

## January 9, 2023, Mayville City Council

The Mayville City Council met in regular session on January 9th, 2023, at 6:00 pm in the council chambers with Mayor Jorgenson presiding and the following Aldermen responding to call of the roll: Petersen, Soholt, Bohnsack. Absent: O'Brien, Gates, Moen. Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, James Johnson. Brandon Smith from Moore Engineering.

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

1. **January 3, 2022, minutes (Monthly meeting)** Not available yet
2. **May 2, 2022, minutes (Monthly meeting)** Not available yet
3. **October 3, 2022, minutes (Monthly meeting)** Not available yet
4. **December 5, 2022 minutes (Monthly meeting)**
5. **Auditor's Office approvals:** First State Bank: Fireworks permit for Winterfest 12-9-22; Raffle: MayPort Economic Development Committee dates authorized 12-1-22 to 12-15-22; Raffle: TMG Foundation at Mayville Golf Club on 7-8-23.
6. **Conferences & Training Opportunities:** Info in packet; 37<sup>th</sup> Annual Water Expo and Conference January 31 – February 2, 2023; NDLC (North Dakota League of Cities) Training Opportunities
7. **Notice of Public Hearing:** For FY2023 Community Needs see info sheet for web address.
8. **RE: 2023 NDIRF Insurance Board of Directors Election for 2023.**
9. **Truman Ulland** has resigned end of November. Cal working on plan going forward for landfill and council working at committee level use of the landfill and construction dumpsters going forward. **Thank you to Truman** for all the years of service after his retirement!
10. **2021 Audit completed.**
11. **Chris Larson:** PIO officer for Mayville Fire has offered to do city posting on the Fire Department website for city- We will add them to our City PSA [Christopher.Larson.1@outlook.com](mailto:Christopher.Larson.1@outlook.com)
12. **Alice Phelps-Rider Trust Estate:** Received 5k last year and 6k this year.
13. **Cemetery:** We may not be able to do additional burials this year. It will be case by case based on location and access and snow.
14. The council would like to say thank you to all city employees for outstanding work they have done on snow removal this winter. Have had many people say so to me and others. **Thank You to Cal Peterson, Dalton Linder, Tim Knudson, Christian Gage, Jeremy Kihne.**
15. **Mayville Volunteer Fire Department** extends an invitation to the Council for the annual supper on Saturday, 1/14/23 at 6pm.
16. **GF Fire Marshal** to come work with Mayville Fire Department on propane tank placement for the Corner Bank Apartments.
17. **Garrison Diversion Matching Recreation Grant Program** applications due March 1, 2023.
18. **WTP Maintenance:** Raw water valve at the waterplant, repairs needed \$2,497.00

Petersen seconded the motion, motion carried.

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

- 1.1 Status Update
  - 1.1.1 Construction to restart in Spring
  - 1.1.2 Winter design group meeting – need to set
  - 1.1.3 **Moore Engineering Invoice 32137 - \$1,635.00**

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

- 2.1 Status Update
  - 2.1.1 USDA Letter of Conditions
  - 2.1.2 Plans and Specs Approved by USDA
  - 2.1.3 Will bid once LOC completed
- 2.2 **Moore Engineering Invoice 32135 - \$2,497.50**

### 3.0 Mayville Dam 2

- 3.1 FEMA Coordination – Funds obligated from Spring Event
- 3.2 Study Update – Waiting on current river model from FEMA

### 3.3 Moore Engineering Invoice 32134 - \$7,585.00

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

Brandon Smith gave status update. Construction to restart in the spring. He would like to have a winter design group meeting the 2<sup>nd</sup> or 3<sup>rd</sup> week of February to get things rolling. Brandon brought an invoice with him for **\$1635.00 invoice #32137 to Moore Engineering** for work done so far. Petersen made the motion to approve this invoice. Bohnsack seconded the motion and upon a roll call vote the following voted; Yea: Soholt, Bohnsack, Petersen; Nay: None; Absent: O'Brien, Gates, Moen.

