

November 4, 2024, Mayville City Council

The Mayville City Council met in regular session on November 4th, 2024, at 6:00 pm in the council chambers with Mayor Jorgenson presiding and the following Aldermen responding to call of the roll: Moen, Halvorson, Petersen, Soholt. Bohnsack was on conference phone. Absent: O'Brien. Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, LaLynda Blotzky. 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. **October 7, 2024, minutes (Monthly meeting)**
5. **October 7, 2024, minutes (Special Assessments Protest Meeting)**
6. **October 7, 2024, minutes (Public Budget Hearing)**
7. **October 24, 2024, minutes (Special Meeting)**
8. **Auditor's Office Approvals:** Mayville Fire & Rescue – Bingo, Raffle 11/15/24-03/15/25; MPCG FBLA – Calendar Raffle 02/01/25-02/28/25; American Legion Post #8 Raffle 03/03/25-03/28/25; Our Lady of Peace Catholic Church – Bingo 11/24/24.
9. **Conferences & Training Opportunities:** None at this time
10. **LAWA – RRVWSP – Bill Update?** RRVWSP continues to evolve, forfeited and unclaimed water nominations will be made available to Fargo and Grand Forks.
11. **Election Nov 5th:** Working with County to become more ADA compliant prior to the election – Thank you to Tim and Dalton.
12. **Street Sweeping Schedule** – November 5th and 6th dependent on weather.
13. **Dalton attended landfill training in Bismarck**, October 15 & 16 and became certified. Great job Dalton!!
14. **Landfill inspection done by Jane Kangas on October 25th.** Water was spotted in the pit, and it was noted that the metal pile is getting bigger. Dalton and Tim have been draining the water in the pit. The trash pump has been moved to the lagoons to replace the transfer pump – we need to discharge prior to freeze up.
15. **Pest Control for the Landfill:** Streets are working on getting quotes: Midwest Pest Control's quote \$100.00/month, we are looking to get 2 more.
16. **Christian tested for Water Treatment III on 10/29/24:** No word yet on status.
17. **Library was inspected by Lorna from ND Historical Society for completed grant work.** She just touched on some things to watch. The library received their reimbursement back from the grant applied for from ND Historic Society. The amount of reimbursement was \$30,373.43. Good job Julie getting that filed for and received.
18. **InControl sent a proposal #QM24082207-01** for automation and cybersecurity service plan – see packet. While the risk and assessment plan were being updated for 2025-2028 Jeff Iverson put together a proposal. **The proposal includes the lift stations, the Water Tower, the PLC Panels and SCADA systems in with the Water Treatment Plant – the annual cost is close to \$7,600**, this amount is more than we can contract at this time. The auditor's office will check with NDIRF and Rural Water on options.
19. **In-State Travel Reimbursement rates** – see packet.
20. **Traill County Tax Director introduced to the Auditors the new commercial assessor Paul Houdek:** Mayville's Assessment Plans: Data to Council for review by 03/24/25. PSA and Ads. Committee reviews 4/2 and 4/7. Open tax assessment meeting on 04/10/25 with sign up times for one on one 04/14/25 and 04/17/25. Updated Data from County to Council 04/22. Tax Equalization Meeting 04/28/25 5p.
21. **The Street department** is working with Rick Nepstad to auction off the old tractor pulled snow blower and the diesel 4-wheel drive blue pickup.
22. **Blight** – 27000307145000 – Replat of Goodman Add Blk 4, Lots 22 & 23 and 27000507185000 Lot 1 Blk 2 Crockett & Shotwell properties are going up for County Sale on November 19th.
23. **Refunding Improvement Bonds, Series 2024 completed!**
24. Cassie is working with ND State Health Department – we have 3 residential homes without water – they were sent winterizing notes – but we believe this to be a health hazard.
25. Rip Rap to be completed at the Lagoons this month.
26. A new pump for the main lift station is on order – the spare is in, a new pump for the lagoon transfer pump has been ordered.
27. Due to changes in HUD Rule, FEMA is recommending that City Ordinances be updated (2' over BFS) They have warned that there will probably be a few more changes, we should wait and get them all in at once.
28. Due to smaller staffing, larger project loads over the last 2 years, and the vacation cap of 40 hours – Council has determined that we will not change our cap of 40 hours but will for this year end, only not take back excess time.
29. In the process of certifying construction for RZ at Rygg's.

Soholt seconded the motion, motion carried.

**ENGINEER'S AGENDA
City of Mayville Council Meeting
Monday, November 4, 2024**

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 Upcoming Meeting with Contractor

1.1.3 Moore Engineering Invoice 41014 - \$21,388.23

2.0 Sewer & Water Improvement District 2022-2

2.1 Construction Status Update

2.2 Change Order 4 - \$121,500.00

2.3 Contractor's Application for Payment No. 5 - \$723,862.26

2.4 Moore Engineering Invoice 41017 - \$74,304.50

3.0 Mayville Dam 2

3.1 Design

3.1.1 Final Plans to Regulatory

3.1.2 Through NDDWR Technical Review, on to Management Review

3.2 Moore Engineering Invoice 41019 - \$8,195.00

4.0 CWSRF Questionnaires

Street & Storm Improvement District 2022-1

Brandon Smith talked about that Moore Engineering has been going back and forth with R.J. Zavoral about the punch list and defective work. The city has withheld around \$600,000 from Zavoral as waiting for the finishing of the punch list and defective work. Defective work done so far by Zavoral is valued at \$67,000.

