

March 6, 2023, Mayville City Council

The Mayville City Council met in regular session on March 6th, 2023, at 6:00 pm in the council chambers with Mayor Jorgenson presiding and the following Aldermen responding to call of the roll: Moen, Gates, Bohnsack. Absent: Soholt, Petersen, O'Brien. Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Janell Marmon, Dennis Peterson, Deputy Puhlkamp. Brandon Reber and Josh Roehrich from Moore Engineering.

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

1. **January 3, 2022, minutes (Monthly meeting) Not available**
2. **May 2, 2022, minutes (Monthly meeting) Not available**
3. **October 3, 2022 (Monthly Meeting) Not Available**
4. **February 6, 2023 (Monthly Meeting)**
5. **Auditor's Office Approvals:** Larry Dakken Vietnam Vets of America Raffle 7/15/23.
6. **Conferences & Training Opportunities:** ND Department of Water Resources/FEMA Resilience Road Show; Addressing Addiction in your Community.
7. **Hazard Mitigation for Traill County:** Ben/Charlie meeting update for 5-year plan – March 23rd at Mayville State University from 6-7 pm; List of Projects – Updates & changes? Additions?
8. **Local Permits or Restricted Permits:** Changes to how handled.
9. **MPEDC information:** Community Beautification Grant Program
10. **NDLOC Partner Exchange information**
11. **Application available for Patrick Denne Scholarship**
12. **Treasury Contact Center is reopening.**
13. **2023 Legislature Reports**
14. **Update on Available help with DWSRF Lead Copper Line Inventory**
15. **Emergency Response Exercise – Ben/Charlie**
16. **Acceptance from USDA 2023 Budget**
17. **Annual RZ Valuation Report**
18. **NDIRF Update on Benefits and rates.**
19. **Backflow Parts have been ordered from Precision – we will schedule install.**
20. **LAWA Meeting information - rescheduled.**

Gates 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 **Contractor's Application for Payment 4 - \$56,676.49**

1.1.4 **Moore Engineering Invoice 32747 - \$1,656.80**

2.0 Sewer & Water Improvement District 2022-2

2.1 Status Update

2.1.1 USDA Letter of Conditions

- ROW Certification – Cassie

- Final Items - Gail

2.1.2 Plans and Specs Approved by USDA

2.1.3 Will bid once LOC completed.

2.2 **Moore Engineering Invoice 32750 - \$1,912.50**

3.0 Mayville Dam 2

3.1 Study Update – Received information from FEMA.

3.2 Report to be presented at April Meeting

3.3 **Moore Engineering Invoice 32752 - \$3,500.00**

4.0 Lead Service Line Inventory

- 4.1 Upcoming State Requirement
- 4.2 Can receive 100% reimbursement to perform.
- 4.3 Assistance Application – **Need Motion on Resolution**

Street & Storm Improvement District 2022-1

Brandon Reber talked about construction to restart in the spring. He mentioned that a Winter design group meeting needs to get set up. There was a contractor’s application for payment #4 \$56,676.49 but Brandon asked to hold off on paying this as they are waiting to hear back from the contractor on some last-minute items, but nothing has been received yet. **Brandon brought a Moore Engineering invoice #32747 for \$1,656.80 payment #8.** Gates made the motion to approve this payment to Moore Engineering. Moen seconded the motion and upon a roll call vote the following voted; Yea: Moen, Bohnsack, Gates; Nay: Zero; Absent: Soholt, O’Brien, Petersen.

Sewer & Water Improvement District 2022-2

Brandon Reber gave a status update: USDA Letter of conditions is being worked on. The City Attorney is working on the ROW Certification and the City Auditor is working on the final items. The plans and Specs are approved by USDA. We will be ready to bid once the LOC is completed. **Brandon brought with him a Moore Engineering Invoice #32750 for \$1,912.50 Payment #9.** Moen made the motion to approve this payment. Bohnsack seconded the motion and upon a roll call vote the following voted; Yea: Bohnsack, Gates, Moen; Nay: Zero; Absent: Petersen, O’Brien, Soholt.

Mayville Dam 2

Brandon Reber reported that he has received the study from FEMA. He explained that he will present that information at the April Council Meeting. Brandon brought a Moore Engineering Invoice #32752 for \$3,500.00 Payment #3 for work done so far on the Mayville Dam Project. Gates made the motion to approve this invoice for payment. Moen seconded the motion and upon a roll call vote the following voted; Yea: Gates, Moen, Bohnsack; Nay: Zero; Absent: O’Brien, Soholt, Petersen.

Lead Service Line Inventory

Brandon Reber spoke on the upcoming State requirement. We could possibly receive up to 100% reimbursement to perform these tasks. Brandon brought an assistance application with him with a resolution. Moen made the motion to accept this resolution. Bohnsack seconded the motion and upon a roll call vote the following voted; Yea: Gates, Moen, Bohnsack; Nay: Zero; Absent: Petersen, Soholt, O’Brien. The resolution is as follows:

SFN 62297 (1-2023)
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RESOLUTION OF GOVERNING BODY OF APPLICANT
(Suggested Format)

Resolution authorizing filing of an application with the North Dakota Department of Environmental Quality (NDDEQ) for assistance performing a lead service line inventory in compliance with the Lead and Copper Rule Revisions.

