

## March 7, 2022, Mayville City Council

The Mayville City Council met in regular session on March 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, Petersen, Carr. Absent: Gates. Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Janell Marmon, Brandon Reber, Dennis Peterson and Deputy Austin Burrell.

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

1. **January 3, 2022, minutes (Monthly meeting)** – not available; **February 7, 2022, minutes (Monthly Meeting); February 7, 2022, minutes (Planning Zone & Renaissance Zone Meeting).**
2. **Auditor's Office Approvals:** Vietnam Veterans of America, Raffle, 7/01/2022 – 7/13/2022; Portland Liquor Store, liquor license transfer to MSU, 4/4-2022; Floyd's Bar, Transfer liquor license to City Armory, 4/1/2022.
3. **Conferences & Training Opportunities: Tactical Pipeline Response Training:** In person at various locations throughout ND in February and March. Also, self-paced online training available. **ND League of Cities 2022 Spring Workshop:** Tuesday, March 29-Wednesday March 30 in Mandan. **ND Dept of Emergency Services (NDDSES) upcoming trainings:** Infrastructure Disaster Management Programs for Public Services; Hospitals and Healthcare within Community Infrastructure; Electric Power Systems; and Water and Wastewater Utilities. **EPA Region 8 Drought Workshop for water utilities:** March 30-31 mornings, Zoom format.
4. **College Student Scholarship Opportunity:** North Dakota League of Cities, Jan Jordan Scholarship Fund, for children or grandchildren of city employee or elected city official. Application deadline 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. "Thank you" to Karl Jorgenson for his time and equipment to clear snow from more than thirty fire hydrants.
6. **Election June 2022 Candidate Packets:** A city election candidate may begin collecting signatures on a nominating petition. The mayor, three council members, and park board position will be available. Packets are available at City Hall.
7. **EPA Cybersecurity Alert:** Warning of potential Russian cyber threats targeting US critical infrastructure in light of current military escalation.
8. **Community Options Partnership Services:** ND organization that provides behavior health services to residents through community referrals. All ND cities are served through offices across the state.
9. **Trail County ARPA funding:** County is eligible for \$1,560,899, which will be available as 100% reimbursable grants. An application for infrastructure funding was submitted January 31, 2022. Grants award funding determination in April 2022.
10. **Mayville Renaissance Zone:** 5-year Year extension request, and application was submitted February 24. "Thank you" to City Auditor Olstad and other contributors for providing the required documentation.
11. **FEMA:** Extension to file for Expenses related to Covid-19

Moen seconded the motion, motion carried.

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

- 1.1 Status Update
  - 1.1.1 Design Update
  - 1.1.2 Project Committee Meeting Recap
- 1.2 Schedule Moving Forward
  - 1.2.1 Post Plans March 23
  - 1.2.2 Bid April 19
  - 1.2.3 Meeting to discuss April 21
  - 1.2.4 Award April 25
- 1.3 Assessment Motions
  - 1.3.1 Approve Plans and Specifications
  - 1.3.2 Authorize Ad for Bids
- 1.4 Moore Engineering Invoice 29291 - \$99,277.50

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

- 2.1 Status Update
  - 2.1.1 Design Update
  - 2.1.2 Project Committee Meeting Recap

- 2.1.3 USDA Funding Update
- 2.2 Schedule Moving Forward
  - 2.2.1 Post Plans March 23
  - 2.2.2 Bid April 19
  - 2.2.3 Meeting to discuss April 21
  - 2.2.4 Award April 25
- 2.3 Assessment Motions
  - 2.3.1 Approve Plans and Specifications
  - 2.3.2 Authorize Ad for Bids

**2.4 Moore Engineering Invoice - \$156,587.00**

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

Brandon talked about the Project Committee Meeting Recap stating that the meeting was 4-5 hours long and walking 90% plan. He mentioned that bid opening will be April 19<sup>th</sup>, 2022. There will be a meeting on April 21<sup>st</sup>, 2022, to discuss the bid results. The awards for bids will be on April 25<sup>th</sup>, 2022. Brandon brought an invoice for the Street & Storm Project of \$99,277.50 for the work done so far. Carr made the motion to accept this. Moen seconded the motion and upon a roll call vote the following voted; Yea: Moen, Bohnsack, O'Brien, Petersen, Carr; Nay: 0; Absent: Gates.

