

March 4, 2024, Mayville City Council

The Mayville City Council met in regular session on March 4th, 2024, 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, Sohlt, Bohnsack. Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Jim Johnson and Dennis Peterson. 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. **December 21, 2023, minutes (Special Meeting) Resolution for Bid 2022-2**
5. **February 5, 2024, minutes (Monthly meeting)**
6. **Auditor's Office approvals:** Liquor License Transfer to Stub's 03/17/24 for Mayville Fire & Rescue Fundraiser at the Mayville armory.
7. **Conferences & Training Opportunities:** Nothing at this time
8. **H&H Coating Update:** Christian is working on a July date.
9. **MPEDC:** Annual meeting and regular meeting 03/07/24. Jon Ewen to come to committee to discuss grant use and next steps for Riverwood.
10. **LAWA Meeting:** Bill Update
11. **RRVWSP:** Regional meeting April 3
12. **IT Server Upgrade:** Neptune/Meter reading next step.
13. **Library:** PT-Partial opening scheduled; will be week to week; Facebook page and PSA to have additional information. Focus on getting the grade schoolers and regular patrons back in with access to check out books using volunteers. Considering a levy increase to go to voters in June. Automation and staffing next on agenda. **HUGE THANK YOU to the volunteers from the community and to Kelli Tvedt for leading the efforts and organizing!!**
14. **TC Hazard Mitigation Plan Update – Ben**
15. **DR-4760 FEMA Ice Storm assistance – Ben**
16. **Election Packets available in the Auditor's Office:** 3 Council Members at large and 3 Park Board members at large.
17. **Reviewing and building Surplus Inventory list**
18. **Widseth and NDDOT** will host a Public Info Meeting Tuesday, March 12th from 5-7p at Norseman Hall in Portland
19. **Family Dollar/Dollar Tree has submitted the Electrical, Plumbing and Building Inspection** – these have been provided to the Fire Department – they will conduct the Fire Inspection and if ok issue the OC.
20. **Issues with a probe at the WTP has caused damage to the Skid Terminal** – We expect to be able to soften water again by the 8th. Insurance has been contacted.
21. **Light installation at City Hall has been completed.**

Gates 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 Punchlist and Work Next Year
- 1.1.3 Defective Work and Corrective Action
- 1.1.4 **Moore Engineering Invoice 37280 - \$3,631.63**

2.0 Sewer & Water Improvement District 2022-2

- 2.1 Updated Application to USDA
- 2.2 **Resolution to Appoint Auditor**
- 2.3 Plan to Award at April Meeting once hearing back from USDA
- 2.4 **Moore Engineering Invoice 37283 - \$4,653.75**

3.0 Mayville Dam 2

- 3.1 OHF Agreement
- 3.2 Design

- 3.2.1 Finishing design
- 3.2.2 Geotechnical complete – making updates.
- 3.2.3 Permitting
- 3.2.4 Beautification work
- 3.3 **Moore Engineering Invoice 37284 - \$47,643.75**

4.0 Lead Line Inventory

Street & Storm Improvement District 2022-1

Brandon Smith talked about the construction update. He also mentioned about the punch list and work this summer coming up and the defective work and corrective action that is still needed to be done. Brandon talked about that Moore Engineering is working with R.J. Zavoral on quantity verifications and change order preparations.

Petersen made the motion to approve payment to **Moore Engineering for Street/Storm for \$3,631.63**. A second was made by Soholt and upon a roll call vote the following voted; Yea: Moen, Bohnsack, O'Brien, Gates, Petersen, Soholt; Nay: Zero; Absent: None.

Sewer & Water Improvement District 2022-2

Brandon Smith mentioned that the updated application to USDA needed to be done by end of March. The City Attorney drew up the Resolution Directing Auditor to Advertise for Bids in Water and Sewer Improvement District No. 2022-02 of Mayville, North Dakota. O'Brien made the motion to approve this resolution as presented. Gates seconded the motion and upon a roll call vote the following voted; Yea: Soholt, Moen, Bohnsack, O'Brien, Gates, Petersen; Nay: Zero; Absent: None. Brandon brought an invoice for 2022-02. Soholt made the motion to approve payment to **Moore Engineering for Sewer/Water \$4,653.75**. Moen seconded the motion and upon a roll call vote the following voted; Yea: Petersen, Soholt, Moen, Bohnsack, O'Brien, Gates; Nay: Zero; Absent: None.

