

August 1, 2022, Mayville City Council

The Mayville City Council met in regular session on August 1st, 2022, at 6:00 pm in the council chambers with Mayor Jorgenson presiding and the following Aldermen responding to call of the roll: Bohnsack, O'Brien, Moen, Petersen, Sohlt. Absent: Gates. Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Janell Marmon, Brandon Smith.

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

1. **January 3, 2022, minutes (Monthly meeting) NA**
2. **May 2, 2022, minutes (Monthly meeting) NA**
3. **July 11, 2022, minutes (Monthly meeting)**
4. **Auditor's Office approvals:** Goose River Bank – Movie and Food in Bowl Aug 3, 2022; Vendor Permit for Ice to the Rescue for Aug 3 Movie in the Bowl; Stub's Bar Transfer Liquor License to Armory Wedding Reception Aug 7, 2022.
5. **Conferences & Training Opportunities:** 2022 ND Geospatial Summit Sept 14-15, 2022 – Bismarck; Audit Summit – Virtual Free Training – August 31, 2022.
6. **ARPA 2nd distribution received in July \$142K**
7. **Matching Recreation Grant Program due September 1, 2022.**
8. **Statewide Public Space Initiative (SPCA) Planning Grant due September 1, 2022 – possible for Armory?** Charlie/Gail – Permission to apply?
9. **Brady Martz Audit: 2021 scheduled for 11/7 – completion 12/15.**
10. **Pre-Approved Plan Documents (City of Mayville Retirement) required 6-year update is completed.** No material/major changes – routine this time around.
11. **Joint Power Meeting did not take place:** ECRWD did not get responses back, we will reschedule. End of August?
12. **LAWA Financial Advisory Committee Tuesday August 23rd at 1:30 pm Ae2s Grand Forks.** Bill Bohnsack will be going to the meeting on August 12th, 2022.
13. **EPA WW Wastewater Sustainability:** Plan to visit with Brandon Reber – will look into not sure we need this.
14. **Survey(s):** Plan to work with IT/Moore Engineering to complete ND Info Tech – Required vendor risk assessment 9-19-22; CWNA Request for Small Community Needs Mayville Wastewater 8-5-22; CWNS Request for Small Community Needs Mayville Storm Water 8-5-22.
15. **ND CWSRF & DSWRF Program Updates**

Bohnsack seconded the motion, motion carried.

1.0 Street & Storm Improvement District 2022-1

1.1 Status Update

1.1.1 Construction update

- Reclamation
- Storm Sewer Installation
- Street Reconstruction upcoming

1.1.2 Decision making

- Storm Sewer replacement – Est. \$8,500
- 5th Avenue Utility Crossings – Est. \$15,000

1.1.3 Engineering Contract

- Recap
- Presented to Physical Plant Committee early July
- Looking for Approval

1.1.4 Moore Engineering Invoice 30571 - \$2,483.75

2.0 Sewer & Water Improvement District 2022-2

2.1 Status Update

2.1.1 USDA Letter of Conditions Received – Working on Requirements

2.1.2 Plans and Specs complete

2.1.3 Will bid once LOC completed

2.1.4 Moore Engineering Invoice 30572 - \$2,352.50

3.0 Mayville Dam 2

3.1 FEMA Disaster Declaration signed

3.2 City on US Fish and Wildlife Funding List, Moore exploring other options

3.3 Next Steps & Requirements

Street & Storm Improvement District 2022-1

Brandon Smith mentioned that the reclamation is all done. The storm sewer installation is currently being done. The street reconstruction and curb work will be upcoming in the next few weeks. A storm sewer needed to be replaced as when they were televising, they identified a 12” pipe partially collapsed. It appeared someone attempted to install a PVS+C sleeve inside the pipe but the camera was only able to make it halfway through the pipe due to the collapse. The storm sewer replacement was estimated to cost \$8,500. Moen made the motion to allow O’Brien to approve change orders up to \$10,000 so work does not have to be held up waiting to get Council together to approve change orders. Bohnsack seconded the motion and upon a roll call vote the following voted: Yea: Petersen, Soholt, Moen, Bohnsack; Nay: None; Abstain: O’Brien; Absent: Gates. Brandon made a recap on the Engineering contract. It was presented to Physical Plant Committee early July. O’Brien made the motion to accept the Engineering Contract as presented. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Bohnsack, O’Brien, Petersen, Soholt, Moen; Nay: None; Absent: Gates.

