

September 11, 2023, Mayville City Council

The Mayville City Council met in regular session on September 11th, 2023, at 7:00 pm in the council chambers with Mayor Jorgenson presiding and the following Aldermen responding to call of the roll: Soholt, Bohnsack, O'Brien, Petersen, Moen. Absent: Gates. Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Jim Johnson from the Hillsboro Banner. Brandon Reber from Moore Engineering was also present.

Petersen 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. **August 7, 2023, minutes (Monthly meeting)**
5. **August 29, 2023, minutes (Special meeting)**
6. **Auditor's Office approvals:** Raffle permit – MPCG dollars for Scholars for all home games; Raffle permit – MSU Math & Science Division – 11/12/23; PLS liquor license transfer 9-16-23 to Mayville State University Luckansen Room.
7. **Conferences & Training Opportunities:** Summer HR Virtual Series – see packet; Wastewater O & M and PFSA Training – September 19; Missouri River Joint Water Board Public Meetings – October 17, 18 and 19.
8. **The Fire Department has completed the list for \$12,000 for outfitting the Ladder Truck – They will provide Julie the list, they will order and inspect and let us know that we are good to pay. Will begin working on 2024.**
9. **ND HUD Public Hearing was held 9/6th, annual report available.**
10. **NDEMA Conference and Awards September 12-14 - see packet.**
11. **EECGB Grant to receive funding and become available for Counties and Cities not in the top 10%.**
12. **NDHFA Program applications due September 30th – see packet.**
13. **LAWA member election to be held Thursday, September 21. (Bill is running again).**
14. **DWSRF application – to be covered under the Moore Agenda Deadline October 2nd.**
15. **Budget 2024 – Public Hearing set October 2nd at 6pm.**
16. **Cemetery Weeds – will be sprayed end of this week weather allowing.**
17. **Fall Residential Cleanup at the Landfill is scheduled for September 23-30, 2023. No curb side pickup, no charge for Mayville resident.**

Soholt 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 **Contractor's Application for Payment #8 - \$2,704,583.33 - Pay Adjustment**
 - 1.1.4 **Moore Engineering Invoice 34776 - \$133,358.56**

2.0 Sewer & Water Improvement District 2022-2

- 2.1 Updated Application to USDA
- 2.2 Bid in Spring depending on Funding situation.
- 2.3 **Moore Engineering Invoice 34779 - \$3,747.50**

3.0 Mayville Dam 2

- 3.1 Status update
- 3.2 Funding
 - 3.2.1 DWR Agreement
 - 3.2.2 OHF Application Submitted
 - 3.2.3 USFW Funding
 - 3.2.4 BND Application Started
- 3.3 Design
 - 3.3.1 Geotechnical

3.3.2 Survey

4.0 DWSRF

- 4.1 Water Treatment Plant Improvements
- 4.2 USDA Refinance
- 4.3 Water Tower Improvements

Street & Storm Improvement District 2022-1

Brandon Reber mentioned that the completion date is set for September 25, 2023. Paving on the East side of town is complete. Brandon Reber & Brandon Smith are coming up with a list of defective work to bring to R.J. Zavoral. The City Attorney will send a letter written out by Moore Engineering with this list. The different crews are still working in town trying to meet the completion deadline. It was brought up about the 4 block business alleys that are still not open. It was mentioned that the downtown businesses have been very patient about all of this. It has taken longer than expected.

Brandon stated that in the change order that it is saving the city \$5,734.25. Soholt made the motion to approve this change order. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Moen, Bohnsack, O'Brien, Petersen, Soholt; Nay: Zero; Absent: Gates.

Discussion was held about the work done so far by the sub-contractor. It was decided to withhold \$273,000.00 from the payment to the contractor. Moen made the motion to approve Contractor application for Payment: **Payment No. 7 to R.J. Zavoral & Sons for Street/Storm \$2,380,338.08**. A second was made by Soholt and upon a roll call vote the following voted; Yea: Moen, Bohnsack, O'Brien, Soholt, Petersen; Nay: Zero; Absent: Gates.

