

July 1, 2024, Mayville City Council

The Mayville City Council met in regular session on July 1st, 2024, at 6:00 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: Halvorson. Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Corey Erickson. Brandon Smith and Brandon Reber from Moore Engineering. Dave Zavoral, Joe Zavoral, Nick Carlin and Ryan Holte all from R.J. Zavoral were 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 3rd, 2022, minutes (Monthly meeting) Not available yet**
4. **June 3rd, 2024, minutes (Monthly meeting)**
5. **Auditor's Office approvals:** Up & Away Permit to sell Fireworks 6/27/24 – 7/5/24; Our Lady of Peace Catholic Church – Raffle 07/27/24.
6. **Conferences & Training Opportunities**
7. **MPEDC:** No meeting in July & August
8. **LAWA Meeting:** Bill Update.
9. **IT Server Upgrade:** Neptune/Meter reading next step.
10. **Library:** Deadline for job applications is July 1st. Library Board is not meeting until July 15th. HUGE Thank you to the volunteers from the community and to Kelli Tvedt for leading the efforts and organizing!!
11. **Received an additional \$2,956.51** from NDIRF on the Water Plant Probe/Screen Issues.
12. **Downed Lines Policy** – Residents calling into the office requesting our help with identifying types of lines and who to call and take care of issues. It was decided that it is up to the property owner to call and request the proper entities to fix the problems.
13. **Blight** – After 2 letters of nothing changing then send off to the City Attorney to take care of (Karolus, Martin, Murphy, Nesheim). What to do with Clagg's?
14. **Fire & Tornado price increase going up 25%.**
15. **To be discussed in August meeting** – additional stop signs.
16. **Fireworks** – Fireworks can be sold and shot off from June 27th – July 5th.
17. **NDRWSA** – Disaster Recovery Program.
18. **All 200 yards of Class 13 gravel spread and worked on 4th St NW.**
19. **Thank you and Great Job for Summerfest & Shriner's activities!!**

Petersen seconded the motion, motion carried.

1.0 Street & Storm Improvement District 2022-1

1.1 Status Update

1.1.1 Punchlist, Defective Work, and Work this summer.

1.1.2 Asphalt Technical Memo

1.1.3 Moore Engineering Invoice 39024 - \$17,642.18

2.0 Sewer & Water Improvement District 2022-2

2.1 Construction Status Update

2.2 Moore Engineering Invoice 39027 - \$15,509.75

3.0 Mayville Dam 2

3.1 Design

3.1.1 Final Plans to Regulatory

3.1.2 Access Road location

3.1.3 Class 3 Cultural Resource Survey required.

4.0 Lead Line Inventory

Street & Storm Improvement District 2022-1

Brandon Reber mentioned that the Seal Coat should be starting after July 15th. He also touched on that there is still a lot of the punch list & defective work left to do. Moore Engineering feels that there is approximately \$246,000 more being paved than necessary. Representatives from R.J. Zavoral spoke and stated that they believe that no pavement distress and their paving was

exemplary. Discussion was held between all parties. After the discussion R.J. Zavoral representatives left the meeting. They were thanked for coming and explaining their side.

Petersen made the motion to approve payment to **Moore Engineering for Street/Storm for \$17,642.18**. A second was made by Bohnsack and upon a roll call vote the following voted; Yea: Moen, Bohnsack, O'Brien, Petersen, Soholt; Nay: Zero; Absent: Halvorson.

Sewer & Water Improvement District 2022-2

Brandon Reber talked about that KPH Inc has started working on hydrants and gate valves. KPH will be working in coordination with the city when the water tower is being drained and painted.

O'Brien made the motion to approve Contractor application for Payment: Payment No. 1 to KPH Inc for Sewer/Water \$500,470.16. This is conditional upon approval by USDA first. Moen seconded the motion and upon a roll call vote the following voted; Yea: Bohnsack, O'Brien, Soholt, Petersen, Moen; Nay: Zero; Absent: Halvorson.