Sewer & Water Improvement District 2022-2

Brandon spoke that the USDA Letter of Conditions was received and working on the Right of Way certifications. The plans and Specs are complete. Will bid once LOC is completed. Moore Engineering brought two invoices to the meeting. One of them was for the Street & Storm Improvement District for \$2,483.75. The second invoice was for \$2,352.50 which was for the Sewer & Water Improvement District. Moen made the motion to put the two invoices together for work done so far this month. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Soholt, Moen, Bohnsack, Petersen, O’Brien; Nay: None; Absent: Gates.

Mayville Dam 2r: FEMA Disaster Declaration signed 2 weeks ago. City on US Fish and Wildlife Funding list, Moore exploring other options. The next steps and requirements are to request assistance by August 12th and then will have 60 days.

O’Brien made the motion to approve July actual and August 2022 estimated expenses.

19648	A & B Business Solutions	library	office supplies	\$111.80
19649	Aasen Drug	water distribution	office supplies	\$2.02
19650	Aasen Drug	library	office supplies	\$31.51
19651	Aflac	all	insurance	\$512.76
19594	American United Life Insurance	all	retirement fee	\$500.00
19652	Aramark	all	misc	\$375.67
19653	Argus Dental & Vision	all	insurance	\$354.50
ACH	Bank of North Dakota	Water 23	bond payment	\$21,500.00
ACH	Bank of North Dakota	Sewer 24	bond payment	\$68,550.00
ACH	Bank of North Dakota	Tiff #25	bond payment	\$21,545.00
ACH	Bank of North Dakota	Water 26 pt 1	bond payment	\$26,400.00
19598	Baker & Taylor	library	books	\$95.24
19599	Brite-Way Window Cleaning	city hall & armory	misc	\$301.00
19654	Cardmember Services	all	misc	\$760.36
19655	Center Point Large Print	library	books	\$56.00
19656	Dakota Natural Gas	streets	heating	\$16.00
19657	Dakota Natural Gas	fire dept	heating	\$16.00
19658	Domier Construction	water distribution	reimb for meter deposit	\$500.00
19659	Drew Petersen	cemetery	contract	\$2,750.00
19660	ECRWD	water treatment	purchase of raw water	\$7,406.72
19661	Erickson Pest Control	sanitation	maint/operation	\$60.00
19662	Ferguson Waterworks	water distribution	maint/operation	\$4,362.03

19663	Goose River Bank	water dist & ww coll & treat	water collection fee	\$31.71
19664	Grand Forks Utility Billing	water treatment	samples	\$70.00
19665	Great America Fin Svcs	all	lease on copier	\$465.08
19666	H.E. Everson	streets	maint/operation	\$81.14
19667	Hawkins	water treatment	chemicals	\$4,563.32
19668	James Osier	water distribution	refund - overpayment of bill	\$3.86
19669	Karl Jorgenson	fire dept	reimbursement for tags	\$23.50
19670	Linde Gas & Equipment	streets	maint/operation	\$49.02
19671	MacQueen Equipment	fire dept	fire truck certification	\$1,494.55
19672	MayPort Farmers Co-op	all	fuel for vehicles	\$2,124.10
19673	MayPort Hardware Hank	all	maint/operation	\$135.89
19674	MayPort Hardware Hank	library	office supplies	\$9.48
19703	Mayville Airport Authority	airport	June spec rec'd in July	\$780.75
19704	Mayville State University	sales tax	June sales tax rec'd in July	\$15,181.54
19675	Midco	all	internet & phone	\$1,293.19
19676	Miller's Fresh Foods	library	maint/operation	\$31.36
19705	MPEDC	sales tax	June sales tax rec'd in July	\$5,161.72
19677	ND League of Cities	non-dept	city dues	\$1,633.00
19678	ND Sewage Pump & Lift	wastewater coll	maint/operation	\$1,635.00
ACH	NDPERS	all	insurance	\$3,710.30
19679	Neset Repair & Sales	fire dept	repair/maintenance	\$3,242.88
19680	Network Center	all	datto backup	\$262.00
19681	Nilson Brand Law	water distribution	legal retainer	\$225.00
ACH	OneAmerica	all	retirement	\$2,873.76
19682	One Call Concepts	water distribution	maint/operation	\$59.25
19683	Paul Eliason	cemetery	stump removal	\$500.00
19625	Paulson Gravel Service	streets	maint/operation	\$3,317.22
19684	Petty Cash	aud;water dist & ww	replenish petty cash	\$144.50
19685	Polar	auditor	lease on phones	\$60.77
19686	Precision	fire dept	maint/operation	\$1,184.73
19628	PS Garage Doors	streets	repair/maintenance	\$460.71
19687	Reliance Life Insurance	all	insurance	\$213.50
19688	Septic Tank Servicing	streets	maint/operation	\$225.00
19689	Soholt Bakery	city hall	misc	\$26.00
19690	Traill County Treasurer	sheriff	monthly contract	\$21,169.50
19691	Traill County Tribune	non-dept	printing	\$408.00
19692	USPS	auditor,dist, ww coll & treat	postage for water bill	\$309.88
19693	Valley United	ww coll & streets	chemicals	\$589.57
19694	Verizon	all	cell phones	\$271.42
19695	Waste Management	sanitation	garbage & recycling	\$25,536.91
19696	Xcel Energy	all	electricity	\$14,313.87