RESOLUTION TO AUTHORIZE SUBMISSION OF USDA LOAN APPLICATION FOR 2022-02 SEWER AND WATER DISTRICT

Whereas, the City of Mayville recognizes the critical importance of maintaining and upgrading its infrastructure to ensure the health, safety, and well-being of its residents; and

Whereas, the 2022-02 Sewer and Water District project is essential for the enhancement and modernization of our city's water and sewer systems, addressing crucial needs for improved efficiency, reliability, and environmental compliance; and

Whereas, the United States Department of Agriculture (USDA) offers loan programs that provide financial assistance to rural communities like Mayville for water and wastewater infrastructure projects, offering favorable terms and low-interest rates to support the development and improvement of essential public services; and

Whereas, the City Auditor has reviewed the requirements and eligibility criteria for USDA loans and is prepared to submit an application on behalf of the City of Mayville for the 2022-02 Sewer and Water District project; and

Whereas, the submission of a USDA loan application requires formal authorization from the City Council to proceed with the application process;


Now, therefore, be it resolved by the City Council of Mayville that:

1. The City Auditor is hereby authorized to submit an application to the United States Department of Agriculture for a loan to fund the 2022-02 Sewer and Water District project.

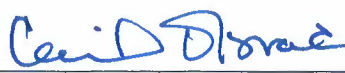
2. The City Auditor is directed to work diligently to compile all necessary documentation, complete the application accurately, and submit it to the USDA in a timely manner.
3. The City Council acknowledges its commitment to securing funding for the 2022-02 Sewer and Water District project and recognizes the importance of leveraging available resources to support infrastructure improvements in our community.
4. The City Council authorizes the Mayor and other appropriate city officials to take any further actions necessary to facilitate the application process and ensure the successful implementation of the 2022-02 Sewer and Water District project.
5. This resolution shall take effect immediately upon passage.

Passed and adopted by the City Council of Mayville on this 4th of March, 2024

CITY OF MAYVILLE


Karl Jorgenson, Mayor

Attest:


Gail Olstad, City Auditor

Motion made by __O'Brien_____, Seconded by __Gates_____

AYE: __Soholt, Moen, Bohnsack, O'Brien, Gates, Petersen_____

NAY: __Zero_____

ABSENT: __Zero_____

Mayville Dam 2

Brandon Smith brought the OHF Agreement with him to the meeting. This agreement had added NDIRF insurance addition and needed to be signed by the mayor. Petersen made the motion to approve this request. Soholt seconded the motion and upon a roll call vote the following voted; Yea: O'Brien, Gates, Petersen, Soholt, Moen, Bohnsack; Nay: Zero; Absent: None. Brandon mentioned that the finishing design is 90% complete. The geotechnical is complete but making some updated and incorporating

that into the final design. He also stated that more work needs to be done on the Beautification part. Brandon brought an invoice to the meeting. Moen made the motion to approve payment to **Moore Engineering for \$47,643.75**. Gates seconded the motion and upon a roll call vote the following voted; Yea: Gates, Petersen, Soholt, Moen, Bohnsack, O'Brien; Nay: Zero; Absent: None.

Gates made the motion to approve December 2023 and February/March 2024 actual and estimated expenses.

20776	Aflac	all	insurance	\$512.76
20777	Aflac Inc	all	dental & vision insurance	\$259.76
20778	American Solutions for Business	all	office supplies	\$50.27
20779	Aramark	all	rugs	\$478.88
20780	Batchelor Business Machines	library	office supplies	\$133.80
20782	Bill Bohnsack	governing board	travel - mileage	\$164.30
20783	Bjerke Brothers Body Shop	streets	2004 pickup	\$357.10
20784	Brite-Way Window Cleaning	city hall & armory	misc	\$301.00
20785	C3 Project Solutions	library	maint/operation	\$210.00
20786	Canon Financial Services	all	lease on copier	\$350.96
20787	Dacotah Paper	all	paper supplies	\$244.53
20788	Dakota Natural Gas	streets	heating	\$212.12
20789	Dakota Natural Gas	fire dept	heating	\$226.07
20790	Dakota Natural Gas	water treatment	heating	\$17.64
20791	ECRWD	water treatment	purchase of raw water	\$3,549.50
20792	Elan Financial Services	all	misc	\$2,086.41
20793	Goose River Bank	water dist & ww	collection fee	\$22.18
20794	H.E. Eversons	streets & snow removal	maint/operation	\$413.65
20795	Hawkins	water treatment	chemicals	\$20.00
20796	Jacobson Brothers	library	snow removal - hired	\$80.00
20798	Kotaco Fuels		fuel for vehicles	\$1,669.00
20799	Linde Gas & Equipment	streets	maint/operation	\$54.26
20800	Lofflers	all	software for copier	\$225.66
20801	MayPort Hardware Hank	city hall, strts, sanitation	maint/operation	\$155.71
20802	MayPort Hardware Hank	library	maint/operation	\$28.07
20826	Mayville Airport Authority	airport	specials	\$3,971.76
20803	Midcontinent Communications	all	internet & phones	\$1,384.65
20804	Miller's Fresh Foods	library	office supplies	\$15.38
20805	Miller's Fresh Foods	city hall	misc	\$93.34
20827	MPEDC	sales tax	Jan rec'd in Feb	\$9,700.80
ACH	NDPERS	all	insurance	\$3,413.52
20807	Neset Repair	streets	2004 pickup	\$562.24
20808	Network Center	all	backup & Office 365	\$732.25
20809	Nilson Brand Law	city attorney	floodng issues - legal issue	\$228.00
20809	Nilson Brand Law	sanitation	March retainer	\$275.00
ACH	OneAmerica	all	retirement	\$2,493.58
20810	One Call Concepts	water distribution	maint/operation	\$1.30
20811	Polar	auditor	lease on phones	\$59.00
20812	Precision	streets	maint/operation	\$3,746.59
20813	Reader's Digest	library	periodicals	\$10.70
20814	Reliance Standard Life Insurance	all	life insurance	\$186.25
20815	Smithsonian	library	periodicals	\$14.99
20816	Soholt Bakery	city hall	misc	\$39.50
20817	Starion Bond Services	Tiff	bond payment	\$127,772.50
20818	Traill County Treasurer	sheriff	monthly contract	\$26,118.00
20819	True North Equipment	streets	maint/operation	\$144.45
20820	USPS	water dist & ww	postage for water bills	\$322.77
20821	Verizon	all	cell phones	\$235.78

