

January 6, 2025, Mayville City Council

The Mayville City Council met in regular session on January 6th, 2025, at 6:00 pm in the council chambers with Mayor Jorgenson presiding and the following Aldermen responding to call of the roll: Soholt, Halvorson. Attending by computer was O'Brien, Bohnsack. Absent: Petersen, Moen. Also, in attendance: Julie Christianson, Cassie Tostenson, Lalynda Blotsky. Brandon Reber from Moore Engineering was also present.

O'Brien 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 2, 2024, minutes (Monthly meeting)**
5. **Auditor's Office approvals:** Top Hat Liquor License Transfer to MSU 12/6/24 Winterfest; First State Bank Fireworks Permit Winterfest 12/6/24; MSU Baseball Raffle permit 01/25/25; MSU DECA Raffle Permit 02/21/25; Advanced Grain Raffle permit 03/31/25; Mayville Senior Center Bingo permit 01/07/25 – 12/30/25; MSU Softball Raffle 01/11/25.
6. **North Dakota Forest Service** – Sent out flyer about EAB (Emerald Ash Borer) which attacks all types of ash trees. They encourage people to reach out to them for onsite tree inventory, educational clinics and financial assistance for tree removal.
7. **North Dakota Commerce** – Energy Efficiency Community Block Grant Program is offering \$1.6 million in grant funding to support energy efficiency projects in ND smaller communities and counties. Some examples are upgrading public building (from weatherization to energy-efficient heating and cooling systems); Street and Signal Light replacements (Switching to LED lights); EV Charging Stations (Installing stations in accessible areas you're your community). Funding is up to \$65,000 per project and there is a 20% match required. The application start date is November 1, 2024. The funding distribution is quarterly, starting January 1, 2025. Look at opportunities for 2025-2026 - Street Lights, City Hall to Armory, Library, Shop.
8. **2025 NDIRF Board of Directors Election** – There are 2 seats on the nine-member board up for election. The election is held by members voting through solicitation of proxies by mail or voting in person. The annual meeting will be at 9:30 am on Thursday, May 8, 2025, at the North Dakota Heritage Center in Bismarck.
9. **NDIRF Market Conduct Report** is in the packet and the Triennial Claims Audit.
10. **NDIRF new water & sewer reporting** included in the packet.
11. **The City of Mayville's Sewer budget was sent to USDA** ending 12-31-2025 and it was approved.
12. **Dalton Linder** has received his Landfill Training Certification.
13. **The City of Mayville received Prairie Dog Funding** of \$125,000 in December 2024.
14. **The Water Plant is waiting on a part in the waste basin** – Christian and team are having to start up the Water Plant several times each day and clear the alerts.
15. **The landfill license has 2 years left on it.** We will need to decide if we want to extend – last extension we hired Moore to do the analysis and renewing of our landfill and license.
16. **RRVWSP/Garrison/LAWA** – 2025.01.06 Attorney Opinion Letter was provided and Dec 2, 2024, Minutes were approved and supplied for Bonding.
17. **We will begin working with Bismarck** on using cement/tires in the new landfill pit to raise the items above the water line.
18. **The Auditor's office has been getting quite a few calls in the last weeks about the special assessments that are coming on people's property tax statements.**
19. **The library had their monthly meeting.** They are looking for recommendations for lighting on the North side of the library as it is very dark on that side in the winter.
20. **Thank you to the MayPort Community Club for a great Winterfest!!**
21. **The replacement Neptune hardware has been partially received.** Will need to upgrade this process to the cloud and convert the data.
22. **We are almost ready to go live with the Black Mountain Paya** – Credit Card system – waiting for them to make changes to the contract.
23. **The Notice of public hearing for the CWSRF** is in the packet – the links can be followed to review what is in the next plan and the priority order.
24. **The Petri building had water running out of it a few weeks ago.** Julie had already sent Mark Petri a winterizing letter. The office called the Sheriff's office and asked to have a Deputy come over and they investigated and found broken water pipes. The city crew turned off the water with the exceptions of the Uptown Styling Salon and tenant in the corner. Petri still owns the buildings.

Halvorson seconded the motion, motion carried.

