

September 12, 2022, Mayville City Council

The Mayville City Council met in regular session on September 12th, 2022, at 6:00 pm in the council chambers with Mayor Jorgenson presiding and the following Aldermen responding to call of the roll: O'Brien, Moen, Gates, Petersen, Soholt. Absent: Bohnsack. Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Jim Johnson and Cassie Braaten. Brandon Smith from Moore Engineering was also present.

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

1. **January 3, 2022, minutes (Monthly meeting) Not available yet August 1, 2022, minutes (Monthly meeting)**
2. **May 2, 2022, minutes (Monthly meeting) Not available yet**
3. **August 1, 2022, minutes (Monthly meeting)**
4. **Auditor's Office approvals:** Liquor license transfer from Top Hat Lounge to Comet Athletic Club for sportsman raffle 9-10-2022; MSU Foundation permit to hold a parade on 9-17-22; Southwestern Advantage Products Direct permit to go door to door to sell educational books until 08-27-22.; Ohana Shaved Ice to have a food truck for year 2022; MPCG FBLA for a raffle at school 08-26-22 through 05-26-23; MPCG Dollar for Scholars for a sports pool 08-20-22 through 03-31-23; Mayville Fire and Rescue March Fund Raiser 11-15-22 through 03-18-23.
5. **Conferences & Training Opportunities:** 2022 Annual Conference will offer educational and networking opportunities for both veteran city appointed and elected officials as well as those new to city government. www.ndlc.org/2022AnnualConference. Mental Health First Aid Course – Traill District Health would like to offer to our communities. Please take a look and feel free to forward this information on to anyone you know who may be interested in participating. Kate Ehnert-Health Equity Coordinator kate.ehnert@co.traill.nd.us
6. **Jan Jordan Scholarship Fund:** If your city wishes to donate a silent auction item they can be dropped off before 9:00 am on Friday, September 23. Checks for silent auction items are payable to Municipal Government Academy.
7. **Clean Up Week –** Mayville Landfill Open to Mayville Residential Customers at no charge October 1st through 8th.
8. **MayPort EDC Meetings:** First Thursday of each month at the College.
9. **Joint Powers:** Meeting to be held on 09-15-2022.
10. **Tractor was received.**

Petersen seconded the motion, motion carried.

1.0 Street & Storm Improvement District 2022-1

1.1 Status Update

1.1.1 Construction update

- Storm Sewer Installation
- Street Reconstruction
- Curb and Gutter
- **Contractor's Application for Payment #1 - \$389,101.75**

1.1.2 Decision making

- **Change Order No. 1 - \$22,464.28**

1.1.3 Moore Engineering Invoice 31007 - \$76,866.87

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 31006 - \$1,480.00**

3.0 Mayville Dam 2

3.1 Kick off meeting with FEMA recap

3.2 Working with Kevin Hopfauf to collect information

3.3 Upcoming Decisions – What to do with the Dam

Street & Storm Improvement District 2022-1

Brandon Smith mentioned that the Storm Sewer Installation is complete. The street reconstruction is on 9th Ave SE. The curb and gutters and sidewalks should be wrapping up in the next few days. Brandon spoke that over 300 feet of curb and gutter was rejected so far in the project.

O'Brien made the motion to approve the following change order: **Change Order No. 1 Street & Storm \$22,464.28**. A second by Moen and following a roll call vote the following voted; Yea: O'Brien, Gates, Petersen, Soholt, Moen; Nay: Zero; Absent: Bohnsack.

Petersen made the motion to approve Contractor application for Payment: **Payment No. 1 to R.J. Zavoral & Sons for Street/Storm \$389,101.75**. A second was made by Gates and upon a roll call vote the following voted; Yea: Gates, Petersen, Soholt, Moen, O'Brien; Nay: Zero; Absent: Bohnsack.

O'Brien made the motion to approve payment to **Moore Engineering for Street/Storm for \$76,866.87**. A second was made by Moen and upon a roll call vote the following voted; Yea: Petersen, Soholt, Moen, O'Brien, Gates; Nay: Zero; Absent: Bohnsack.

