

June 5, 2023, Mayville City Council

The Mayville City Council met in regular session on June 5th, 2023, 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, Bohnsack, Petersen, Sohlt. Absent: Gates. Also in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Janell Marmon. 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**
2. **May 2, 2022, minutes (Monthly meeting) Not available yet**
3. **October 3, 2022, minutes (Monthly meeting) Not available yet**
4. **April 3, 2023, minutes (Monthly meeting)**
5. **April 25, 2023, minutes (Tax Equalization meeting)**
6. **May 1, 2023, minutes (Monthly meeting)**
7. **May 5, 2023, minutes (Special meeting)**
8. **May 25, 2023, minutes (Special meeting)**
9. **Auditor's Office approvals:** MSU Foundation – Parade permit 09/16/23 Farmer's Bowl/Homecoming; Raffle Permit – Seth Markuson Benefit 6/8/23; Top Hat Liquor License transfer to Island Park – Seth Markuson; Permission to MSU to collect mosquitoes at the Mayville Cemetery; MayPort Community Club – Summerfest parade 6/24/23.
10. **Conferences & Training Opportunities:** Water System O & M Training; 2023 Rural Water Leadership Retreat.
11. **Cal advises that we do not plan to advertise for bids for removal of scrap metal at the city landfill this year.**
12. **2022 Annual NDIRF**
13. **MSU – Child Dev Programs Annual Report**
14. **USDA Rural Development – Home loans, Repair, Grants & Summary of programs.**
15. **Changes to the Homestead Credit – Traill County information and contact sheet.**
16. **Xcel Energy bringing power to the Caterpillar Shed at the landfill.**
17. **Blight – initial round has been sent out, review of sites and ads to start 6/6/23.**
18. **Snow removal Reimbursements to Counties, Cities, Townships. Early Season data submitted. Extended Season Data submitted.**
19. **PFAS – Cassie/Brandon – Review – apply as needed.**
20. **Water access by \$ at the Firehall is down for repairs.**

Petersen seconded the motion, motion carried.

1.0 Street & Storm Improvement District 2022-1

- 1.1 Status Update
 - 1.1.1 Construction update
 - 1.1.2 Accesses and traffic control
 - 1.1.3 **Change Order #3 - -\$106,774.60**
 - 1.1.4 **Contractor's Application for Payment #5 - \$461,522.03**
 - 1.1.5 **Moore Engineering Invoice 33650 - \$88,792.64**

2.0 Sewer & Water Improvement District 2022-2

- 2.1 Status Update
 - 2.1.1 Ad for bid authorized last week, ad submitted.
 - 2.1.2 Project Bids June 28 at 10 AM
 - 2.2 USDA items prior to award and Construction
 - 2.3 **Moore Engineering Invoice 33651 - \$922.50**

3.0 Mayville Dam 2

- 3.1 Report submitted to FEMA.
- 3.2 **Moore Engineering Invoice 33654 - \$8,360.00**

4.0 Mayville WTP Assistance

- 4.1 **Moore Engineering Invoice 32751 - \$3,120.00**

4.2 Updated invoice with discounted time

Street & Storm Improvement District 2022-1

Brandon Smith mentioned that the south part of town with the curb and gutter is all done. Brandon also touched on the different accesses and traffic control. Council members voiced their opinions on the traffic control. Brandon will bring this up at the next construction meeting. He mentioned that should be some cost savings on the street by the waterpark (\$30,000 compared to \$40 or \$50K).

O'Brien made the motion to approve the following change order: **Change Order No. 3 Street & Storm \$106,774.60**. A second by Bohnsack and following a roll call vote the following voted; Yea: O'Brien, Bohnsack, Petersen, Soholt, Moen; Nay: Zero; Absent: Gates.

Petersen made the motion to approve Contractor application for Payment: **Payment No. 4 to R.J. Zavoral & Sons for Street/Storm \$461,522.03**. A second was made by Moen and upon a roll call vote the following voted; Yea: Bohnsack, Petersen, Soholt, Moen, O'Brien; Nay: Zero; Absent: Gates.

O'Brien made the motion to approve payment to **Payment No. 13 to Moore Engineering for Street/Storm for \$88,792.64**. A second was made by Moen and upon a roll call vote the following voted; Yea: Petersen, Soholt, Moen, O'Brien, Bohnsack; Nay: Zero; Absent: Gates.

Sewer & Water Improvement District 2022-2

Brandon Smith gave a status update. The ad for bid authorized last week was submitted. The project bid is set for June 28th at 10am at Mayville City Hall. Isaac from USDA will be attending the bid opening with items needed prior to the opening. Moen made the motion to approve payment to **Payment No. 11 to Moore Engineering for Sewer/Water \$922.50**. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Soholt; Moen, O'Brien, Bohnsack, Petersen; Nay: Zero; Absent: Gates.