Council member Petersen introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR IMPROVEMENTS IN STREET & STORM SEWER IMPROVEMENT DISTRICT NO. 2022-1 OF MAYVILLE, NORTH DAKOTA.**

BE IT RESOLVED by the City Council of the City of Mayville, North Dakota, hat the plans and specifications and estimates of cost for improvements in Street & Storm Sewer Improvement District No. 2022-1 Of Mayville, North Dakota heretofore prepared by Brandon Reber, Moore Engineering Inc., Engineer for the City be and the same hereby are approved ratified and confirmed as the plans and specifications and estimates of cost in accordance with which said improvements shall be constructed and the City Auditor shall file the same in his office open to public inspection.

APPROVED:

  
 Steven Bensen, Mayor

ATTEST:

  
 Gail Olstad, City Auditor

The Motion for the adoption of the foregoing resolutions was duly seconded by council member Bohnsack. On a roll call vote the following council member voted Aye: Bohnsack, O'Brien, Carr, Moen, Petersen. The following council member voted nay: 0. The following council members were absent and not voting: Gates. The majority having voted aye, the motion carried the resolution was adopted.

**CITY OF MAYVILLE  
 STREET & STORM SEWER IMPROVEMENT DISTRICT NO. 2022-1 OF MAYVILLE, NORTH DAKOTA.**

Council Member Carr introduced the following resolution and moved its adoption:

**RESOLUTION DIRECTING AUDITOR TO ADVERTISE FOR BIDS IN STREET & STORM SEWER IMPROVEMENT DISTRICT NO. 2022-1 OF MAYVILLE, NORTH DAKOTA.**

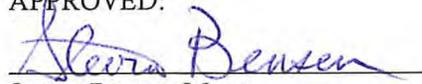
WHEREAS, plans and specification and estimates of costs for said District have hereto fore been directed and to be prepared by the Engineer for the City of Mayville; and

WHEREAS, said plans, specifications and estimate of cost have been prepared and have been approved by the City Council for the City of Mayville; and

WHEREAS, it is necessary to advertise for bids for the work is the District;

NOW THEREFORE BE IT RESOLVED by the City Council that the City Auditor be and she is hereby authorized and directed to cause notice of Advertisement of Bids for the construction of the work heretofore directed to be made in STREET & STORM SEWER IMPROVEMENT DISTRICT NO. 2022-1 OF MAYVILLE, NORTH DAKOTA to be published once each week for two consecutive weeks in the Traill County Tribune, and the City Auditor and Engineer will open sealed bids online April 19<sup>th</sup>, 2022 at 2:30 pm which must be received prior to the time of said bid opening meeting in accordance with the public advertisement for bids for the purpose of taking such other and further action with referenced thereto shall be deemed necessary and expedient. Such advertisement shall be published in a form as provided by N.D.C.C. §48-01-.1-05.

APPROVED:

  
Steven Bensen, Mayor

ATTEST:

  
Gail Olstad, City Auditor

The Motion for the adoption of the foregoing resolutions was duly seconded by council member Moen. On a roll call vote the following council member voted aye: O'Brien, Bohnsack, Petersen, Moen, Carr. The following council member voted nay: 0. The following council members were absent and not voting: Gates. The majority having voted aye, the motion carried the resolution was adopted.

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

Brandon brought an invoice for work done so far \$156,587.00 in the Sewer & Water Project. Moen made the motion to accept this as work done. Carr seconded the motion and upon a roll call vote the following voted: Yea: O'Brien, Carr, Gates, Moen, Bohnsack, Petersen; Nay: 0; Absent: Gates.