Brandon Reber brought an invoice for work done so far on 2022-2. Moen made the motion to approve payment to Moore Engineering for Sewer/Water for \$15,509.75. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Soholt, Moen, Bohnsack, O'Brien, Petersen; Nay: Zero; Absent: Halvorson.

Brandon Reber would like to hold a Special Assessments meeting at City Hall on July 23rd at 10:30am and then with R.J. Zavoral that same afternoon at 1:30p. The City Auditor mentioned that an alternative was needed as Dennis Peterson's term had expired. O'Brien made the motion to appoint Adam Erickson as the alternate to the Special Assessment Committee. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Moen, Soholt, Petersen, O'Brien, Bohnsack; Nay: Zero; Absent: Halvorson.

Moen made the motion for the City of Mayville to adopt the Right of Way Certificate as required by the USDA. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Petersen, Soholt, Moen, Bohnsack, O'Brien; Nay: Zero; Absent: Halvorson

Mayville Dam 2

Brandon Reber mentioned that hydrologists are in the field. He stated that 60 days have already passed and normally 60-90 days is the timeline when we can send out for bids, so we don't have that much time left. He commented that between the U.S. Fish & Wildlife and Outdoor Heritage Funds they should come close to \$100,000 for the dam project. That is great news!!!

O'Brien made the motion to approve June & July 2024 actual and estimated expenses.

21006	Aflac	all	insurance	\$439.76
21007	Aflac Inc	all	dental & vision insurance	\$259.76
21008	American United Life Ins Co	city pension	fee	\$500.00
21009	Aramark	all	misc	\$480.97
21010	Canon Financial Services	all	software	\$350.96
21016	Custom Design Plumbing	water treatment	maint/operation	\$500.00
21017	Dakota Natural Gas	streets	heating	\$16.00
21018	Dakota Natural Gas	fire dept	heating	\$21.46
21019	Dakota Natural Gas	water treatment	heating	\$21.46
21020	ECRWD	water treatment	purchase of raw water	\$4,270.47
21021	Elan Financial Services	all & library	envelopes & books	\$2,638.41
21022	Goose River Bank	water dist & ww & sant	collection fee	\$22.89
21023	Grand Forks Utility Billing	waste water treatment	samples	\$70.00
21024	H.E. Everson	streets	maint/operation	\$300.40
21025	Hillsboro Banner	non-dept & sanitation	printing	\$776.90
21028	Kotaco Fuel & Propane	all	fuel for vehicles	\$758.65
21029	Linde Gas & Equipment	streets	maint/operation	\$54.26

21030	Lofflers	all	software	\$321.02
21031	Manthey Lawncare	cemetery	monthly payment	\$3,250.00
21032	Mathsen Sweeping	streets	maint/operation	\$3,748.25
21033	MayPort Hardware Hank	all	maint/operation	\$338.26
21058	Mayville Airport Authority	airport	May's specials rec'd in June	\$1,733.64
21034	Mayville State University Bookstore	non-dept	misc	\$11.02
21036	Midcontinent Communications	all	internet & phones	\$1,381.97
21037	Miller's Fresh Foods	library	maint/operation	\$29.50
21038	Miller's Fresh Foods	city hall	misc	\$89.19
21039	Moen's Excavating & Concrete	cemetery	maint/operation	\$800.00
21040	Morgan Printing	water dist & ww & sant	printing of cardstock for w/bills	\$688.22
21059	MPEDC	sales tax	May's rec'd in June	\$5,966.23
21041	NDLOC	non-dept	misc - dues	\$1,749.00
ACH	NDPERS	all	insurance	\$3,413.52
21042	Network Center	all	Office 365 & equipment	\$1,388.13
21043	Nilson Brand Law	all	legal issues	\$1,172.50
ACH	OneAmerica	all	retirement	\$2,605.21
21044	One Call Concepts	water distribution	maint/operation	\$50.35
21045	Polar	auditor	lease on phones	\$59.00
21047	Sanford Health	non-dept	misc	\$129.00
21048	Starion Bond Services	2022-1 & 2	bond payment	\$387,396.25
21049	Traill County Sheriff	sheriff	monthly payment	\$26,118.00
21050	USPS	water dist & ww coll & trea	postage for water bills	\$326.83
21051	Valley United	vector & ww treatment	chemicals	\$365.79
21052	Verizon Wireless	all	cell phones	\$235.78
21053	Veseris	vector	chemicals	\$842.60
21054	Waste Management	sanitation	garbage & recycling	\$26,173.10
21055	West Shore Services	non-dept	sirens	\$3,060.74
21056	Wigen Water Technologies	water treatment	maint/operation	\$5,353.66
21057	Xcel Energy	all	electricity	\$9,708.53

