPort EDC Annual Meeting: Noon, February 3, 2022, at MSU Campus Center Heritage Room. ND League of Cities 2022 Spring Workshop: Tuesday, March 29 – Wednesday March 30 at the Baymont Inn & Suites in Mandan. The workshop is an opportunity to learn and meet with more than 100 North Dakota elected and appointed city officials. Registration is \$200 per person.
4. **College Student Scholarship Opportunity:** Three \$1,000 scholarships from the North Dakota League of Cities, through the Jan Jordan Scholarship Fund will be awarded to students for the upcoming academic year. Applicant qualifications include: 17-22 years of age, child or grandchild of a current city employee or elected city official, and be registered full-time in an accredited ND university, college or vocational/technical program. Application deadline is March 18, 2022.
5. **Homeowner Snowfall Responsibilities:** Move vehicles off streets; Clear snow from in front of mail boxes and around fire hydrants; and keep garbage/recycle containers off streets. Citizens action is very helpful, and greatly appreciated while crews work to improve streets for safe travel.
6. **Election June 2022 Candidate Packets:** A city election candidate may begin collecting signatures on a nominating petition. The mayor, 3 council members, and park board positions will be available. Packets are available at City Hall.
7. **ND Water Resources Development:** Letter and application form links to invite city leaders to participate in the water development planning process for the 2023-25 Biennium and beyond.
8. **Inert Waste Facilities Annual Report:** Mayville city landfill report filed by Cal Peterson on January 20, 2022.
9. **Audit 2020:** Draft report reviewed, and comments submitted to auditors. Awaiting adjusting entries and the finalized audit report.
10. **We received from the PSC through Cassie the closing of the outage Review.**
11. **Trail County ARPA Funding:** County is eligible for \$1,560,899, which will be available as 100% reimbursable grants for the following programmatic priorities: Support public health response; Address negative economic impacts; Premium pay for essential workers; Water, sewer and broadband infrastructure. Applications will be accepted January 31 through March 31, 2022. An application for infrastructure funding was submitted January 31, 2022, by Moore Engineering.

Petersen seconded the motion, motion carried.

1.0 Street & Storm Improvement District 2022-1

1.1 Status Update

1.1.1 Design Phase Update

1.1.2 Land Acquisition Update

1.1.3 USACE 404 Permit Submitted

1.1.4 Schedule moving forward

1.2 Moore Engineering Invoice 29100 - \$94,646.76

2.0 Sewer & Water Improvement District 2022-2

2.1 Status Update

2.1.1 Design Phase Update

2.1.2 Land Acquisition Update

2.1.3 USDA Funding Update

2.2 USDA Agreement

3.0 Trail County ARPA Application

4.0 Water Treatment Plant Technical Services Agreement

5.0 Steele County Flood Risk Open House

5.1 Thursday, February 17 from 4-6 PM

Street & Storm Improvement District 2022-1

Brandon talked about Street & Storm Improvement District 2022-1. He mentioned the design update and final review meeting by the end of February. Brandon talked about the ditch and land acquisition situation. He mentioned that Moore had made an offer to the current land owners for 30 more feet to make the ditch a total of 50 feet wide. The starting offer was \$5,500 to \$7,000 an acre. The land owners came back with a counter offer of \$10,000 an acre. Petersen made the motion to accept the counter offer of \$10,000 an acre. O'Brien seconded the motion and upon a roll call vote the following voted: Yea: Bohnsack, O'Brien, Moen, Carr, Petersen; Nay: 0; Absent: Gates. USDA application should be done sometime this week. Brandon hopes to get plans out by Mid-March. An invoice was brought to the meeting for \$94,646.76 for work done so far this month. Moen made the motion to accept this amount for the month. O'Brien seconded the motion and upon a roll call vote the following voted: Yea: Petersen, Carr, Moen, Bohnsack, O'Brien; Nay: 0; Absent: Gates.