ENGINEER'S AGENDA
City of Mayville Council Meeting
Monday, January 6, 2025

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 41882 - \$4,395.74

2.0 Sewer & Water Improvement District 2022-2

- 2.1 Construction Status Update
- 2.2 Time Extension Request
- 2.3 Engineering Amendment No. 2 - \$159,950.00
- 2.4 Moore Engineering Invoice 41883 - \$12,334.90

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 41876 - \$31,896.55

Street & Storm Improvement District 2022-1

Brandon Reber talked about the punchlist, defective work. R.J. Zavoral feels that they have completed the punchlist and their defective work. The council sees differently. Brandon stated that there is crack repair all through town that still needs to be completed. R.J. Zavoral wants to meet with the council about the asphalt overage and the money that is being withheld. It was decided to ask Zavoral to come to February's council meeting.

O'Brien made the motion to approve payment to **Moore Engineering for Street/Storm for \$4,395.74**. A second was made by Bohnsack and upon a roll call vote the following voted; Yea: Bohnsack, O'Brien, Halvorson, Soholt; Nay: Zero; Absent: Petersen, Moen.

Sewer & Water Improvement District 2022-2

Brandon Reber talked about the time extension request since KPH didn't get started right away last spring. Brandon estimated \$2,000/day or \$60K/per month of liquidated damages for not hitting completion date. Brandon mentioned that there was \$45k of grant money left plus the \$60K of damages money to give us roughly \$105K to work with. We have used the total loan amount from USDA – Some documents need to be redone (Grant Agreements). Auditor's Office will continue to work on closing the USDA Loan. Plan to use the same players in this round of calling the remaining Interim Bonds. Brandon brought an **Engineering Amendment #2 \$159,950.00** with him, but no action was taken at this time. Halvorson made the motion to approve payment to **Moore Engineering for Sewer/Water \$12,334.90**. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Halvorson, Soholt, Bohnsack, O'Brien; Nay: Zero; Absent: Moen, Petersen.

Mayville Dam 2

Brandon spoke that we are through NDDWR Technical Review, on to Management Review. They have received the Construction Permit from the State – one last one to go from the State to get – for the Flow side of the dam. Just waiting on the no rise permit and then should be able to go out for bids. Soholt made the motion to approve payment to **Moore Engineering for \$31,896.55**. Bohnsack seconded the motion and upon a roll call vote the following voted; Yea: Bohnsack, O'Brien, Halvorson, Soholt; Nay: Zero; Absent: Petersen, Moen. Brandon mentioned that half of the cost was the archaeologist review.

Soholt made the motion to approve November actual and December estimated expenses.

DECEMBER 2024 BILLS

21358	Aflac	all	insurance	\$490.66
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21359	Alexis Whitehorn	library	books	\$235.48
21360	American Solutions for Business	all	office supplies	\$432.61
21361	Baker & Taylor	library	books	\$278.69
21362	Brady Martz	all	audit fee	\$11,025.00
21363	Cal Peterson	snow	snow removal - hired	\$200.00
21364	Canon	all	monthly contract	\$350.96
21365	Center Point Large Point	library	book	\$7.02
21366	Dakota Natural Gas	streets	heating	\$311.74
21367	Dakota Natural Gas	fire dept	heating	\$337.40
21368	Dakota Natural Gas	water treatment	heating	\$73.70
21369	ECRWD	water treatment	purchase of raw water	\$3,734.97
21370	Elan Financial Services	water treat,library	misc & maint	\$1,803.24
ACH	Empower	all	retirement	\$3,224.99
21371	Farmers Union Oil	streets & snow	fuel	\$389.10
21372	Ferguson Waterworks	water treatment	equipment for meter reading	\$11,500.00
21373	Goose River Bank	water dist & ww coll & tr	collection fee	\$19.21
21374	Grand Forks Utility Billing	water treatment	samples	\$70.00
21375	Hillsboro Banner	non-dept & sanitation	printing	\$644.80
21376	Jacobson Brothers	library	snow removal - hired	\$300.00
21377	Kotaco Fuels	streets & sanitation	fuel	\$1,001.50
21378	Linde Gas & Equipment	streets	maint/operation	\$56.64
21379	Loffler's	all	software for copier	\$176.25
21380	MayPort Hardware Hank	streets	maint/operation	\$173.30
21381	Midwest Repair	streets	Ford Truck	\$1,029.71
21407	Moore Engineering	non-dept	elevations - Jordan home	\$1,300.00
21382	Miller's Fresh Foods	city hall	misc	\$51.00
21406	MPEDC	sales tax	Nov rec'd in Dec	\$6,529.36
21383	Network Center	all	Office 365 & backups	\$767.70
21384	Nilson Brand Law	city attorney	legal issues	\$313.50
21385	Nova 401k Associates	city pension	admin fees	\$556.00
21386	One Call Concepts	water distribution	maint/operation	\$6.00
21387	Paulson Gravel	snow emergency	snow removal - hired	\$560.00
21388	Soholt Bakery	city hall	misc	\$16.00
21389	Traill County Treasurer	city lots	specials	\$41,894.49
21390	Verizon Wireless	all	cell phones	\$444.32
21391	Vestis	all	rugs	\$815.32
21392	Waste Management	sanitation	garbage & recycling	\$26,095.97
21393	Xcel Energy	all	electricity	\$8,265.65