Petersen made the motion to approve payment to **Moore Engineering for Street/Storm for \$21,388.23**. A second was made by Halvorson and upon a roll call vote the following voted; Yea: Petersen, Soholt, Moen, Halvorson, Bohnsack; Nay: Zero; Absent: O'Brien.

Sewer & Water Improvement District 2022-2

Brandon Smith talked about the construction status. Border States has shut down their plant so there is no paving on the North side till spring.

Moen made the motion to approve the following change order: **Change Order No. 4 Sewer & Water \$121,500.00**. The change order started out at \$51,000 and ended at \$121,500.00. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Soholt, Moen, Bohnsack, Halvorson, Petersen; Nay: Zero; Absent: O'Brien.

Soholt made the motion to approve Contractor application for Payment: **Payment No. 5 to KPH, Inc for Sewer/Water \$723,862.26**. Halvorson seconded the motion and upon a roll call vote the following voted; Yea: Petersen, Soholt, Moen, Bohnsack, Halvorson; Nay: Zero; Absent: O'Brien

A motion was made by Bohnsack to approve payment to **Moore Engineering for Sewer/Water \$74,304.50**. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Halvorson, Petersen, Soholt, Moen, Bohnsack; Nay: Zero; Absent: O'Brien.

Mayville Dam 2

Brandon mentioned that there was no archeologist findings. We are just waiting for the risk assessment to be able to move forward. Moen made the motion to approve payment to **Moore Engineering for Dam 2 \$8,195.00**.

Halvorson seconded the motion and upon a roll call vote the following voted; Yea: Halvorson, Petersen, Soholt, Moen, Bohnsack; Nay: Zero; Absent: O'Brien.

CWSRF Questionnaires

Moore Engineering has been keeping the City of Mayville on the clean water list (sewer & water). Possible 2% loan if needed.

Moen made the motion to approve October actual and November estimated expenses.

21235	Aflac	all	insurance	\$490.66
21236	Aflac Inc (Argus Dental & Vision	all	insurance	\$302.40
21237	Alexis Whitehorn	library	books	\$90.15
21238	American Solutions for Business	all	office supplies	\$494.78
21239	Aqua-Pure Inc	water treatment	chemicals	\$3,212.00
21240	Baker & Taylor	library	books	\$120.16
21241	Bank of North Dakota	water 19 & 20	loan interest payment	\$1,343.88
21242	Bill Haines	streets	repair on snowblower	\$75.00
21243	Canon Financial Services	all	lease on copier	\$350.96
21244	Christian Gage	water treatment	mileage & motel	\$419.43
21245	Christiansen Cabinets	library restoration	repair on snowblower	\$364.00
21246	Dakota Natural Gas	streets	heating	\$26.69
21247	Dakota Natural Gas	fire dept	heating	\$54.76
21248	Dakota Natural Gas	water treatment	heating	\$41.40
21249	Dalton Linder	sanitation	reimbursement for Certification	\$570.78
21250	ECRWD	water treatment	purchase of raw water	\$4,071.40
21251	Elan Financial Services	all	misc	\$2,206.27
ACH	Empower	all	retirement	\$2,258.68
21252	Ferguson Waterworks	water distribution	meters & signs for hydrants	\$8,026.60
ACH	Goose River Bank	armory bonds	payment - ACH	\$5,000.00
21253	Goose River Bank	wtr dist & ww coll & treat	collection fee	\$40.03
21254	Grand Forks Utility Billing	water treat & ww treat	samples	\$96.00
21255	H. E Everson	st & ww treat	maint/operation	\$190.60
21256	Hatton Co-op Oil Company	streets	payloader repair	\$825.97
21257	Hawkins	water treatment	chemicals	\$2,288.28
21258	Hillsboro Banner	sanitation & non-dept	printing	\$123.92
21262	Luther Simley	library restoration	repair/maintenance	\$113.37
21259	Kotaco Fuel & Propane	all	fuel for vehicles	\$1,678.02
21260	Linde Gas & Equipment	streets	maint/operation	\$53.64
21261	Lofflers	all	software for copier	\$211.97
21263	Manthey Lawncare	cemetery	monthly contract	\$3,250.00
21264	Mathsen Sweeping	streets	maint/operation	\$5,737.50
21265	MayPort Auto & Truck Parts	streets	maint/operation	\$43.99
21266	MayPort Hardware Hank	all	maint/operation	\$307.16
21267	Midcontinent Communications	all	internet & phones	\$1,398.67
21268	Miller's Fresh Foods	library	misc	\$88.32
ACH	MPEDC	sales tax	Sept rec'd in Oct	\$7,219.78
ACH	ND Public Finance Authority	Refunding 2012	bond payment	\$11,527.50
ACH	NDPERS	all	insurance	\$4,266.90
21269	Network Center	all	anti-virus, backup, Office 365	\$735.00
21270	Newman Signs Inc	streets	signs	\$386.78
21271	Nilson Brand Law	all	legal issues & retainer	\$788.00
21272	One Call Concepts	water distribution	maint/operation	\$82.50
21273	Polar	auditor	lease on phones	\$59.00
21274	Precision	waste water treatment	maint/operation	\$135.00
21275	Reliance Standard Life Ins	all	retirement	\$191.75