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 specifications are complete. Will bid once the Letter of Conditions is completed. Moen made the motion to approve payment to **Moore Engineering for Sewer/Water \$1,480.00**. O'Brien seconded the motion and upon a roll call vote the following voted; Yea: Soholt; Moen, O'Brien, Gates, Petersen; Nay: Zero; Absent: Bohnsack.

O'Brien made the motion to approve August 2022 actual and September 2022 estimated expenses.

19707	Aasen Drug	library	office supplies & comm serv	\$76.53
19708	Aflac	all	insurance	\$512.76
19709	American Solutions for Business	all	office supplies	\$63.90
19710	Argus Dental & Vision	streets & water treat & dist	insurance	\$198.38
19711	Brite-Way Window Cleaning	city hall & armory	misc	\$301.00
19712	Cardmember Services	all	misc	\$3,951.35
19713	Dacotah Paper	all	paper supplies	\$203.93
19714	Dakota Natural Gas	streets	heating	\$16.00
19715	Dakota Natural Gas	fire dept	heating	\$16.00
19716	Drew Petersen	cemetery	monthly contract	\$2,750.00
19717	ECRWD	water treatment	purchase of raw water	\$7,174.90
19718	First State Bank	fire dept	2014 fire truck payment	\$24,992.03
19719	General Roofing & Construction	library restoration	tuck pointing	\$57,240.00
19720	Goose River Bank	water dist, ww coll & treat	collection fee	\$43.57
19721	Grand Forks Utility Billing	water treat & ww coll	samples	\$171.00
19722	Great America Financial Services	all	lease on copier	\$613.62
19723	H. E. Everson	streets	maintenance/operation	\$20.05
19724	Hub International	streets & water distribution	liability insurance	\$64.00
19726	Larry Lande	water dist; ww coll & treat	overpayment of water bill	\$191.00
19727	Laura Ewert	water distribution	overpayment of water bill	\$4.15
19729	Legacy Mark	cemetery	software annual agreement	\$506.34
19730	Linde Gas & Equipment	streets	maintenance/operation	\$49.55
19731	MacQueen Equipment	fire dept	fire truck certification	\$2,016.75
19732	MayPort Auto & Truck Parts	streets	tools & accessories	\$4.39
19733	MayPort Farmers Co-op	all	fuel for vehicles	\$984.80
19734	MayPort Hardware Hank	all	maintenance/operation	\$177.11
19754	Mayville Airport Authority	airport	July spec rec'd in August	\$90.46
19755	Mayville State University	sales tax	July sales tax rec'd in August	\$21,850.23
19735	Midcontinent Communications	all	internet & phone	\$1,297.64
19736	Miller's Fresh Foods	library	maintenance/operation	\$31.37
19756	MPEDC	sales tax	July sales tax rec'd in August	\$7,429.08

19737	ND Dept of Environmental Quality	water distribution	maintenance/operation	\$251.58
ACH	NDPERS	all	insurance	\$3,710.30
19738	Neset Repair	fire dept	repair/maintenance	\$723.63
19739	Network Center	all	office 365 & backup	\$342.00
19740	Nilson Brand Law	flood & general	legal issues	\$345.00
19741	Northdale Oil	water dist & ww coll	heating	\$1,303.64
19742	One Call Concepts	water distribution	maintenance/operation	\$125.55
ACH	OneAmerica	all	retirement	\$2,864.70
19743	Paulson Gravel Service Inc	cemetery	maintenance/operation	\$34.19
19744	Polar	auditor	lease on phones	\$60.77
19745	Reliance Life Insurance	all	insurance	\$181.50
19746	Starion Bond Services	Tiff #25	bond payment	\$8,995.00
19747	Team Lab	streets	repair/maintenance	\$811.00
19748	Traill County Treasurer	sheriff	monthly contract	\$21,169.50
19749	True North Equipment	streets	John Deere Tractor	\$24.41
19750	USPS	aud;water dist;ww coll	postage for water bills	\$310.62
19751	Verizon	all	cell phones	\$271.10
19752	Waste Management	sanitation	garbage & recycling	\$24,843.64
19753	Xcel Energy	all	electricity	\$14,125.40

