

## December 6, 2021, Mayville City Council

The Mayville City Council met in regular session on December 6th, 2021, 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, Gates.. Absent: None. Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Shelia Anderson, Janell Marmon, Brandon Reber. Rich Hart and Aaron Lande were present from the Mayville Fire & Rescue.

Rich Hart & Aaron Lande from the Mayville Fire & Rescue presented the council with Profit & Loss Statements from 2019 – 2021. They talked about becoming a fire district and what was needed for that. Cassie Tostenson gave them some ideas for that. They know that their books need to be audited. The city auditor told them that they could use the same auditors as the city does or use someone different. Rich and Aaron were thinking that they would need some financial information from the city on somethings. The auditor asked them to come to the March Council Meeting for that information. Mayor Bensen opened the only bid for the fire truck that was up for sale. The bid came from Jim Skarperud for \$2300.00. O'Brien made the motion to accept that bid. Gates seconded the motion, the motion carried.

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

1. **November 1, 2021, minutes (Monthly meeting)**
2. **Auditor's Office Approvals:** Mayville Community Club, Parade, 12/03/2021. First State Bank, Fireworks, 12/03/2021. TMG Foundation, Raffle, 11/08/2021 – 07/09/2022. Mayville Fire and Rescue, Raffle, 12/01/2021 – 03/19/2022. MPCG FBLA, Raffle, 11/25/2021 – 01/26/2022.
3. **Conferences & Training Opportunities:** Virtual Exhibit Hall from NDLOC Annual Conf. – available until 12/31/21. 36<sup>th</sup> Annual Water EXPO and Conference – Feb 1 through Feb 3, 2022, at the Delta Hotels by Marriott Fargo. Increasing Water & Wastewater System Long-Term Viability – Dec. 14 and Dec 16, Grand Forks AE2S Office and Bismarck AE2S office, respectively. Water and wastewater operators, ND Dept of Environmental Quality, 2022 Exam Dates – Last Tuesday of each month. All sessions at Environmental Training Center, Bismarck, ND..
4. **ND League of Cities December 2021 Information:** Election Handbook is being prepared to help city auditors for elections next year. Municipal Calendar has been updated and is being mailed this week. Model Ordinances update is in progress. Last updated in 2017 so it will take some time to bring them up to date again. Taxable Valuation and Mill Levy Survey – An email will be sent to all county auditors next week to begin collecting the data for taxable valuation and mill levy survey.
5. **Holiday wishes from Starion Bond Services.**
6. **Moore Engineering:** Open House Wednesday, December 8, 4-7 pm, West Fargo office location. Guests, spouses, and employees are welcome.
7. **Christmas Music at the Library**
8. **County ARPA Funds:** Dec 9<sup>th</sup> County Meeting was moved to December 16<sup>th</sup>.
9. **North Dakota State Fire & Tornado Fund (NDFTF)** news and information available on new electronic quarterly newsletter [The Communicator](#).
10. **Public Service Commission Memorandum:** addressing the Xcel Energy Company June 4-6, 2021, Mayville, ND outages. In summary, staff believe Xcel's communications were adequate for the event but would suggest making better attempts to contact key city and county officials during future incidents. Regarding transformer testing procedures and ages, Staff recommends the commission to review this incident with Xcel during a public information exchange meeting soon.
11. **Audit 2020:** Draft report received reviewed, and comments submitted to auditors.

Moen seconded the motion, motion carried.

### 1.0 Street & Storm Improvement District 2022-1

#### 1.1 Status Update

##### 1.1.1 Project Committee – December 15?

##### 1.1.2 Design Phase Update

##### 1.1.3 Land Acquisition Update

##### 1.1.4 Environmental Review Update

##### 1.2 Moore Engineering Invoice 28661 - \$88,425.12

### 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 Environmental Review Update
  - 2.1.4 USDA Funding Update

### 3.0 Water Capacity Stakeholder Meeting

#### Street & Storm Improvement District 2022-1

Brandon talked about Street & Storm Improvement District 2022-1. He mentioned that the preliminary Bank of North Dakota application has been submitted. He mentioned that they are 50-60% in the design phase. There is work to be done to quality for funding. Brandon also mentioned about a Project Committee Meeting possibly on December 15<sup>th</sup>. Brandon would like to have the MayPort Farmers Co-op Elevator Manager present at this meeting if possible to discuss what could be the options for 2<sup>nd</sup> Ave SE. Brandon brought an invoice for \$88425.12 for work done so far. Gates made the motion to accept this invoice. Petersen seconded the motion and upon a roll call vote the following voted: Yea: Petersen, Carr, Moen, Bohnsack, O'Brien, Gates; Nay: 0; Absent: None.