Public Water System

City of Mayville Designated Official

Mayor Karl Jorgenson

WHEREAS the public water system named above (the "entity") is a community public water system or non-transient non-community water system regulated by the NDDEQ, the governing body of this entity authorizes the above-named designated official to submit an application to the NDDEQ to request assistance with a lead service line inventory, lead service line replacement plan, facility plan to prepare for a DWSRF loan, and/or to conduct non-regulatory sampling as described in the application. The entity will provide to the NDDEQ and the NDDEQ's designated service provider physical access to records, public easements, public rights-of-way, and the entity will provide any other information needed to perform the necessary work.

If on-site investigation of service lines (such as potholing or hydrovac-ing) is performed by the NDDEQ's designated service provider or one of its subcontractors, the entity will waive permit fees.

CERTIFICATE OF RECORDING OFFICER

The undersigned duly qualified and acting Mayor Karl Johnson of the city of Mayville
(title of officer) (public water system)

does hereby certify that the resolution is a true and correct copy of the resolution as regularly adopted at a legally-convened meeting of the entity's governing body held on the 6th day of March 20²³; and further that such resolution has been fully recorded in the journal of proceedings and records in my office.

In WITNESS WHEREOF, I have hereunto set my hand this 6th day of March, 20²³
 (SEAL)

If applicant has

an official seal, impress here.
 Signature of Recording Officer
 Title of Recording Officer

Moen made the motion to approve March 2023 actual and estimated expenses.

20070	Aasen Drug	library	off supp & comm serv projects	\$26.96
20071	Aflac	all	insurance	\$512.76
20072	Agassiz Sales	emergency	snow removal	\$354.40
20073	Aramark	all	misc	\$385.07
20074	Argus Dental & Vision	all	insurance	\$302.40
20075	Baker & Taylor	library	books	\$108.00
20076	Baker & Taylor	library	books	\$14.57
20077	Brite-Way Window Cleaning	city hall & armory	misc	\$301.00
20078	Canon Financial Services	all	lease on copier	\$284.27
20079	Cardmember Services	all	misc	\$1,513.64
20080	Countryside Creations	non dept	misc	\$166.00
20081	Dakota Natural Gas	streets	heating	\$350.37
20082	Dakota Natural Gas	fire dept	heating	\$382.31
20083	Dalton Linder	ww coll & treatment	boots reimbursement	\$204.24
20084	David Groven	city hall	snow removal - hired	\$70.00
20085	ECRWD	water treatment	purchase of raw water	\$3,348.55
20086	Ferguson	water distribution	meters	\$9,104.54
20087	First State Bank	water dist & ww	collection fee	\$0.96
20090	GF Utility Billing	water treatment	samples	\$70.00
20088	Goose River Bank	water dist & ww	collection fee	\$24.66
20089	Grainger	water treatment	maint/operation	\$26.20
20091	H.E. Everson	streets	maint/operation	\$166.59
20092	Hawkins	water treatment	chemicals & freight	\$447.51
20093	Jacobson Brothers	library	snow removal - hired	\$160.00
20095	Linde Gas & Equipment	streets	maint/operation	\$51.70
20096	Loffler Companies Inc	all	city computer	\$325.55
20097	MayPort Auto & Truck Parts	streets	maint/operation	\$136.96
20098	MayPort Farmers Co-op	all	fuel for vehicles	\$377.94
20099	MayPort Hardware Hank	all	maint/operation	\$54.57
20119	Mayville Airport Authority	airport	Jan spec rec'd in Feb	\$3,439.55
20120	Mayville Airport Authority	airport	Dec's spec rec'd in Jan	\$5,288.36

20121	Mayville State University	sales tax	Jan rec'd in Feb	\$20,461.49
20100	McFarlane	water treatment	repair of HVAC	\$954.06
20101	Midco	all	internet & phones	\$1,297.15
20102	Miller's Fresh Foods	city hall	misc	\$37.43
20103	Miller's Fresh Foods	library	maint/operation	\$37.51
20122	MPEDC	sales tax	Jan rec'd in Feb	\$6,956.91
20104	Naastad Brothers	water distribution	repair of curb stops	\$1,845.00
ACH	NDPERS	all	insurance	\$3,710.30
20105	Network Center	all	Office 365 & backup	\$1,285.75
20106	Nilson Brand Law	water treat & sanitation	legal ret & JPA	\$667.50
20107	Northwestern Power Equip Co Inc	water treatment	repair of cla-val	\$1,779.50
ACH	One America	all	retirement for February	\$2,935.78
20108	One Call Concepts	water distribution	maint/operation	\$2.05
20109	Polar Telcom	auditor	lease on phones	\$60.77
20110	PowerPlan	streets	curb stops for payloaders	\$473.03
20111	Reliance Standard Life Insurance	all	insurance	\$218.50
20112	Soholt Bakery	city hall	misc	\$36.75
20113	Trail County Treasurer	sheriff	monthly contract	\$21,169.50
20123	Trail County Tribune	non dept & water dist	printing	\$1,147.78
20114	USPS	water dist & ww	postage for water bills	\$306.16
20115	Verizon	all	cell phones	\$235.48
20116	Waste Management	sanitation	garbage & recycling	\$25,392.87
20117	Xcel Energy	all	electricity	\$15,453.14

H2O Deposits refunded

\$134,464.04

Gates seconded the motion, motion carried.