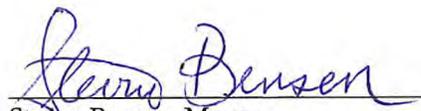
**CITY OF MAYVILLE  
SEWER & WATER IMPROVEMENT DISTRICT NO. 2022-2 OF THE CITY OF MAYVILLE, NORTH DAKOTA.**

The City Auditor presented to the City Council the plans and specifications and estimates of costs for improvements in the Sewer & Water Improvement District 2022-2 of the City of Mayville, North Dakota as prepared by Moore Engineering, the engineer hired by the city. Council Member Bohnsack introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING PLANS AND SPECIFICATION FOR IMPROVEMENTS IN THE SEWER & WATER IMPROVEMENT DISTRICT NO. 2022-2 OF MAYVILLE, NORTH DAKOTA.**

BE IT RESOLVED by the City Council of the City of Mayville, North Dakota, that the plans and specifications and estimates of cost for improvements in the Sewer & Water Improvement District No. 2022-2 of The City of Mayville, North Dakota heretofore prepared by Moore Engineering for the City, be and the same hereby are approved, ratified and confirmed as the plans and specifications and estimates of cost in accordance with which said improvements shall be constructed and the City Auditor shall file the same in her office open to public inspections.

APPROVED:

  
Steven Bensen, Mayor

ATTEST:

  
Gail Olstad, City Auditor

The Motion for the adoption of the foregoing resolutions was duly seconded by council member Petersen. On a roll call vote the following council member voted aye: Carr, Moen, Petersen, Bohnsack, O'Brien. The following council member voted nay: 0. The following council members were absent and not voting: Gates. The majority having voted aye, the motion carried the resolution was adopted.

**CITY OF MAYVILLE  
SEWER & WATER IMPROVEMENT DISTRICT NO. 2022-2 OF THE CITY OF MAYVILLE, NORTH  
DAKOTA.**

Council Member Petersen introduced the following resolution and moved its adoption:

**RESOLUTION DIRECTING AUDITOR TO ADVERTISE FOR BIDS IN THE SEWER & WATER  
IMPROVEMENT DISTRICT NO. 2022-2 OF MAYVILLE, NORTH DAKOTA.**

WHEREAS, this Council has heretofore created SEWER & WATER IMPROVEMENT DISTRICT NO. 2022-2 FOR THE CITY OF MAYVILLE, NORTH DAKOTA "District".

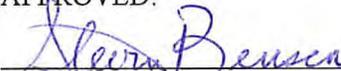
WHEREAS, plans and specification and estimates of costs for said District have hereto fore been directed and to be prepared by the Engineer for the City of Mayville; and

WHEREAS, said plans, specifications and estimate of cost have been prepared and have been approved by the City Council for the City of Mayville; and

WHEREAS, it is necessary to advertise for bids for the work is the District;

NOW THEREFORE BE IT RESOLVED by the City Council that the City Auditor be and she is hereby authorized and directed to cause notice of Advertisement of Bids for the construction of the work heretofore directed to be made in SEWER & WATER IMPROVEMENT DISTRICT NO. 2022-2 to be published once each week for two consecutive weeks in the Traill County Tribune, and the City Auditor and Engineer will open sealed bids online April 19th, 2022 at 2:30 pm which must be received prior to the time of said bid opening meeting in accordance with the public advertisement for bids for the purpose of taking such other and further action with referenced thereto shall be deemed necessary and expedient. Such advertisement shall be published in a form as provided by N.D.C.C. §48-01-.1-05.

APPROVED:

  
Steven Bensen, Mayor

ATTEST:

  
Gail Olstad, City Auditor

The Motion for the adoption of the foregoing resolutions was duly seconded by council member Bohnsack. On a roll call vote the following council member voted aye: O'Brien, Petersen, Moen, Carr, Bohnsack. The following council member voted nay: 0. The following council members were absent and not voting: Gates. The majority having voted aye, the motion carried the resolution was adopted.