Sewer & Water Improvement District 2022-2

Brandon Reber stated that he had to put in a number for the construction bid for the USDA approval. He said that he made a conservative bid as it was easier to use less money than to ask for more money. O'Brien made the motion contingent on the City's attorney's approval and USDA's approval. Bohnsack seconded the motion, the motion carried.

Brandon Reber brought a Water Treatment Plant Technical Services Agreement with him. It is when Jim Sepp has to do a task order for the water treatment plant. It is for \$5,000. It has been used previously for Joint Power True Up. Petersen made the motion to accept this agreement. Carr seconded the motion and upon a roll call the following voted: Yea: O'Brien, Moen, Carr, Petersen, Bohnsack; Nay: 0; Absent: Gates.

Mike Manstrom – Colliers stopped in end of last week. He will attend a Council meeting if we want him to. Application sent in.

O'Brien made the motion to approve January 2022 actual and February 2022 estimated expenses.

DECEMBER 2021 BILLS

19286	Nilson Brand Law	city attorney	legal issues	\$40.00
19287	Xcel Energy	all	electricity	\$14,077.85

JANUARY 2022 BILLS

19288	A & B Business	library	office supplies	\$283.90
19289	Aasen Drug	library	office supplies	\$41.31
19290	Aflac	all	insurance	\$505.08
19291	Agassiz Sales	street	maint/operation	\$218.74
19292	Aramark	all	misc	\$298.49
19293	Cardmember Services	non-dept	misc	\$54.73
19294	Dakota Natural Gas	fire dept	heating	\$433.00
19295	Dakota Natural Gas	streets	heating	\$381.08
19296	Dalton Linder	non-dept	misc	\$193.44
19297	David Groven	city hall	snow removal hired	\$90.00
19298	East Central Regional Water District	water treatment	purchase of raw water	\$3,517.83
19299	Erickson Pest Control	sanitation	maint/operation	\$60.00
19300	Farmers Union Oil			\$361.61
19301	General Equipment & Supplies	streets	maintainer	\$875.46
19302	Goose River Bank	water dist & ww water	collecton fee	\$19.61
19303	Grand Forks Utility Billing	water treatment	samples	\$70.00
19304	GreatAmerica	all	lease on copier	\$561.82
19305	H.E. Everson	streets & water treat	maint/operation	\$82.96

19306	Jacobson Brothers	library	snow removal hired	\$160.00
19307	K-2 Construction	fire dept	snow removal hired	\$60.00
19308	Linde Gas & Equipment	streets	maint/operation	\$49.55
19309	Mark Lipsiea Estate	all	overpayment of water bill	\$63.85
19310	MayPort Auto & Truck Parts	waste water coll & treat	maint/operation	\$230.96
19311	MayPort Farmers Co-op	all	fuel for vehicles	\$3,251.06
19312	MayPort Hardware Hank	all	maint/operation	\$262.40
19339	Mayville Airport Authority	airport	Dec's rec in Jan A/Rec	\$57.22
19338	Mayville Airport Authority	airport	Prepaid rec'd in Jan	\$5,598.58
19340	Mayville State University	sales tax	Dec's rec in Jan A/Rec	\$14,073.71
19313	Miller's Fresh Foods	library	maint/operation	\$31.35
19314	Miller's Fresh Foods	city hall	misc	\$22.86
19341	MPEDC	sales tax	Dec's rec in Jan A/Rec	\$4,785.06
19315	Network Center	all	service & backup	\$779.00
19316	Nilson Brand Law	city attorney	legal issues	\$842.90
CREDIT	Northdale Oil			-\$1,355.15
ACH	OneAmerica	all	retirement	\$2,215.33
19317	Paulson Gravel Service	emergency	snow removal hired	\$297.50
19318	Polar	auditors	lease on phones	\$60.77
19319	PS Garage Doors	armory	repair/maintenance	\$412.00
19320	Traill County Treasurer	sheriff	monthly contract	\$8,818.90
19321	Verizon	all	cell phones	\$218.56
19322	Waste Management	sanitation	garbage & recycling	\$24,450.58
19323	Xcel Energy	street lights	electricity	\$2,985.49