21276	Scholastic	library	books	\$5.13
21277	Soholt Bakery	city hall	misc	\$19.00
21278	The Pilcrow Foundation	library	grant for books	\$400.00
21279	Traill County Treasurer	sheriff	monthly payment	\$26,118.00
21280	USA Blue Book	water treatment	maint/operation	\$132.57
21281	USPS	non dept	presort	\$350.00
21282	USPS	all	postage for water bills	\$345.83
21283	Verizon Wireless	all	cell phones	\$235.90
21284	Vestis	all	maint/operation	\$508.07
21285	Waste Management	sanitation	garbage & recycling	\$26,938.19
21286	Xcel Energy	all	electricity	\$9,106.97

H2O Deposits refunded

\$135,519.31

Halvorson seconded the motion, motion carried.

Approval of financial reports: Financials are reconciled through September 2024 Petersen made the motion to accept the financials as presented. Halvorson seconded the motion, motion carried.

Review Calendars: November, December 2024 & January 2025: City Offices closed for the following holidays:

Veteran's Day – 11/11

Thanksgiving – 11/28-11/29

Christmas – 12/23-12/25

New Years – 12/31-1-1-25

Martin Luther King – 1/20/25

Physical Plant Meeting 7a 1/2/25

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. Halvorson made the motion to approve calendars as presented. Petersen seconded the motion, the motion carried.

Petri Enterprises Bankruptcy Notice: Can not collect on any charges prior to 10/03/24. Those buildings need to be winterized if heat is off, if water is off. A letter was sent to both Bank and Petri asking to have this winterizing done. The total charges came to \$8,253.73. The total amount paid to date was \$3,999.12 which left a balance owing of \$4,254.61 so the total write-off was \$3,816.65. The City of Mayville started billing Petri Enterprises on 10/03/24 so his total responsibility was \$437.96. The write-off will be put to bad debt expense and split between water and sewer. Moen made the motion to approve the write-off contingent to reviewing and confirmation of amounts. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Bohnsack, Halvorson, Petersen, Soholt, Moen; Nay: Zero; Absent: O'Brien.

Moen made the motion to approve signing a contract with H & H Coating for 2025 at the 2024 price for the painting of the interior of the Water Tower. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Soholt, Moen, Bohnsack, Halvorson, Petersen; Nay: Zero; Absent: O'Brien.

Mayville citizens have been asking for stop signs in different parts of town as areas of concern for safety. One place was by Tiny Town Daycare, putting 4 ways stop sign going East and West intersections. It was also talked about putting up speed tables for the crosswalks in spring. That was tabled at this time. Moen made the motion to approve those stop signs by the daycare. Soholt seconded the motion, the motion carried. Moen mentioned that Jeff Miller has brought to his attention a few times down in his part of town how fast cars drive. Moen made the motion to put stop signs up at that end of town. Petersen seconded the motion, the motion carried.

Petersen made the motion to approve the Auditor's Office to advertise and send applications for: 1. Gravel Bids – Class 5 for 2025. 2. Fuel Bids – 2025 (% off pump Suer, unleaded, diesel #1 & #2, bulk). 3. Cemetery – 1 year contract May – October 2025. 4. 2025 Liquor License applications sent out. Halvorson seconded the motion, the motion carried.

Sale of cemetery lots: Michael & Carla McCall, Section 5, Lot 2, Graves 9 & 10. Moen made the motion to approve the sale of these cemetery lots. Halvorson seconded the motion and upon a roll call vote the following voted; Yea: Petersen, Soholt, Moen, Bohnsack, Halvorson; Nay: Zero; Absent: O'Brien.

Dalton reached out and got bids for pest control at the landfill. Midwest Pest Control gave a bid of \$100/month/\$1200/year. Advantage Pest Control (Scott Larson) gave a bid of \$50/month/\$600/year. Soholt made the motion to accept the bid from Advantage Pest Control for \$600 a year. Bohnsack seconded the motion and upon a roll call vote the following voted; Moen, Soholt, Halvorson, Petersen, Bohnsack; Nay: Zero; Absent: O'Brien.

Nothing for the Sheriff's report

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

Attest: Julie Christianson
Julie Christianson, Deputy Auditor

Mayor: Karl Jorgenson
Karl Jorgenson