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

Brandon Smith talked about the USDA Letter of Conditions has been received and working on requirement. The plans and specs have been approved by the USDA. Will bid once LOC is completed. Brandon brought a **Moore Engineering invoice #32135 for \$2,497.50**. Bohnsack made the motion to approve this invoice. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Petersen, Bohnsack, Soholt; Nay: None; Absent; Moen, Gates, O'Brien.

#### Mayville Dam 2

Brandon Smith touched on the Mayville Dam 2 slightly. He mentioned that funds are obligated from spring event for \$350,000.00. The study update is waiting on current river model from FEMA. He brought a **Moore Engineering Invoice #32134 for \$7,585.00**. Petersen made the motion to approve this invoice. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Soholt, Bohnsack, Petersen; Nay: None; Absent: Gates, O'Brien, Moen.

Petersen made the motion to approve December 2022 actual and January & February 2023 estimated expenses.

December 2022 Bills				
19946	Aasen Drug	library	off supp & comm serv proj	\$58.02
19947	Aflac	all	insurance	\$512.76
19948	American United Life Insurance Co	city pension	retirement admin fee	\$500.00
19949	Aramark	all	rugs	\$385.07
19950	Argus Dental & Vision	all	insurance	\$302.40
19951	Baker & Taylor	library	books	\$15.98
19952	Baker & Taylor Leasing	library	books	\$2,197.94
19945	Bank of North Dakota	Water 17	loan payment	\$15,192.21
19954	Brady Martz	all	2021 audit	\$18,000.00
19955	Brodart Co	library	books	\$19.54
19956	Canon Financial Services, Inc	all	lease on copier	\$284.27
19957	Cardmember Services	all	misc.	\$1,404.24
19958	Dakota Natural Gas	streets	heating	\$175.08
19959	Dakota Natural Gas	fire dept	heating	\$249.37
19960	David Groven	emergency	snow removal hired	\$235.00
19961	ECRWD	water treatment	purchase of raw water	\$3,133.11
19962	Farmers Union Oil	emergency	snow removal	\$254.60
19963	Flaten & Johnson	streets	Freightliner repairs	\$342.12
19964	Goose River Bank	water dist & ww	collection fee	\$30.73
19965	Grand Forks Utility Billing	water treatment	samples	\$70.00
19966	Grand Forks Welding	emergency	snowblower	\$107.73
19967	H.E. Everson	armory & streets	maint/operation	\$1,016.84
19968	Hatton Co-op Oil Co	streets	2013 Payloader	\$533.48
19969	Hawkins	water treatment	chlorine & vitec	\$1,441.40
19970	In Control Inc	water treatment	repair/maintenance	\$1,531.10
19971	Jacobson Brothers	library	snow removal-hired	\$300.00
19972	Jeff's Electric	library	maint/operation	\$80.00
19973	K2 Construction	fire dept	snow removal-hired	\$295.00
19974	Linde Gas & Equip	streets	maint/operation	\$178.69

