

August 7, 2023, Mayville City Council

The Mayville City Council met in regular session on August 7th, 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. Attending by phone: Soholt. Absent: Gates. Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Janell Marmon. Brandon Smith from Moore Engineering was also present.

Moen 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. **June 5th, 2023, minutes (Monthly meeting) Not available yet**
5. **July 10th, 2023, minutes (Monthly meeting) Not available yet**
6. **Auditor's Office approvals:** Food Truck Permit – Ma & Pa BBQ for Shrine Bowl; MSU Women's Basketball – raffle 10/14/23.
7. **Conferences & Training Opportunities:** NDLOC Annual Conference September 20-22 Bismarck; Future Weather Patterns Impacts – August 17.
8. **The Annual CCR Report has been submitted and accepted.**
9. **Landfill Erosion Contract was signed, and work was completed.**
10. **Awaiting spending request from Fire Department for \$12,000 for outfitting the Ladder Truck – they are working on the cost and priorities, have quotes coming in.**
11. **Garrison Diversion Matching Recreation Grant Program – Apps Due 9/1/23**
12. **We received the 2nd half payment for the Snow Removal Grant - \$58,138 for a total of \$99,822.87.**
13. **The Park Board has received a donation to use toward a pickleball area.**
14. **LAWA meeting was held. Materials attached. Bill any insights/updates?**
15. **Dakota Natural Gas – Lauren has provided some material and can come to visit with us. Materials available for the public.**
16. **Thank you for plant from Greta Paschke.**
17. **Trail County Hazard Mitigation Meeting was held – Ben update?**
18. **NDPDES Water Treatment Plant Compliance Inspection**
19. **DWSRF 2024 Use Plan – Moore is covering.**
20. **HB 1012 from the 2023 ND Legislation that Mayville is eligible for – we have submitted our paperwork. Legacy Earnings Highway Distribution.**

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 Schedule Update
 - 1.1.3 Storm Sewer Cleaning
 - 1.1.4 **Contractor's Application for Payment #7 - \$408,892.63**
 - 1.1.5 **Moore Engineering Invoice 34359 - \$88,521.26**

2.0 Sewer & Water Improvement District 2022-2

- 2.1 Status Update
 - 2.1.1 Project Bid June 28
 - 2.1.2 Met with USDA July 25
 - 2.1.3 Finance review
- 2.2 Moving Forward
 - 2.2.1 **Reject Bids**
 - 2.2.2 Reapply to USDA for more funds – March/April
 - 2.2.3 Rebid in Spring depending on Funding situation.
- 2.3 **Moore Engineering Invoice 34356 - \$6,476.11**

3.0 Mayville Dam 2

- 3.1 Project update
- 3.2 BND loan app for temporary financing?
- 3.3 Engineering Agreement – Through Bidding
- 3.4 Moore Engineering Invoice 34358 - \$3,848.27

Street & Storm Improvement District 2022-1

Brandon Smith mentioned that the curb and gutter on the East & South is done. The west side is 50% done. Paving will start around 8/9/23. Milling is being done in the south. Brandon touched on possibly cleaning of some of the storm sewers. He mentioned Jet-Way if the city was interested. The last change order was in June which led to the completion date being changed to September 15th to September 25th.

O'Brien made the motion to approve Contractor application for Payment: **Payment No. 6 to R.J. Zavoral & Sons for Street/Storm \$408,892.63**. A second was made by Bohnsack and upon a roll call vote the following voted; Yea: Soholt, Moen, Bohnsack, O'Brien, Petersen; Nay: Zero; Absent: Gates.

Moen made the motion to approve payment to **Moore Engineering for Street/Storm for \$88,521.26**. A second was made by Petersen and upon a roll call vote the following voted; Yea: Soholt, Moen, Bohnsack, O'Brien, Petersen; Nay: Zero; Absent: Gates.

Sewer & Water Improvement District 2022-2

Brandon Smith talked about the project bid on June 28th, 2023. Met with USDA on July 25th, 2023, and all looked good. The bids for the sewer & water came in higher than expected. There was discussion about the bids, and it was decided to reject all bids. O'Brien made the motion to reject the bids for the Sewer & Water Improvement District 2022-2. Moen seconded the motion and upon a roll call vote the following voted; Yea: Petersen, Soholt, Moen, Bohnsack, O'Brien; Nay: Zero; Absent: Gates. The City will need to reapply to the USDA for more funds possibly March/April 2024 timeframe. Then rebid in spring 2024 depending on funding situation. Petersen made the motion to approve payment to **Moore Engineering for Sewer/Water \$6,476.11**. Moen seconded the motion and upon a roll call vote the following voted; Yea: Petersen, Soholt, Moen, O'Brien, Bohnsack; Nay: Zero; Absent: Gates.