Mayville Dam 2

Brandon Smith reported that the dam study report has been submitted to FEMA. Brandon brought an invoice for work done so far. Moen made the motion to approve payment **Payment No. 6 to Moore Engineering for Dam for \$8,360.00**. Petersen seconded the motion and upon a roll call vote the following voted; Yea: O'Brien, Petersen, Soholt, Moen, Bohnsack; Nay: Zero; Absent: Gates.

Brandon Smith also brought an invoice to the meeting for assistance for work done at the Water plant \$3,120.00 O'Brien made the motion to approve payment to Moore Engineering. Bohnsack seconded the motion and upon a roll call vote the following voted; Yea: Bohnsack, Soholt, Petersen, Moen, O'Brien.

Temporary access to allow owners to their driveway/garage. A question was raised about if all storm sewers had been camera in the planning? FEMA has obligated the outlet repairs and the Lagoon RipRap. The artesian well is in the 3rd submittal. Lako is supposed to be in the area in June? Gail reported that we still have 27 easements to obtain. Larry Young alley? Moen has asked we review the amount \$10/ton for Millings – Ryan Holte is looking at that. Moen reported that Lako will be capping off the artesian well when they have work in the area. Moen made the motion to accept this as discussed. Soholt seconded the motion and upon a roll call vote the following voted; Yea: O'Brien, Moen, Petersen, Bohnsack, Soholt; Nay: Zero; Absent: Gates.

Soholt made the motion to approve June 2023 actual and estimated expenses.

20248	Aasen Drug	library	office supplies	\$41.37
20249	Aflac	all	insurance	\$512.76
20250	American Solutions for Business	all	office supplies	\$752.71
20251	Aqua-Pure Inc	water treatment	chemical & maint/operation	\$4,724.08
20252	Aramark	all	cleaning/rugs	\$385.07
20253	Argus Dental & Vision	all	insurance	\$302.40
20254	Baker & Taylor	library	books	\$163.48
20255	Bank of North Dakota	water 17	interest payment	\$1,697.73

20256	Brite-Way Window Cleaning	city hall & armory	misc	\$301.00
20257	Butler	all	generator contracts	\$5,332.00
20257	Butler	waste water coll	repair main lift	\$6,280.69
20258	Canon Financial Services	all	lease on copier	\$350.96
20259	Chemistry Lab	water distribution	maint/operation	\$561.41
20260	Crane Johnson Lumber Co	streets	repair/maintenance	\$63.68
20261	Dakota Natural Gas	streets	heating	\$39.00
20262	Dakota Natural Gas	fire dept	heating	\$73.18
20263	ECRWD	water treatment	purchase of raw water	\$3,797.62
20264	Elan Financial Services	all	misc	\$3,872.65
20265	Erickson Pest Control	city hall	maint/operation	\$75.00
20266	Farmers Union Oil	ww coll & treatment	tires for 2014 pickup	\$772.16
20267	Goose River Bank	water dist & ww coll & tr	collection fee	\$35.92
20268	Grand Forks Utility Billing	water treatment	samples	\$373.00
20269	H.E. Everson	sanitation & streets	maint/operation	\$45.93
20270	Hawkins	water treatment	chemicals	\$3,230.22
20271	Jemco	water treatment	repair	\$1,097.00
20271	Jemo	water treatment	maint/operation	\$797.87
20272	Linde Gas & Equipment	streets	maint/operation	\$51.22
20273	Loffler Companies Inc	all	copies & supplies	\$212.10
20246	Manthey's Lawn Care	cemetery	contract fee	\$1,800.00
20274	MayPort Auto & Truck Parts	sanitation & streets	maint/operation	\$247.12
20275	MayPort Farmers Co-op	all	fuel for vehicles	\$774.70
20276	MayPort Hardware Hank	all	maint/operation	\$310.71
20300	Mayville Airport Authority	airport	April's spec rec'd in May	\$72.81
20301	Mayville State University	sales tax	April's rec'd in May	\$17,544.14
20277	Midco	all	internet & phones	\$1,376.24
20278	Miller's Fresh Foods	city hall	misc	\$7.09
20302	MPEDC	sales tax	April's rec'd in May	\$5,965.01
ACH	NDPERS	all	insurance	\$3,710.30
20279	Network Center	all	datto backup & Office 365	\$262.00
20280	Nilson Brand Law	streets & flood (dam)	legal issue	\$1,045.00
10331	Nilson Brand Law	Sewer & Water 2022-2	legal issues	\$2,040.00
ACH	OneAmerica	all	retirement	\$3,013.90
20281	One Call Concepts	water distribution	maint/operation	\$163.80
20282	Patriot Fire & Safety	fire dept	maint/operation	\$18,308.17
20283	Polar	auditor	lease on phone	\$60.77
20284	Pollardwater	water distribution	maint/operation	\$525.49
20285	Precision	non-dept	backflow @ museum & park	\$3,731.58
20286	Quorum Consulting Group	city pension	admin fee for 2021 & 2022	\$3,500.00
20287	Reliance Standard Life Insurance	all	insurance	\$230.50
20288	Software Innovations	auditor	update of payroll tax tables	\$550.00
20289	The Saturday Evening Post	library	periodicals	\$28.00
20290	Titan Machinery	snow emergency	2018 Payloader	\$8,947.03
20291	Traill County Treasurer	sheriff	monthly contract	\$21,169.50
20292	Traill County Tribune	sanitation	printing for clean up days	\$252.00
20293	USPS	water dist & ww coll & tr	postage for water bills	\$331.35
20294	Valley United Co-op	streets & ww coll	chemicals	\$327.85
20295	Verizon	all	cell phones	\$235.39
20296	Waste Management	sanitation	garbage & recycling	\$25,141.86
20297	Xcel Energy	all	electricity	\$13,139.47