H2O Deposits refunded

19697	Com (Connie Rude)		\$118.74
19698	Com (Laura Ewert)		\$150.00
19699	COM (Raegen Smith)		\$150.00
19700	Com (Zane Kluge)		\$133.26
19701	Connie Rude		\$31.26
19702	Zane Kluge		\$16.74
			\$270,679.59

Bohnsack seconded the motion, motion carried.

The city received a cost share request from the MayPort Farmers Co-op for the planned drive over curb. Cost is Estimated at \$60,000 the Co-op is requesting a 75% City 25% Owner Sharing. Discussion was held. It was decided to have the City Attorney contact the Co-op to see if they would be willing to go 50% City 50% Co-op. Bohnsack made that motion to accept the 50% for each. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Petersen, Soholt, Moen, Bohnsack; Nay: O'Brien; Absent: Gates.

Other Information –

Bonding Bills to be paid:

Ohnstad Twichell	\$20,000
Ballard Spahr	\$18,000
Starion Bond Services	\$500.00

O'Brien made the motion to pay these bonding bills. Moen seconded the motion and upon a roll call vote the following voted; Yea: O'Brien, Petersen, Soholt, Moen, Bohnsack; Nay: None; Absent: Gates.

Financial reports were not available.

Review Calendars: August, September, October 2022: Note City Offices closed for the following holiday Labor Day 9/5 – Council Rescheduled until 9/12. Prelim Budget due County 8/10; FEMA RPA 8/12; Budget Public Hearing 10/3 6p; Final Budget Due County 10/10 Committee meetings: Admin and Physical Plant Committees will meet Tuesday 5pm, and Wednesday 71m, 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. Petersen made the motion to accept the calendars as presented. Soholt seconded the motion, the motion carried.

Moen made the motion to allow the Mayville Volunteer Fire Department to advertise to seal the 1962 Fire Truck with Sealed bids to be opened on September 12th at City Council. The Ad will be paid from fund 212 and the proceeds will be placed in fund 212 to be used for fire department equipment. Soholt seconded the motion, the motion carried.

Mayville Dam-2/FEMA DR 4660: Request Moore Engineering to help. DR-4660 Covers 4/22 – 5/15 damages. Login portal by 8/8; signup for RFA 8/12; will be assigned a Rep – Moore and City Auditor at this point forward after kickoff – 60 days. Right now, the local share is 15%; 2 buckets – Emergency & post to address Dam. Brady from Moore Engineering is doing his write up to go along with the Industrial Builders Invoice. O'Brien made the motion to accept the information that was provided to us thus far. Petersen seconded the motion, the motion carried.

Moen made the motion to accept graveling 4th Street NW at a cost of \$5,000 - \$6,000. O'Brien seconded the motion and upon a roll call vote the following voted; Yea: O'Brien, Bohnsack, Moen, Petersen, Soholt; Nay: None; Absent: Gates.

2023 Budget: Initial Prelim Budget 2022 with 10% cost increase due to inflation. Emergency Local Share for DR-4660. No County ARPA Funds. No Insurance NDIRF on Dam – Act of God. O'Brien made the motion to accept the Budget 2023 as presented. Moen seconded the motion, the motion carried.

Nothing for the Sheriff's report

O'Brien 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