19976	Margaret Rice	library	reimbursement	\$144.37
19977	MayPort Farmers Co-op	all	fuel	\$5,591.13
19978	MayPort Hardware Hank	all	maint/operation	\$168.38
19979	Mayville Airport Authority	specials	Nov's specials rec'd in Dec	\$79.60
19980	Mayville State University	sales tax	Nov's sales tax rec'd in Dec	\$20,080.88
19982	Miller's Fresh Foods	city hall	misc	\$35.82
19983	Miller's Fresh Foods	library	maint/operation	\$33.52
19984	MPEDC	sales tax	Nov's sales tax rec'd in Dec	\$6,827.50
19985	Naastad Brothers	water distribution	repair curb stop & capped line	\$1,997.40
19986	Naastad Brothers	waste water collections	sanitary manhole by Casey's	\$2,370.00
ACH	NDPERS	all	insurance	\$3,710.30
19987	Network Center	all	backup & Office 365	\$606.27
19988	Nilson Brand Law	all	legal issues	\$2,597.50
ACH	One America	all	retirement	\$4,147.29
19990	One Call Concepts	water distribution	maint/operation	\$36.60
19991	Paulson Gravel Service, Inc	emergency	snow removal hired	\$1,820.00
19992	Petty Cash	all	replenish petty cash	\$156.43
19994	Precision Electric	street lights	repair/maintenance	\$6,390.30
19996	Septic Tank Servicing	streets	maint/operation	\$225.00
19999	Soholt Bakery	city hall	misc	\$25.25
20000	Traill County Treasurer	city lots	property taxes	\$1,814.31
20001	Traill County Treasurer	sheriff	monthly contract	\$21,169.50
20002	Traill County Tribune	non-dept	misc - subscription	\$75.00
20003	Traill County Tribune	non-dept & sanitation	printing	\$666.75
20004	Traill County Tribune	library	printing	\$29.40
20006	Verizon	all	cell phones	\$235.48
20007	Waste Management	sanitation	garbage & recycling	\$24,460.41
20008	Xcel Energy	all	electricity	\$15,390.78

January 2023 Bill
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19953	Bill Bohnsack	governing board	travel	\$155.00
ACH	Goose River Bank		2018 payload payment	\$23,287.82
19975	Loffler	all	lease on copier	\$30.61
19981	Midcontinent Communications	all	internet & phones	\$1,296.05
19989	Nilson Brand Law	city attorney	January legal retainer	\$225.00
19993	Polar	auditor	lease on phones	\$60.77
19995	Reliance Standard Life Insurance	all	life insurance	\$229.50
19997	Software Innovations	all	annual contract	\$1,200.00
19998	Software Innovations	auditors	payroll tax tables	\$600.00
20005	USPS	water dist & ww	postage for water bills	\$300.58

H2O Deposits refunded
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\$197,117.18

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Soholt seconded the motion, motion carried.

Approval of financial reports: October 2022 unreconciled financials are included for review and approval. It was tabled until next month.

Review Calendars: **January 2023 and February 2023:** Note that city offices closed for the following holidays: Martin Luther King Jr January 16<sup>th</sup> and Presidents Day February 20<sup>th</sup>. Admin and Physical Plant Committees will meet Tuesday 5pm, and Wednesday 7am, 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. Soholt made the motion to accept the calendars as presented. Moen seconded the motion, the motion carried.

Cassie, the City Attorney brought to the meeting for the first reading. Chapter 15 Ordinance on water and sewer. She will get us more information on this. Gates made the motion to accept this as the first reading. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Moen, Bohnsack, O'Brien, Gates, Petersen, Soholt; Nay: None; Absent: None.

**AN ORDINANCE TO AMEND CHAPTER 15 ARTICLE 4, SUBDIVISION 15-0402 OF  
THE ORDINANCES OF THE CITY OF MAYVILLE RELATED TO WATER  
SERVICE CONNECTION**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MAYVILLE, NORTH  
DAKOTA:**

AMENDMENT. Ordinance Chapter 15, Article 1, Subdivision 15-0402 of the Ordinances of the City of Mayville, North Dakota is hereby amended and re-enacted to read as follows:

15-0402 . SEWER CONNECTION-REQUIRED

Every building where persons reside, congregate or are employed which abuts a street, avenue or alley in which there is a public sanitary sewer, or which is within two hundred (200) feet of a public sanitary sewer, shall be connected to the sewerage and water systems with a separate connection for each house or building.

EFFECTIVE DATE. This ordinance shall be in full force and effect from and after the date of its final passage and publication.