H2O Deposits refunded

\$170,753.99

Petersen seconded the motion, motion carried.

Approval of financial reports: Tabled until next month.

Review Calendars: June/July 2023: Note: City Offices closed for the following holidays: July 3 & 4. July council will be held July 10, 2023, 6pm. Brady Martz Audit to begin 6/26/23; WSI Audit to be held 6/20/23; SummerFest begins 6/22 and runs through 6/25. 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.

Cemetery Care Taking Contract for 2023=2024. At Physical Plant Committee it was recommended that the initial payment for May be held until a complete mowing, trimming and weed spraying is finished and the city contacted to review and approve. It is also recommended that the probation be continued for the next 30 days, with Committee review and approval at the July 5th meeting for Regular Council July 10th. O'Brien made the motion to accept these terms as presented. Petersen seconded the motion, the motion carried.

Moen made the motion to approve the Auditor's bond.

Resolution Setting Auditor Bond Limit

Whereas, The City of Mayville is covered by a blanket bond by the North Dakota state bond fund; and,

Whereas, the North Dakota state bonding fund provides fidelity bond coverage for the city employees and public officials in dealing with public funds; and,

Whereas, the bond is fixed by the city governing body and set by resolution as outlined in NDCC 40-13-02; and,

Whereas, at the June 5th, 2023 regular City Council meeting of the Mayville City Council the current bond limits were reviewed and found to be sufficient.

Now, therefore, be it resolved by the city council of the city of Mayville, North Dakota, that the auditor bond coverage by the state bonding fund in the amount of one million, five hundred fifty one thousand, eight hundred twenty eight dollars (\$1,551,828) ,has been reviewed and found sufficient.

Dated this 5th, day of June 2023

Soholt seconded the motion and upon a roll call vote the following voted:

Yea: Petersen, O'Brien, Bohnsack, Soholt, Moen Nay: Zero; Absent: Gates.

Attest: Gail Olstad
Gail Olstad, City Auditor

Mayor: Karl Jorgenson
Karl Jorgenson

Gaming Site License: West Fargo Rural Fire Department – Smoke Eaters 06/01/23 – 06/30/23 and 07/01/23 – 06/30/24. O'Brien made the motion to accept this gaming site license. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Bohnsack, O'Brien, Petersen, Soholt, Moen; Nay: Zero; Absent; Gates.

Moen made the motion to make this year's annual payment on fire department loan in June vs August. The total payment being \$24,992.03 with \$24,261.79 of principal and \$730.24 of interest. Soholt seconded this motion and upon a roll call vote the following voted; Yea: Petersen, Soholt, Moen, Bohnsack, O'Brien; Nay: Zero; Absent: Gates.

The fire department came forward with a request of needing to outfit the Ladder truck with equipment and such for \$12,000.00. Petersen made the motion to accept this request. Moen seconded the motion and upon a roll call vote the following voted; Yea: Moen, O'Brien, Soholt, Petersen, Bohnsack; Nay: Zero; Absent: Gates

Items are needed for Budget 2024. Preliminary budget approved on August 7th Council, due to County August 10th, Advertise for Final Budget hearing September 23 & 30. **Council will need to approve Final Budget Hearing and adoption for October 2, 2023.** Moen made the motion to accept as presented. Soholt seconded the motion, the motion carried.

Maintenance Repairs/Replacement needed culvert/drain in bowl: Culvert elbow is rusted away, washout around it and it has collapsed. Cal contacted Naastad Bros – culvert looks ok as far as we can tell until we open up to replace elbow. The pictures included – Intersection South of shop, base of sliding hill – 36” Physical Plant recommendation to fix as maintenance digging will cost less than \$1K. O'Brien made the motion to accept this work as presented. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Moen, Bohnsack, O'Brien, Petersen, Soholt; Nay: Zero; Absent: Gates.

Nothing for the Sheriff's report

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

Attest: Julie Christianson
Julie Christianson, Deputy Auditor

Mayor: Karl Jorgenson
Karl Jorgenson