Soholt made the motion to approve payment to **Moore Engineering for Invoice #34776 Street/Storm for \$133,355.56**. A second was made by Petersen and upon a roll call vote the following voted; Yea: Petersen, Soholt, Moen, O'Brien, Soholt, Bohnsack; Nay: Zero; Absent: Gates.

Sewer & Water Improvement District 2022-2

Brandon Reber talked about the updated application to USDA. Bidding will be in the spring depending on Funding situation (February-March). Moen made the motion to approve payment to **Moore Engineering for Invoice #34779 for Sewer/Water \$3,747.50**. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Petersen, Soholt, Moen, Bohnsack, O'Brien; Nay: Zero; Absent: Gates.

Mayville Dam 2

Brandon Reber gave a status update. He wanted to let people know that the Geo Tech survey crew will be here in the next month. The OHF application has been submitted as of 9/8/23. USFW funding is possible when we know the final cost. The Bank of North Dakota application has been started.

DWSRF

Water treatment plant improvements. This could possibly coincide with the USDA Refinance. The water tower improvements of re-coating and stem work. The DWSRF might help with the sewer & water projects also.

Other:

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

Milling Plans, Costs, Time Frame – we will figure out once completed with the city use – the Golf Course and the Community Club have received. Park Board will only be able to use in the Swimming Pool Area.

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

| | | | | |
|-------|----------------------------------|----------------------------|-----------------------------|-------------|
| 20425 | A & B Business Solutions | library | office supplies | \$70.36 |
| 20426 | Aasen Drug | library | office supplies | \$11.96 |
| 20427 | Aflac | all | insurance | \$512.76 |
| 20428 | Aflac Inc | all | dental & vision insurance | \$604.80 |
| 20429 | Aramark | all | misc | \$420.58 |
| 20430 | Baker & Taylor | library | books | \$87.49 |
| 20431 | Brite-Way Window Cleaning | city hall & armory | misc | \$301.00 |
| 20432 | Canon Financial Services | all | lease on copier | \$350.96 |
| 20434 | Clifford Elevator | waste water treatment | maint/operation | \$165.00 |
| 20435 | Dakota Natural Gas | streets | heating | \$16.00 |
| 20436 | Dakota Natural Gas | fire dept | heating | \$16.00 |
| 20437 | ECRWD | water treatment | purchase of raw water | \$8,807.32 |
| 20438 | Elain Financial Services | all | misc | \$1,047.94 |
| 20439 | Farmers Union Oil | streets | mower tire | \$30.89 |
| 20440 | Ferguson Waterworks | water distribution | meters | \$9,286.20 |
| 20441 | Finley Motors | water treat & distribution | 2012 Chevy Pickup | \$66.00 |
| 20442 | Flaten Construction Inc | sanitation | maint/operation | \$2,800.00 |
| 20443 | Goose River Bank | water dist & ww | collection fee | \$43.02 |
| 20444 | Grand Forks Utility Billing | water treatment | samples | \$70.00 |
| 20445 | H.E. Eversons | streets | maint/operation | \$53.23 |
| 20446 | Hawkins | water treatment | chemicals | \$6,299.51 |
| 20475 | Hillsboro Banner | non-dept | misc - subscription | \$39.00 |
| 20448 | Linde Gas & Equipment | streets | maint/operation | \$51.79 |
| 20447 | KRB Gravel Ltd | streets | maint/operation | \$1,457.80 |
| 20449 | Manthey's Lawn Care | cemetery | monthly contract | \$3,250.00 |
| 20450 | MayPort Auto & Truck Parts | water treatment | maint/operation | \$13.99 |
| 20451 | MayPort Farmers Co-op | all | fuel for vehicles | \$1,082.59 |
| 20452 | MayPort Hardware Hank | water treat & streets | maint/operation | \$73.87 |
| 20472 | Mayville Airport Authority | airport | July's spec rec'd in August | \$294.64 |
| 20473 | Mayville State University | sales tax | July's rec'd in August | \$27,285.78 |
| 20453 | Midcontinent Communications | all | internet & phones | \$1,357.82 |
| 20454 | Miller's Fresh Foods | library | maint/operation | \$38.91 |
| 20474 | MPEDC | sales tax | July's rec'd in August | \$9,277.16 |
| 20455 | ND Dept of Environmental Quality | water treatment | samples | \$166.83 |
| 20456 | ND Sewage Pump & Lift Station | waste water collection | repair/maintenance | \$6,100.00 |
| 20457 | ND Sewage Pump & Lift Station | waste water collection | maint/operation | \$1,274.25 |
| ACH | NDPERS | all | insurance | \$4,266.90 |
| 20458 | Network Center | all | Office 365 & backup | \$262.00 |
| 20459 | Nilson Brand Law | flood & water dist | legal issues | \$640.00 |
| ACH | OneAmerica | all | retirement | \$2,995.92 |
| 20460 | One Call Concepts | water distribution | maint/operation | \$72.25 |
| 20461 | Polar | auditor | lease on phones | \$60.77 |
| 20462 | Soholt Bakery | city hall | misc | \$11.75 |
| 20463 | Swanston Equipment | streets | repair of snowblower | \$5,025.74 |
| 20464 | Team Lab | waste water treatment | chemicals | \$3,301.00 |
| 20465 | Traill County Treasurer | sheriff | monthly contract | \$24,467.82 |
| 20466 | Traill County Tribune | non-dept | printing | \$546.70 |
| 20467 | USPS | all | postage for water bills | \$339.76 |
| 20468 | Valley United | vector & wwwater coll | chemicals | \$398.32 |
| 20469 | Verizon | all | cell phones | \$392.48 |
| 20470 | Waste Management | sanitation | garbage & recycling | \$25,275.10 |
| 20471 | Xcel Energy | all | electricity | \$11,542.49 |