FEBRUARY 2022 BILLS

19324	Argus Dental & Vision	water & streets	insurance	\$259.60
ACH	Bank of North Dakota	Sewer 19 & 20	principal and interest	\$1,275.00
ACH	Bank of North Dakota	Water 23	principal and interest	\$1,500.00
ACH	Bank of North Dakota	Sewer 24	principal and interest	\$13,550.00
ACH	Bank of North Dakota	Tiff #25	principal and interest	\$1,545.00
ACH	Bank of North Dakota	water 26 pt 1	principal and interest	\$6,400.00
19325	K-2 Construction	fire dept	snow removal hired	\$90.00
19326	Lake Agassiz Water Authority	water treatment	dues	\$250.00
19327	Library Journal	library	periodicals	\$157.99
19328	Midcontinent Communications	all	phones & internet	\$1,010.73
ACH	NDPERS	all	insurance	\$3,710.30
19329	Nilson Brand Law	sanitation	legal retainer	\$225.00
19330	Precision	water treat & dist	repair/maintenance	\$220.00
19331	Reader's Digest	library	periodicals	\$7.50
19332	Reliance Standard Life Insurance	all	insurance	\$254.50
19333	The New York Times	library	periodicals	\$40.00
19334	Traill County Treasurer	sheriff	monthly contract	\$21,169.50
19335	USPS	all	postage for water bills	\$269.34

H2O Deposits refunded

19337	Keith Williams II			\$150.00
19336	Ashley Stebe			\$150.00
				<u>\$142,773.85</u>

Moен seconded the motion, motion carried.

Approval of financial reports: January through December 2021 financials. Bohnsack made the motion to accept the financials as presented. Petersen seconded the motion, motion carried.

Review Calendars: February & March 2022: Note City Offices will be closed for the following holidays: Observation of George Washington Birthday, Feb. 21; Public Hearing Planning & Zoning – Feb. 7 at 5:30pm prior to the City Council Meeting. Committee meetings: Admin and Physical Plant Committees will meet Tuesday 5pm, and Wednesday noon, respectively, the week preceding the following month’s Council meeting. Council meetings are the first Monday in the month. Exceptions that arise to these committee and council meeting dates will be reviewed at the monthly City Council meetings. Tax Equalization Schedule 4/25/22 6pm at City Hall. Carr made the motion to accept the calendars as presented. Moen seconded the motion, the motion carried.

Parking Plan(s) for the Corner Bank Renovation – Brends. First was discussed was the parking next to the railroad to the east of the Corner Nutrition. It is owned by the Railroad. The city doesn’t lease that parking lot so can’t enforce payment for parking there. The Parking Ordinance is from 1979. The buildings don’t comply as the parking is for forward facing and the new standards don’t come into play with the parking. The solution is to enforce parking and have the vehicles ticketed and towed .

Moen made a motion to allow for NDIRF Insurance bids be advertised for opening March 7 Council. Bohnsack seconded the motion, the motion carried.

2022 Employee Wage and Benefit discussion and recommendation was not discussed at this time.

Water Plant Position: Advertised search in fall was unsuccessful in filing Dan’s position. Discussion and direction from Council to move forward. Backup Planning/Seasonal: Functional Replacement: Larry – plan to train personnel to be able to come in and use existing equipment to do daily tasks as needed. Cal working on a training plan. Dalton working on areas we can minimize manpower with equipment. Christian learning on going annual/one off tasks – how will we complete projects and summer tasks such as locates. FT?PT: to help with Snow and /or work as needed – Last until 5/1/22. No motions were made