Mayville Dam 2

Brandon Smith talked that FEMA would pay 85% and the city will pay 15%. Moore Engineering is looking at temporary funding alternatives. One alternative could be through the Bank of North Dakota with a low interest loan. Other avenues are being researched also. Moen made the motion to approve the Engineering Agreement through bidding. Bohnsack seconded the motion and upon a roll call vote the following voted; Yea: O'Brien, Petersen, Soholt, Moen, Bohnsack; Nay: Zero; Absent: Gates. O'Brien made the motion to approve payment to Moore Engineering for Mayville Dam 2 \$3,848.27. Moen seconded the motion and upon a roll call vote the following voted; Yea: Bohnsack, O'Brien, Petersen, Soholt, Moen; Nay: Zero; Absent: Gates.

Petersen made the motion to approve July 2023 actual and estimated expenses.

20365	Aflac	all	insurance	\$512.76
20367	American United Life Insurance Co	city pension	retirement fee	\$500.00
20368	Aramark	all	cleaning supplies	\$604.79
20366	Argus Dental & Vision	all	dental & vision insurance	\$852.80
ACH	Bank of North Dakota	water 23	2007 revenue bond	\$21,200.00
ACH	Bank of North Dakota	sewer 24	2017 ww treat rev bond	\$68,000.00
ACH	Bank of North Dakota	Tiff #25	2007 ww assessment warrant	\$21,245.00
ACH	Bank of North Dakota	water 26 pt 1	2017 water treat rev bond	\$26,200.00
20369	Brad Beck	cemetery & city hall	maint/operation	\$2,550.00
20370	Butler	sanitation	repair on dozer	\$866.26
20371	Canon Financial Services	all	lease on copier	\$350.96
20374	Countryside Creations	non-dept	misc	\$100.00

20375	Dacotah Paper	all	paper supplies	\$272.59
20376	Dakota Natural Gas	streets	heating	\$16.68
20377	Dakota Natural Gas	fire dept	heating	\$16.00
20378	Darrin Berg	all	overpayment of water bill	\$142.57
20379	ECRWD	water treatment	purchase of raw water	\$5,105.84
20380	Erickson Pest Control	sanitation	maint/operation	\$60.00
20381	Ferguson Books	library	books	\$38.41
20382	Ferguson Waterworks	water distribution	meters & maintenance	\$1,343.55
20383	Goose River Bank	water dist & ww	collection fee	\$45.17
20384	Grand Forks Utility Billing	water treatment	samples	\$70.00
20385	H.E. Everson	water treat & dist	maint/operation	\$63.90
20386	Hawkins	water treatment	chemicals	\$1,090.00
20387	Jet-Way	streets	maint/operation	\$2,347.50
20388	Kelli Tvedt	library	Comm Serv Project	\$19.29
20389	Linde Gas & Equipment Co	streets	maint/operation	\$51.22
20390	Little Falls Machine Inc.	streets	snow plow	\$239.84
20391	Loffler	all	copier	\$121.09
20392	Manthey's Lawn Care	cemetery	monthly contract	\$3,250.00
20393	Margaret Rice	library	postage	\$132.00
20394	MayPort Auto & Truck Parts	w dist & treat & vector	maint/operation	\$58.76
20395	MayPort Farmers Co-op	all	fuel for vehicles	\$2,082.04
20396	MayPort Hardware Hank	all	maint/operation	\$651.24
20421	Mayville Airport Authority	airport	June's spec rec'd in July	\$84.54
20422	Mayville State University	sales tax	June sales tax rec'd in July	\$21,684.75
20397	Midcontinent Communications	all	internet & phones	\$1,345.65
20398	Miller's Fresh Foods	library	maint/operation	\$66.88
20399	Miller's Fresh Foods	city hall	misc	\$18.38
20400	Monster Lawn Hydroseeding	sanitation	repair/maintenance	\$17,540.00
20423	MPEDC	sales tax	June sales tax rec'd in July	\$7,372.81
20401	Municipal Service Co	water treatment	repair/maintenance	\$21,860.00
ACH	NDPERS	all	insurance	\$4,266.90
20402	Network Center	all	Office 365 & datto backup	\$359.50
20403	Nilson Brand Law	city attorney	legal issue & retainer	\$365.00
20404	Northern Engine & Supply	ww collection	maint/operation	\$8.25
20405	One Call Concepts	water distribution	maint/operation	\$112.55
ACH	OneAmerica	all	retirement	\$2,992.03
20406	Polar	auditor	lease on telephone	\$60.77
20407	Reader's Digest	library	periodicals	\$10.00
20408	Reliance Standard	all	life insurance	\$449.00
20410	Septic Tank Servicing	streets	maint/operation	\$225.00
20412	Soholt Bakery	city hall	misc	\$24.50
20413	Team Lab	ww treatment	chemicals	\$5,864.00
20414	Traill County Treasurer	city lots	specials	\$1,425.84
20415	Traill County Treasurer	sheriff	monthly contract	\$31,064.46
20416	Traill county Tribune	water treat & non-dept	printing	\$631.04
ACH	USDA	water 26 pt 2	loan payment	\$21,880.00
20417	Valley United Co-op	vector & ww collection	chemicals	\$212.57
20418	Verizon	all	cell phones	\$235.39
20419	Waste Management	sanitation	garbage & recycling	\$25,234.81
20420	Xcel Energy	all	electricity	\$13,963.23