MAYOR

  
Karl Jorgenson

ATTEST:

  
Gail Olstad, Auditor

First Reading: January 2023  
Motion by: Petersen  
Second by: Bohnsack

Members Present: Petersen, Bohnsack, Soholt

For: Petersen, Bohnsack, Soholt

January 9, 2023

Against: None

Absent: O'Brien, Moen, Gates

Second Reading: February 2023

Motion by:

Second by:

Members Present:

For:

Against:

**AN ORDINANCE TO AMEND CHAPTER 15 ARTICLE 1, SUBDIVISION 15-0104 OF THE ORDINANCES OF THE CITY OF MAYVILLE RELATED TO WATER SERVICE CONNECTION**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MAYVILLE, NORTH DAKOTA:**

AMENDMENT. Ordinance Chapter 15, Article 1, Subdivision 15-0104 of the Ordinances of the City of Mayville, North Dakota is hereby amended and re-enacted to read as follows:

**15-0104 . APPLICATION FOR WATER SERVICE CONNECTION**

Any premises or building within the corporate limits of the City of Mayville and which is located within 200 feet of the city water main shall be required to be connected to the City Waterworks System. The owners of said buildings are required to apply for a connection.

A Party that is not connected to water service from said utility from premises and shall apply for a connection on a form provided by the city. Such application shall state an exact description of the premises to be served including house number or lot and block and addition of premises to be served, and the uses both general and special, to which the water is to be put, the nature of the sewage to be discharged, and the estimated amount of water to be used for a quarter-annual period. Such application shall be filed with the City Auditor, and the applicant shall thereupon pay to the City Auditor, as a connection charge, the sum of \_\_\_\_\_ for a residential building, commercial building or multiple dwelling.

EFFECTIVE DATE. This ordinance shall be in full force and effect from and after the date of its final passage and publication.

MAYOR

  
Karl Jorgenson

ATTEST:

  
Gail Olstad, Auditor

First Reading: December 5, 2022

Motion by: Gates

Second by: Petersen

Members Present: O'Brien, Moen, Soholt, Bohnsack, Gates, Petersen

For: Petersen, Gates, O'Brien, Soholt, Bohnsack, Moen

Against: None

Second Reading: January 9, 2023

Motion by: Petersen

Second by: Bohnsack

Members Present: Petersen, Bohnsack, Soholt

For: Petersen, Bohnsack, Soholt

Against: None

Absent: O'Brien, Moen, Gates

Soholt made the motion to go retroactive with the snow emergency declaration to October 2022. That is when we usually do it. Bohnsack seconded the motion and upon a roll call vote the following voted; Yea: Petersen, Soholt, Bohnsack; Nay: None; Absent: Gates, Moen, O'Brien.

Last month's gravel bids were not correctly bid so Petersen made the motion to allow both parties to withdraw and resubmit to council at next meeting (February 2023). Auditor will send out letters to both parties that had bid to let them know. Soholt seconded the motion, the motion carried.

An inquiry was made for more lights at the sliding hill at the bowl and for the City Parking lot West of the Library. Add a second light to the existing poles. Auditor will talk with Xcel Energy about LED bulbs. Soholt made the motion to add lights at the bowl and parking lot. Petersen seconded the motion and the motion carried.

**Liquor License Request:** Stubs/Golf Course – Last month these 2 establishments did not get their applications turned in on time so they had to wait to get approval until now. Soholt made the motion to approve their liquor licenses for 2023. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Bohnsack, Petersen, Soholt; Nay: None; Absent: O'Brien, Gates, Moen.

**Annual Legal Retainer and Contract:** City Attorney Cassie Tostenson brought a new agreement for Nilson Brand Law that would take effect on 1-15-23 and extend until 1-14-24 subject to any termination as may be provided herein. The agreement is for a monthly retainer of \$275 to attend one regular monthly meeting and all legal services considered extra services shall be billed at an hourly rate of \$275 for attorney time spent on a matter. Petersen made the motion to approve this new agreement. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Bohnsack, Soholt, Petersen; Nay: None; Absent: Moen, O'Brien, Gates.

Nothing for the Sheriff's report

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

Attest: Julie Christianson  
Julie Christianson, Deputy Auditor

Mayor: Karl Jorgenson  
Karl Jorgenson