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

19342	Aasen Drug	library	office supplies	\$28.72
19343	Aflac	all	insurance	\$505.08
19344	Aramark	all	misc	\$368.62
19345	Argus Dental & Vision	all	insurance	\$259.60
19346	Baker & Taylor	library	books	\$156.55
ACH	Bank of North Dakota	Sewer 19 & 20	paid off 1st Qtr 2022	\$86,275.00
19347	Brite-Way Window Cleaning	city hall & armory	misc	\$270.00
19348	Butler	all	generator contracts	\$5,332.00
19349	Cardmember Services	all	misc	\$1,699.35
19351	Dakota Natural Gas	streets	heating	\$311.40
19352	Dakota Natural Gas	fire dept	heating	\$356.29
19353	David Groven	emergency	snow removal hired	\$117.00
19354	ECRWD	water treatment	purchase of raw water	\$3,580.48
19355	Envirotech Heating & Air	library	repair/maintenance	\$274.95
19356	First State Bank	water dist & ww water	collection fee	\$0.96
19357	General Equipment	emergency snow	one way	\$1,557.72
19358	Goose River Bank	water dist & ww water	collection fee	\$22.86
19359	Grand Forks Utility Billing	water treatment	samples	\$70.00
19360	Great America	all	lease on copier	\$452.49
19361	H.E Everson	streets	maint/operation	\$97.51
19362	Hub International	all	liability insurance	\$23,675.00
19363	Jacobson Brothers	library	snow removal hired	\$80.00
19364	Linde Gas & Equipment	streets	maint/operation	\$49.55
CREDIT	MayPort Auto & Truck Parts			-\$18.00
19365	MayPort Farmers Co-op	all	fuel for vehicles	\$2,163.45
19366	MayPort Hardware Hank	all	maint/operation	\$212.29
19386	Mayville Airport Authority	specials	Prepaid	\$5,598.58
19387	Mayville Airport Authority	specials	Jan rec'd in Feb	\$2,297.26
19388	Mayville State University	sales tax	Jan rec'd in Feb	\$23,047.92
19367	Midcontinent Communications	all	linternet & phones	\$1,002.41
19368	Miller's Fresh Foods	library	maint/operation	\$36.58
19369	Miller's Fresh Foods	city hall	misc	\$31.51
19389	MPEDC	sales tax	Jan rec'd in Feb	\$7,836.29
ACH	NDPERS	all	insurance	\$3,710.30
19370	Network Center	all	backup & Office 365	\$925.95
19372	Nilson Brand Law	city attorney;sanitation	legal issues;legal retainer	\$1,522.41
CREDIT	Northdale Oil			-\$1,355.15
ACH	OneAmerica	all	retirement	\$2,605.91
19373	Polar	auditor	lease on phones	\$60.77
19374	PowerPlan	emergency snow	one way	\$709.69
19375	Productivity Plus	emergency snow	2018 Payloader	\$1,168.51
19376	Reliance Standard	all	life insurance	\$254.50
19377	Software Innovations	all	software contract	\$1,150.00
19378	The New York Times	library	periodicals	\$40.00
19379	Trail County Treasurer	sheriff	monthly contract	\$21,169.50
19380	Trail County Tribune	non dept	printing	\$56.00
19381	USPS	aud;water dist;ww water	postage for water bills	\$262.64
19382	Verizon Wireless	all	cell phones	\$218.56
19383	Waste Management	sanitation	garbage & recycling	\$23,680.42
19384	Workforce Safety & Insurance	all	workman's comp	\$2,458.85
19385	Xcel Energy	all	electricity	\$16,617.31

**H2O Deposits refunded**

19350	City of Mayville (Nicholas Christianson)	\$29.87
19371	Nicholas Christianson	\$120.13
		<u>\$243,155.59</u>

Moen seconded the motion, motion carried.

Approval of financial reports: Calendar 2021 financials are included for review and approval, and to be published in Traill County Tribune. Moen made the motion to accept Calendar 2021 financials as presented. Petersen seconded the motion, the motion carried. Petersen made the motion to approve January 2022 financials. Carr seconded the motion, the motion carried.