H2O Deposits refunded

20372	City of Mayville (Ricky Hanson)	\$15.38
20373	City of Mayville (Sheila Steed)	\$251.39

20409 Ricky Hanson
20411 Sheila Steed

\$134.62
\$48.61

\$340,008.11

O'Brien seconded the motion, motion carried.

Approval of financial reports: No financials at this time.

The ADA report received from Option (Due October 2022) We will need to develop a transition plan for USDA. Brandon Smith & Josh Roehrich are reviewing for anything connected to the street project.

Review Calendars: August/September/October 2023: Note: City Offices will be closed for the flowing holidays Labor Day 9/4/23. Council will be held September 11, 2023, 6pm. Brady Martz 2022 Audit September 12, 2023. Public Budget Hearing to be at 6pm October 2, 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. Petersen made the motion to accept the calendars as presented. Moen seconded the motion, the motion carried.

Trail County 2024 Contract/Appointment. 2023 was \$18,150; 2024 is \$15,270. In 2025 we will be doing a city-wide assessment but no quote at this time, it is added in the budget as \$20K. O'Brien made the motion to accept this assessment as presented. Bohnsack seconded the motion and upon a roll call vote the following voted; Yea: O'Brien, Bohnsack, Moen, Soholt, Petersen; Nay: Zero; Absent: Gates.

Budget 2024 – Preliminary Public Hearing set for October 2nd at 6pm. The sheriff budget is up 55K; water tower painting (\$250K Inside/\$250K Outside) +\$250K enterprise fund. The water tower stand pipe/valve +\$20K possibly sales tax monies. Interest for FEMA/DAM replace 6mo - \$9K – Levy. City residential appraisal \$15K – levy. Wages 3% (% Admin/Elected non enterprise). A 2nd pusher for payloaders \$15K. Emergency Fund Deficit \$157K – levy spread over 2 years. Library roof – restoration from grants. Moen made the motion to accept the preliminary budget as presented. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Bohnsack, O'Brien, Petersen, Moen, Soholt; Nay: Zero; Absent: Gates.

RZ application for residential remodel for Richard & Janna Rygg. The resolution for up to 100% of new investment for 5 years (will be under new rules – will need to work Trail County Tax Director's Office). Local Renaissance Zone committee approval, City approval and then to State. O'Brien made the motion to accept this RZ application for Richard and Janna Rygg. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Moen, Soholt, Petersen, Bohnsack, O'Brien; Nay: Zero; Absent: Gates.

IT Network Center: Proposals for Everything \$75k all - budget \$60k

Phone -	\$4,667	- \$56
DTs/LTs -	\$4,734	- \$0
Server -	\$23,888	-
Security/Hosting/SW	- \$9,239	- 96 office + 139 Back + 27 Virus
Total \$43k -\$50k With Quote updates		

Software:

- Neptune
- Accounting
- Black Mountain
- Legacy Mark
- Pro-Ware (FA)
- AV/UPSs/Bad replace
- WTP Printer
- Landfill Camera's

Most of this will come out of the enterprise funds. Petersen made the motion to accept these purchases as long as we do not exceed \$50K. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Soholt, Petersen, Moen, Bohnsack, O'Brien; Nay: Zero; Absent: Gates.

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