Petersen seconded the motion, motion carried.

Approval of financial reports: Nothing at this time.

Review Calendars: September/October/November/December 2023: Note: City Offices closed for the following holidays: Labor Day 9/4/23. Council will be held September 11th, 2023, 7pm. Brady Martz 2022 Audit September 12th, 2023. Public Budget Hearing to be at 6pm October 2nd, 2023. Committee meetings: Council meetings are the first Monday in the month unless it is a holiday, then they are held the second Monday. Physical Plant Committee is 7am the Wednesday preceding Council and Admin Committee is held Council Monday 4:30pm. (Rescheduled to the 26th or 27th 4pm). Exceptions that arise will be reviewed at the City Council meetings and changes will be posted and on the calendar. Moen made the motion to accept the calendars as presented. Soholt seconded the motion, the motion carried.

With the Traill County Tribune closing the City of Mayville would like to designate the Hillsboro Banner as the official newspaper. O'Brien made the motion to approve making the Hillsboro Banner as the official newspaper for the City of Mayville. Moen seconded the motion, the motion carried.

O'Brien made the motion to approve the sale of cemetery graves: Section 5; Lot 1; Graves 9 & 10 to Laurie Evanson Furuseth. Bohnsack seconded the motion and upon a roll call vote the following voted; Yea: O'Brien, Petersen, Soholt, Moen, Bohnsack; Nay: Zero; Absent: Gates.

Curt Kadrmas (builder) brought in a variance and permit for side and front yard setbacks for a shed in the Conservation Zone for Shane Kylo. O'Brien made the motion to approve this variance and permit for Shane Kylo. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Bohnsack, O'Brien, Moen, Petersen, Soholt; Nay: Zero; Absent: Gates.