Approval of financial reports: Have been tabled till next month.

Review Calendars: March and April 2023: April Council will be held April 3rd, 2023, at 6pm. Tax Equalization will be held April 25th 6pm. City Offices closed for the following holiday: Good Friday, April 7th, 2023. 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.

Dennis Peterson, representative for Hub International brought the only insurance bid. The coverage is at \$4,000,000.00 His bid is \$23574.00 for 2023-2024. Gates made the motion to approve this insurance bid. Moen seconded the motion and upon a roll call vote the following voted; Yea: Moen, Gates, Bohnsack; Nay: Zero; Absent: O'Brien, Petersen, Soholt.

Gates made the motion to approve placing an ad in the newspaper for cemetery caretaking bids for the next 2 years. The bids will be opened at the April 3rd, 2023, City Council meeting. Bohnsack seconded the motion, the motion carried.

Resolution Reaffirming City of Mayville Standards for Street Development: Need to be followed for any and all repairs that cut into the streets. O'Brien made the motion to accept this resolution. Gates seconded the motion and upon a roll call vote the following voted; Yea: O'Brien, Gates, Petersen, Soholt, Moen; Nay: Zero; Absent: Bohnsack.

***RESOLUTION REAFFIRMING
CITY OF MAYVILLE STANDARDS
FOR STREET DEVELOPMENT AND IMPROVEMENTS***

Requirements for street improvements shall conform to the North Dakota Department of Transportation Standard Specifications for Road and Bridge Construction including the following:

March 6, 2023

1. 12" subgrade preparation
2. Type R1 geotextile fabric
3. Class 5 aggregate or salvaged base course:
 - a. 6" for residential streets
 - b. 9" for commercial and heavy traffic areas (truck route streets)
4. Superpave FAA 43 asphalt mix with PG 58S-34 asphalt cement or approved equal:
 - a. 5" for residential streets
 - b. 7" for commercial and heavy traffic areas (truck route streets)
5. Seal coat
 - a. Emulsified asphalt:
 - i. CRS-2P @ .41 Gal/SY
 - ii. CHFRS-2P @ .41 Gal/SY
 - iii. Or approved equal
 - b. Cover Coat Material: CI 41-M @ 25 lbs/SY

All variations shall be as determined by the city engineer.

Dated this 12th day of September 2022.

Attest: 
Gail Olstad, Auditor

Mayor: 
Karl Jorgenson

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

**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 9, 2023

Motion by: Petersen

Second by: Bohnsack

Members Present: Petersen, Soholt, Bohnsack

For: Petersen, Soholt, Bohnsack

Against: None

Absent: Moen, Gates, O'Brien

Second Reading: March 6, 2023

Motion by: Gates

Second by: Bohnsack

Members Present: Moen, Gates, Bohnsack

For: Bohnsack, Gates, Moen

Against: None

Absent: Petersen, O'Brien, Soholt

Priority One Insurance put in a request for a 5-year tax incentive 57-02.2. Moen made the motion to approve this tax incentive. Gates seconded this motion and upon a roll call vote the following voted; Yea: Bohnsack, Gates, Moen; Nay: Zero; Absent: Soholt, Petersen, O'Brien.

Gates made the motion to authorize the MayPort Youth Center for a gaming site at the armory for March 31, 2023. Moen seconded the motion and upon a roll call vote the following voted; Yea: Bohnsack, Moen, Gates; Nay: Zero; Absent: O'Brien, Petersen, Soholt.

Christian got a quote for a natural gas heater at the water plant like what was put in at streets. The quote came in at \$5,375.32. Gates made the motion to approve this quote. Bohnsack seconded the motion and upon a roll call vote the following voted; Yea: Moen, Bohnsack, Gates; Nay: Zero; Absent: O'Brien, Petersen, Soholt.

Moen made a motion to approve the annual Airborne Pre-Arial spraying contract. Gates seconded the motion and upon a roll call vote the following voted; Yea: Gates, Bohnsack, Moen; Nay: Zero; Absent: Soholt, Petersen, O'Brien.

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Deputy Puhlkamp was present but had nothing for the Sheriff's report.

Moen made the motion to adjourn the meeting. Gates seconded the motion, motion carried.

Attest: Julie Christianson
Julie Christianson, Deputy Auditor

Mayor: Karl Jorgenson
Karl Jorgenson