#### Sewer & Water Improvement District 2022-2

Brandon talked about curb & gutter grading. He mentioned about some smaller projects on which they are working. They are getting final surveys done. The environmental review will be submitted.

Cassie Tostenson had the Troy Forsgren lot purchase paperwork with her at this meeting. The city purchased Troy's lot just to the east of City Hall or just north of the Senior Citizens building. The total amount for Troy's lot came to \$5,497.85. O'Brien made the motion to accept this amount to purchase this lot for the city. Moen seconded the motion and upon a roll call vote the following voted; Yea: Bohnsack, O'Brien, Gates, Petersen, Carr, Moen; Nay: 0; Absent: None.

Carr made the motion to approve November actual and December 2021 estimated expenses.

19153	Aasen Drug	non-dept	misc	\$1.19
19154	Aasen Drug	library	Comm Serv Project	\$9.36
19155	Abigail Frederick	library	Comm Serv Project	\$17.00
19156	Aflac	all	insurance	\$588.48
19157	American Library Association	library	dues	\$175.00
19158	Aramark (Ameripride)	all	misc	\$86.77
19204	Argus Dental & Vision	all	dental & vision ins	\$311.52
19159	Cardmember Services	water treat & non-dept	repair & misc	\$523.22
19160	Dakota Natural Gas	streets	gas heating	\$125.39
19161	Dakota Natural Gas	fire dept	gas heating	\$217.61
19162	Dan Overmoe	water treatment	travel	\$201.60
19163	David Groven	city hall	snow removal hired	\$30.00
19164	ECRWD	water treatment	purchase of raw water	\$3,350.30
19165	Flaten & Johnson Truck	streets	Ford Truck	\$89.10
19166	Gary Winger	cemetery	misc	\$100.00
19167	Goose River Bank	water dist & waste water	collection fee	\$36.24
19168	GreatAmerica Fin Services	all	lease on copier	\$439.84
19169	H.E. Everson	city hall & streets	maint/operation	\$119.44
19170	Hawkins	water treatment	chemicals	\$5,033.56
19171	Hub International	fire dept	liability ins on 1999 truck	\$100.00
19172	Jacobson Brothers	library	snow removal hired	\$80.00
19173	Jeff's Electric	non-dept	welcome signs	\$60.19
19174	Jobshq	water & waste water	printing ad for Dan's job	\$3,159.50
19175	KRB Gravel	streets	maint/operation	\$1,620.00
19176	Linde Gas & Equipment	streets	maint/operation	\$47.77
19177	Mathsen Sweeping	streets	maint/operation	\$5,187.50

19178	MayPort Auto & Truck Parts	waste water collections	maint/operation	\$211.93
19179	MayPort Farmers Co-op	all	fuel for vehicles	\$3,304.10
19180	MayPort Hardware Hank	all	maint/operation	\$198.68
19205	Mayville Airport Authority	airport	October spec in November	\$913.05
19206	Mayville State University	sales tax	October's in November	\$22,224.10
19181	Mayville State University Bookstore	library	office supplies	\$42.99
19182	Midcontinent Communications	all	internet & phones	\$996.17
19183	Miller's Fresh Foods	city hall	misc	\$50.67
19184	Miller's Fresh Foods	library	Comm Serv Project	\$6.29
19207	MPEDC	sales tax	October's in November	\$7,556.19
19186	ND Dept of Environmental Quality	water distribution	maint/operation	\$18.54
	ACH NDPERS	all	insurance	\$4,452.36
19188	Neset Repair & Sales	streets	Red pickup	\$1,507.90
19189	Network Center	all	Office 365 & backup	\$262.00
19190	Nilson Brand Law	non-dept	legal retainer	\$225.00
19185	North Dakota DOT	streets	maint/operation	\$4,798.50
19187	North Dakota League of Cities	all	drug testing	\$280.00
CREDIT	Northdale Oil		picked up tank at fire dept	-\$1,355.15
19191	One Call Concepts	water distribution	maint/operation	\$30.00
	ACH OneAmerica	all	retirement	\$5,068.23
19192	Polar	auditor	lease on phones	\$60.77
19193	Precision	streets	maint/operation	\$47.85
19194	Reliance Standard Life Insurance	all	life insurance	\$12.00
19195	Team Laboratory	waste water treatment	chemicals	\$1,247.00
19196	The New York Times	library	periodicals	\$40.00
19197	Traill County Treasurer	police	monthly contract	\$12,350.60
19198	Traill County Tribune	non-dept & landfill	printing	\$514.75
19199	USPS	water dist & waste water	postage for water bills	\$269.01
19200	USPS	non-dept	misc - box rent	\$160.00
19201	Verizon	all	cell phones	\$194.08
19202	Waste Management	sanitation	garbage & recycling	\$23,609.67
19203	Xcel Energy	all	electricity	\$8,973.44