20822	Waste Management	sanitation	garbage & recycling	\$25,878.85
20823	Workforce Safety & Insurance	all	unemployment ins	\$2,599.54
20824	Xcel Energy	all	electricity	\$14,329.28
	H2O Deposits refunded			
20806	Molly Halsa			\$150.00
				<u>\$236,303.65</u>

Soholt seconded the motion, motion carried.

Approval of financial reports: December 2023 Condensed Operating Statement – Reconciled through December. Auditor's Adjusting for 2022 entered. City needs to reconcile and close. Dec 2023 Fund Activity – shows our transfers between funds. January 2024 Condensed Operating Statement shows January Activity, no carry over of cash or investments until we close. O'Brien made the motion to approve the financial reports as presented. Petersen seconded the motion, the motion carried.

Review Calendars: March, April & May 2024: Note: City Offices closed for the following holidays: Good Friday March 29th, Memorial Day May 27th. Residential Cleanup Days – May 8th-18th, Wed -Fri Noon -70, Saturday 8-Noon. **Mayville City Tax Equalization will be held April 1st, 2024, 5:30p at Mayville city Hall right before Council.** 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 7a the Wednesday preceding Council and Admin Committee is held Council Monday 4:30pm. 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. Petersen seconded the motion, the motion carried.

Dennis Peterson from Hub International brought the annual NDIRF insurance bid. This bid was stated at \$21,906.00 which included the OHF grant insurance request. This annual NDIRF is for the City of Mayville and Fire Department. O'Brien made the motion to accept this bid as presented. Bohnsack seconded the motion and upon a roll call vote the following voted; Yea: Bohnsack, O'Brien, Gates, Petersen, Soholt, Moen; Nay: Zero; Absent; None.

The City Attorney and Moore Engineering has been working together for the Resolution Confirming Bidding Requirements for Construction Projects. Please see the following resolution. Gates made the motion to approve this resolution as presented. Moen seconded the motion and upon a roll call vote the following voted; Yea: Moen, Bohnsack, O'Brien, Gates, Petersen, Soholt; Nay: Zero; Absent: None.

CITY OF MAYVILLE

RESOLUTION CONFIRMING BIDDING REQUIREMENTS FOR CONSTRUCTION PROJECTS

WHEREAS, the City of Mayville by and through the authorization of its city council has set previous bidding threshold requirement for construction of a public improvement project at \$75,0000;

WHEREAS, the North Dakota Century Code under §48-01.2-02.1 provides the requirements for bidding thresholds and the City of Mayville wishes to align its bidding threshold to align with the North Dakota Century Code;

NOW THEREFORE be it resolved that:

The bidding threshold for all public improvement projects in the city of Mayville shall align with the requirements of the threshold amounts as provided in North Dakota Century Code §48-01.2-02.

Date:

CITY OF MAYVILLE

APPROVED:

March 4, 2024

Karl Jorgenson
Karl Jorgenson, Mayor

ATTEST:

Gail Olstad
Gail Olstad, Auditor

The motion for adoption of the foregoing resolution was made by Gates and duly seconded by Moen, and upon roll call vote, the following voted in favor thereof: Moen, Bohnsack, O'Brien, Gates, Petersen, Soholt. The following were absent and not voting: Zero. The following voted against the same: Zero. A majority of the Council having voted aye, the resolution was declared duly passed and adopted.

Moen made the motion to accept the Verizon Wireless boring and installation of higher capacity fiber cable – Franchise Contract extension removed. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Soholt, Moen, Bohnsack, O'Brien, Gates, Petersen; Nay: Zero; Absent: None.

Precision Electric brought in three options of lighting for the City Shop. Option A was the most expensive at \$4,726.05. Option B was in the middle at \$4,046.59 and Option C was the cheapest at \$3,789.11. After some discussion it was decided to go with Option B at \$4,046.59. Moen made the motion to accept this quote as given. O'Brien seconded the motion and upon a roll call the following voted; Yea: Gates, Petersen, Moen, Bohnsack, O'Brien; Nay: Zero; Absent: None: Abstained: Soholt.

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