H2O Deposits refunded

19725	Jack Gerber			\$150.00
19728	Lee Siegert			\$150.00
				\$213,835.42

STREET/STORM/SEWER/WATER IMP PROJECT - FIRST STATE BANK
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10305	Moore Engineering			\$76,866.87
10306	Moore Engineering			\$1,480.00
10307	Nilson Brand Law			\$540.00
10308	Nilson Brand Law			\$1,712.50
10309	R, J. Zavoral & Sons Inc			\$389,101.75
				\$469,701.12

Petersen seconded the motion, motion carried.

Approval of financial reports: July 2022 financials are included for review and approval. O'Brien made the motion to accept the financials as presented. Gates seconded the motion, motion carried.

Review Calendars: September and October 2022: 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. Moen made the motion to accept the calendars as presented. Soholt seconded the motion, the motion carried.

MayPort Coop – 50/50 cost share has been accepted by the elevator board: City Attorney will do up a memorandum of understanding for the 5/50 cost share for the street by the elevator (2nd Ave SE). O'Brien made the motion to accept having the City Attorney draw up this memorandum of understanding between the MayPort Farmers Coop and the City of Mayville. Moen seconded the motion and upon the roll call vote the following voted; Yea: Moen, O'Brien, Gates, Petersen, Soholt; Nay: Zero; Absent: Bohnsack.

The Mayville Fire & Rescue decided to put the 1962 Fire Truck up for bids. Fire Truck bids: Sealed bids to be opened. Mayor Jorgenson opened up the single bid that was received by the City of Mayville's office. The bid was from James Skarperud for \$4,600.00 for the 1962 Fire Truck. Moen made the motion to accept James Skarperud's bid of \$4,600. O'Brien 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: 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:

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
Gail Olstad, Auditor

Mayor: Karl Jorgenson
Karl Jorgenson

Sale of Cemetery Lots:

- Jeannie Walden – Sec 16, Lot 19, Grave 1
- Raymond & Mona Aafedt – Sec 12, Lot 3, Grave 5
- Gordon & Kathy Moen – Sec 16, Lot 5, Graves 9 & 10

O'Brien made the motion to approve the sale of these cemetery lots as presented. Moen seconded the motion and upon a roll call vote the following voted; Yea: Moen, Soholt, O'Brien, Gates, Petersen; Nay: Zero; Absent: Bohnsack.

Kristine Bolstad is requesting a cancellation for the Lot + ½ in Eastvold. Gates made the motion to accept this cancellation, Moen seconded the motion and upon a roll call vote the following voted; Yea: Moen, Gates, Soholt, Petersen, O'Brien; Nay: Zero; Absent: Bohnsack.

Purchase Agreement for 568 7th Ave SE: Paul & Kim Knudsvig are requesting a lot and ½ They are requesting S ½ Lot 11 and all of Lot 10, Block 2 Riverwood Addition. Lot 11 is 60 ft, so Knudsvig's want ½ so 30 ft and all of Lot 10. No house plans are available yet so no idea of how it would fit on lots and how big the house is going to be. The Council decided to table this decision until next time due to lack of plans at this time.

A listing of FEMA – DR 4660 Bills:

Industrial Builders \$334,562.86
Jet-Way \$2,020.00
Moore Engineering \$23,824.34
C3 Project Solutions \$237.84

These bills will be paid by the City of Mayville. The city will be reimbursed 75% from Federal and 10% from State. Sohlt made the motion to pay these bills as presented. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Gates, Sohlt, Moen, O'Brien, Petersen; Nay: Zero; Absent: Bohnsack.

Nothing for the Sheriff's report

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

Attest: Julie Christianson
Julie Christianson, Deputy Auditor

Mayor: Karl Jorgenson
Karl Jorgenson