Review Calendars: Note: City Offices closed for the following holiday: Good Friday observation, April 15. April 21<sup>st</sup> will be meeting to discuss the bid openings. Tax Equalization will be held in City Hall, Monday, April 25. Moen made the motion to accept the calendars as presented. Petersen seconded the motion, the motion carried. Committee meetings: Admin and Physical Plant committees will meet Tuesday 5 pm, and Wednesday noon respectively, the week proceeding the following month 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 meeting.

2022 Employee Wage & Benefit discussion and recommendations: City Auditor will provide information at meeting. It was discussed previously and recommended that a 6% wage increase be given to all city employees retroactive back to January 1, 2022. Moen made the motion to accept this recommendation. O'Brien seconded the motion and upon a roll call vote the following voted; Yea: Petersen, Moen, Carr, Bohnsack, O'Brien; Nay: 0; Absent: Gates.

Water Plant Position: Advertised search in fall was unsuccessful in filling Dan's position. Discussion and direction from Council to move forward. It was discussed and the council wants to re-advertise for the job of water plant superintendent starting in April. O'Brien made the motion to recommend to re-advertise for the position. Carr seconded the motion, the motion carried.

Mayville City Insurance Bids: Open bids for City, Fire Department, and Park Board covering Liability, Inland Marine, Auto and Public Officials Liability. Bids received by 4:00 pm, Monday, March 7, 2022. The only Bidder was Hub International, and the premium was \$23675.00. O'Brien made the motion to accept this bid. Petersen seconded the motion and upon a roll call vote the following voted; Yea: O'Brien, Bohnsack, Carr, Moen, Petersen; Nay:0; Absent: Gates.

Riverwood Purchase Agreement: Approve sale of property located at 530 7<sup>th</sup> Ave SE, Mayville, ND 58257 to buyers, Kristine Bolstad for the purchase price of \$6,000. Legal description of property: Lot 3 of 1 1/2 , Block 2 Eastvold 4<sup>th</sup> Addition. O'Brien made the motion to accept this purchase. Bohnsack seconded the motion and upon a roll call vote the following voted; Yea: Carr, O'Brien, Petersen, Moen, Bohnsack; Nay: 0; Absent: Gates. It is also contingent on approval from Planning & Zoning and Riverwood Committees.

Gaming Site Authorization: Allow MayPort Youth Center to provide gaming & raffle at City Armory, April 1, 2022. Carr made the motion to accept this gaming authorization. Petersen seconded the motion, the motion carried.

Shrine Banquet Armory Rental Agreement: There was a request made to allow MSU to use armory tables and chairs for noon meal at campus field house. They anticipate 500 guests. MSU will obtain additional insurance in case city property is damaged. The Council decided to increase the damage deposit from \$100 to \$250 for this occurrence. Moen made the motion to allow MSU to use tables and chairs from the armory for the Shrine Bowl Banquet. Carr seconded the motion, the motion carried.

Butler 3-year Generator Maintenance Contract – Allow City Auditor to enter contract. Moen made the motion to allow the City Auditor to enter contract. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Moen, Bohnsack, O'Brien, Petersen, Carr; Nay: 0; Absent: Gates.

ND Sewage Pump & Lift Station Annual Contract: O'Brien made the motion to renew our annual contract with ND Sewage Pump & Lift. Moen seconded the motion and upon a roll call vote the following voted; Yea: Petersen, Moen, Carr, Bohnsack, O'Brien; Nay: 0; Absent: Gates.

Ballot Question: Moving 1% Sales Tax from MSU when it expires to Infrastructure/Street Project: MSU ends December 31, 2023, for the Sales Tax. Auditor Olstad wants different wording for the ballot question, so she is working with City Attorney Tostenson currently.

Deputy Austin Burrell was present at the meeting. Just some parking issues were brought up to him. He told Council that he would bring that information back to the Sheriff's department.

Carr made the motion to adjourn the meeting. Petersen seconded the motion, motion carried.

Attest: Julie Christianson  
Julie Christianson, Deputy Auditor

Mayor: Steve Bensen  
Steve Bensen