H2O Deposits refunded

\$119,981.30

Petersen seconded the motion, motion carried.

**Approval of financial reports:** January through October 2021 financials. Moen made the motion to accept the financials as presented. Gates seconded the motion, motion carried.

**Review Calendars: December 2021 & January 2022** Note: City Offices closed for the following holidays: Christmas, Dec 24 & 27; New Year's Eve Day, Dec 31; Jan. 17, Martin Luther King Day; Dec. 6, Liquor license approval; Dec. 6, 5:30 pm Public hearing Planning & Zoning -postponed. Committee meetings: Admin and Physical Plant Committees will meet Tuesday 5 pm, 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. Also included the 2022 WM Calendar/Schedule. Moen made the motion to accept the calendars as presented. Petersen seconded the motion, the motion carried.

Mayor Bensen open the sealed bids for 2022 Fuel. MayPort Farmers Co-op sent in a bid for 2 ½ % off the pump price. Farmers Union sent in a bid for 1% off the pump price. O'Brien made the motion to accept the bid from MayPort Farmers Co-op for the City for 2022 with the bid of 2 ½ % of the pump price. Petersen seconded the motion, the motion carried.



Mayor Bensen opened sealed bids for 2022 Gravel. Paulson Gravel sent in a bid for \$10.75/yd. KRB Gravel sent in a bid for \$10.80/yd. Gowan Construction from Oslo, MN sent in a bid for \$15.25/ton along with some other stipulations. Carr made the motion to accept Paulson Gravel's bid for the city for 2022 at \$10.75/yd. Petersen seconded the motion, the motion carried.

Liquor license applications have been sent out and the deadline was December 6, 2021. Only a few had sent them back in, so the Council decided to allow the Auditor to extend the date to December 20, 2021. According to the ordinance, the property tax for the current year needs to be paid up before the drinking establishments can get their new licenses. O'Brien made the motion to allow the Auditor to approve the liquor licenses if they are in by the extended deadline and the property taxes are paid. If any of the bars miss that deadline, they will need to wait to get approved until the next council meeting on January 3, 2022. Those bars would not be able to be open from January 1, 2022, to January 3, 2022, until approved. Petersen seconded the motion, the motion carried.

Moen made a motion to designate the City Armory as the voting place for City elections in 2022. Bohnsack seconded the motion, the motion carried.

Renaissance Zone Extension: Per NDCC 40-63-03.1, upon application by the city, the Department of Commerce may extend the duration of a renaissance zone in increments of up to five years. The procedures for requesting an extension are now listed in the program guidelines which can be found at [www.ndrz.nd.gov](http://www.ndrz.nd.gov). Specifically, to be considered for an extension, Commerce will need the following: Updated development plan, including an updated inventory. Explanation of why the extension is needed. Letters of support from the school district and county. Results of the public hearing. City council minutes documenting approval. A new MOU will be executed upon approval of the extension. The MPEDC has voted in favor of retaining the Renaissance Zone. O'Brien made the motion to retain the Renaissance Zone. Gates seconded the motion, the motion carried.


Carr made the motion to accept the Auditor's Bond Application requested amount of \$1,551,827.00. Moen seconded the motion, the motion carried.


The council decided to table the Main Street Initiatives Partners in Planning Grant for now.

Legal Report: Forsgren Lot Purchase will close on Wednesday, December 8<sup>th</sup>, 2021. Nothing on the Jordahl Lot Sale. Nothing more on the Well Ordinance. Business License Inquiry – was hired by a bigger Company to take care of that. Nothing more on the Untereshher issue.

Nothing for the Sheriff's report

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

Attest:   
Julie Christianson, Deputy Auditor

Mayor:   
Steve Bensen