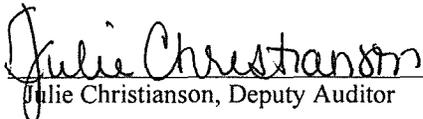
Library Repairs: Fundraising (\$18K to date) and grant applications have been or are in progress for various projects including: crown molding/fascia, tuck-pointing and lintel repair, and stone steps repair. Additional fundraisers are also in progress. General Roofing and Constructions, Carrington, ND, an approved contractor for historical repairs, has submitted a \$57,240 bid for tuck-pointing materials and labor to be completed by September 1, 2022. The project is expected to take 6-8 weeks; payment at project completion. Bid is good through March 1, 2022. O’Brien made the motion to move forward with this contract. Moen seconded the motion and upon a roll call vote the following voted; Yea: Petersen, Carr, O’Brien, Moen, Bohnsack; Nay: 0; Absent: Gates.

RZ Extension Application: A new application is being done by the city. The MayPort EDC is doing the marketing plan. This extension application will also include a letter from the past RFO Treasurer (Jon Ewen) and the present Treasurer (Brent Kohls). Also included in this application will be property inventory with values. Bohnsack made the motion for the RZ extension application. Carr seconded the motion and upon a roll call vote the following voted; Yea: Carr, O’Brien, Moen, Bohnsack, Petersen; Nay: 0; Absent: Gates.

Gaming Site Authorization: O’Brien made the motion to allow Comet Athletic Club to provide gaming at the Top Hat Lounge, Stub’s Bar and Tommy’s Sport Bar, July 1, 2022 – June 30, 2023. Moen seconded the motion, the motion carried.

Jason Pohlkamp introduced the new deputy Austin Burrell. Austin started with Traill County Sheriff’s Department in August. It was brought to the deputies’ attention about cars not getting ticketed or towed. Council members stated that cars are being parked on No Parking areas and no tickets are being issued. Deputy Pohlkamp reassured the Council that he would bring this back to the Sheriff’s Department.

O’Brien made the motion to adjourn the meeting. Bohnsack seconded the motion, motion carried.

Attest: 
Julie Christianson, Deputy Auditor

Mayor: 
Steve Bensen

**Minutes for Mayville's Planning and Zoning and Renaissance Zone Public Meeting for a 5 Year Extension of
Mayville's RZ
Monday, February 7th at 5:30 PM at Mayville City Hall**

The meeting was called by Zoning Administrator/RZ Authority Chairman Gail Olstad at 5:30 PM. Mayor Bensen called the meeting to order.

Committee attendance included: Gary Winger, Jon Ewen, Gail Olstad, Tami Parker, Steve Hastings, Mary Stocking, Mayor Steve Bensen, City Attorney Cassie Tostenson, Perry Paschke, Jim Lande

Public attendance included Bill Bohnsack, Larry O'Brien, Charlie Moen, Ray Petersen, Julie Christianson, Brandon Reber, Brandon Smith, and Jim Johnson

The first purpose of the meeting was to take any and all public input for the 2 Ordinances passed by Council that fall under the Planning and Zoning authority. There were no attendees to speak on the Ordinances passed by Council.

Winger made the motion to pass the Ordinance concerning RV parking and Use in the City, Lande seconded the motion, motion unanimously passed.

Ewing made the motion to pass the Ordinance concerning Non-Conforming use, Hastings seconded the motion, motion passed unanimously passed.

The second agenda item was to discuss and take public input on the City's plan to request a 5 year extension to the Mayville RZ. There were no attendees from the public to address this. A round table discussion was held among the committees and council on how the RZ has been used and future uses we would see. Of the members present 3 had participated in the RZ and recommended it's use and the City's continued ability to offer this. It was also discussed how the RFO was able to provide funding and stimulate the continued business and growth with their funding through the RZ.

Winger made the motion that the Planning and Zoning/RZ Authority recommend to Council that the extension be approved, Paschke seconded the motion, motion unanimously passed.

The hearing was adjourned by motion of Hastings and a second by Lande



Gail Olstad, RZ Authority Chairman/P&Z Administrator