Brock Brend Construction brought in a permit for ADA cement work for his apartment building on corner of Main and 1st Ave SE. Design to be signed off by Moore/Zavoral prior to work. Inspection & signoff for ADA compliance after work. Moen made the motion to accept this permit as presented above. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Bohnsack, Moen, Soholt, O'Brien, Petersen; Nay: Zero; Absent: Gates.

Authorize City Attorney to follow up with blight and begin remediation: Cost to come out of Sanitation Reserve on the following addresses:

825 Center Ave S – weeds, not mowed, turning into an un-permitted junk yard, unusable/dangerous structures.

325 3rd St SW – grass, weeds, garbage, structures open and accessible-unusable/dangerous structures.

327 3rd Ave SW – unlivable, basement wall has caved in, and building is now accessible from the outside – dangerous structures.

21 Main St E – building open to environment, storage punching through to adjacent building – dangerous building.

Process: as documented from last time Dangerous Buildings were addressed

Process: (Approx 9 hrs. legal)

Info Gathering

Inspection

Drafting report

Notice Letter

30-day period, then just cause hearing

15 days then set Just Cause

2 weeks of advertising hearing

Warning Signs

Condemnation letter

O'Brien made the motion to approve authorizing the City Attorney to start this process with those addresses listed. Bohnsack seconded the motion and upon a roll call vote the following voted; Yea: Soholt, Moen, Bohnsack, O'Brien, Petersen; Nay: Zero; Absent: Gates.

Nothing for the Sheriff's report

Moen 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

City of Mayville
Emergency declaration
October 2nd, 2023

Whereas, the city of Mayville is threatened with damage to streets, homes, businesses, and other public facilities caused by potentially excessive spring runoff occurring in March, April, May and June, 2023, and;

Whereas, the impact of these damages threaten the health, well-being, and public safety of citizens in Mayville;

Whereas, the cost of cleanup, repair and replacement of such damaged facilities may be far in excess of available city resources.

Now, therefore, be it resolved that the city of Mayville declare an emergency and orders the activation and utilization of the city emergency operation plan, its procedures, attachments and appendices to monitor the situation, develop a detailed damage assessment, alleviate hardship, and initiate appropriate relief actions and mitigation measures by departments and agencies of local government to limit the hardships and impact of this emergency upon the citizens of the city of Mayville.

Dated this 2nd, day of October 2023

Mayor: 
Karl Jorgenson

Attest: 
Gail Olstad, Auditor

DESIGNATION OF APPLICANT AGENT

DECLARATION NUMBER – FEMA – ____-DR-ND

Applicant: City of Mayville

County: Traill

Name of Applicant Agent: Gail Olstad

Business Phone: 701-788-2166

Applicant's Agent's Title: Auditor

Home Phone: 701-488-2738

Business Address: 21 1st Street NE, PO Box 220

Cell Phone: 701-261-4006

City, State, Zip: Mayville, ND 58257

Fax Number: 701-788-4205

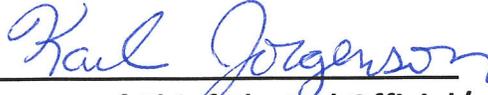
Email: gailolstad@cityofmayville.us

Gail Olstad is hereby authorized to execute for and in behalf of The City of Mayville, and to file it with the Department of Emergency Services, Division of Homeland Security for the purpose of obtaining Federal financial assistance under the Disaster Relief Act (Public Law 93-288 as Amended), or otherwise available from the President's Disaster Relief Fund.

That The City Of Mayville, hereby authorizes its agent to provide to the State and to the Federal Emergency Management Agency for all matters pertaining to such Federal disaster assistance the assurances attached to the project application.

Approved By: Karl Jorgenson

Mayor City Of Mayville



Signature of Chief Elected Official/
Director/Manager/President

10/3/2023

Date

**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 2nd day of October 2023.

Attest: Gail Olstad
Gail Olstad, Auditor

Mayor: Karl Jorgenson
Karl Jorgenson