H2O Deposits refunded

21011	City of Mayville (Caleb Jamieson)	\$150.00
21014	City of Mayville (Michelle Downes)	\$88.76
21013	City of Mayville (Kennedi Soine)	\$28.78
21012	City of Mayville (Kade Susie)	\$22.28
21015	City of Mayville (Ryan Kelly)	\$148.75
21035	Michelle Downes	\$61.24
21046	Ryan Kelly	\$1.25
21027	Kennedi Soine	\$121.22
21026	Kade Susie	\$127.72
		<u>\$500,737.64</u>

Bohnsack seconded the motion, motion carried.

Approval of financial reports: Tabled until next month.

Review Calendars: July, August, September & October 2024: Note: City Offices closed for the following holidays: Labor Day, September 2nd. Preliminary Budget Due to County August 5th. Final Budget Due October 7th. Committee meetings: Council meetings are the first Monday in the month unless it is a holiday, then they are held the second Monday. Physical Plan 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 & 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.

O'Brien made the motion to keep our current nomination for RRVWSP at 0.05 cfs, authorizing the Auditor to execute the RRVWSP Memorandum of Commitment and to create Fund 555, moving \$140,000 out of fund 518 to pay for current costs through 2025 and start building for future costs involved and then to sign the agreement with RRVWSP. Bohnsack seconded the motion and upon a roll call vote the following voted; Yea: Bohnsack, O'Brien, Petersen, Soholt, Moen; Nay: Zero; Absent: Halvorson.

Tabled from last month – Request for BMS Pay Proposal – Pay with credit card, online or call in, integrated with Black Mountain Utility Billing. Customers could pay online or come into the office and use their debit/credit card to pay their bill with the city. The customer will get charged a fee if they use the credit card option, not the city. Moen made the motion to approve going ahead with the BMS Pay Proposal. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Moen, Bohnsack, O'Brien, Petersen, Soholt; Nay: Zero; Absent: Halvorson.

Moen wants to further check out more possibilities with the Verizon rates at this time.

H&H Coating Update – Issues with ECRWD loss of permissive shutdown (pressure issue between wells and station) so moving the Water Tower painting to start July 29th with the prep work and going from there. O'Brien made the motion to accept this update as presented. Moen seconded the motion and upon a roll call vote the following voted; Yea: Petersen, Soholt, Moen, Bohnsack, O'Brien; Nay: Zero; Absent: Halvorson.

O'Brien made the motion to approve a Gaming Site Authorization for MayPort Youth Center at Mayville Golf Course July 10, 2024 – June 30, 2025. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Moen, Bohnsack, O'Brien, Petersen, Soholt; Nay: Zero; Absent: Halvorson.

Jason Pulpkamp was here from the Sheriff's Office. He asked if the Council had anything for the Sheriff's Office. He didn't have anything to report to the Council. The council did not have any concerns.

Soholt made the motion to adjourn the meeting. Moen seconded the motion, motion carried.

Attest:


Julie Christianson, Deputy Auditor

Mayor:


Karl Jorgenson