JANUARY 2025 BILLS

21398	Aflac Inc (Argus Dental & Vision	all	insurance	\$502.89
21399	Midcontinent Communications	all	internet & phone	\$1,383.15
ACH	NDPERS	all	insurance	\$4,266.90
21400	Nilson Brand Law	attorney	monthly retainer	\$275.00
21401	Petty Cash	aud, dist, ww col & sani	replenish petty cash	\$38.28
21402	Polar	auditor	lease on phones	\$59.00
21403	Reliance Standard Life Insurance	all	insurance	\$191.75
21404	Traill County Treasurer	sheriff	monthly contract	\$26,118.00
21405	USPS	water dist & ww coll & tr	postage for water bills	\$349.31

H2O Deposits refunded

\$158,666.56

Halvorson seconded the motion, motion carried.

Approval of financial reports: Tabled until next month's meeting.

Review Calendars: January, February & March 2025: Note: City Offices closed for the following holidays: Martin Luther King – 01/20/25; President's Day – 02/17/25. Scheduled Meetings: Physical Plant 7a 01/29/25 & 02/26/25. Admin 4:30p 01/06/25, 02/03/25, 03/03/25. Council 6p 01/06/25, 02/03/25, 03/03/25. Armory Calendar for Q1 is also in the packet. Use continues to increase. Looking to setup a review meeting with Zavoral/Moore/Council – afternoon of January 22 at City Hall. Committee meetings: Council meetings are on 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 at 4:30pm. Exceptions that arise will be reviewed at the City Council meetings and changes will be posted and on the calendar. Holidays will be reviewed and approved by Council. Soholt made the motion to approve calendars as presented. Halvorson seconded the motion, the motion carried.

Staff and Physical Plant recommend reducing hours for landfill for Q1 2025. The changes recommended would be to have the landfill open 2x a month on Saturdays 8a – noon instead of every Saturday. This would be January through March 2025 and review to see how it went. It was decided that the employees should decide what Saturdays they would want to be open each month. The Saturdays that the landfill will be open, that person will also open and close the armory. The other Saturdays the person doing the waterplant testing would be opening and closing the armory unless other arrangements are made. The employees decided to have the landfill open on the 1st and 3rd Saturdays of each month (Jan-March 2025). Halvorson made the motion to approve these changes as presented. Bohnsack seconded the motion, the motion carried.

The Brady Martz 2023 Final Audit. It was tabled until next month.

Cemetery Contract - The City Attorney looked over the cemetery contract and made changes as directed by council. Soholt made the motion to approve the changes in the cemetery contract as presented. Halvorson seconded the motion and upon a roll call vote the following voted; Yea: Soholt, Bohnsack, O'Brien, Halvorson; Nay: Zero; Absent: Moen, Petersen.

Dennis Peterson and Luther Simley turned in their resignations from the Library Board, ending their positions 12/31/24. The new board members are Cheryl Angen and Perry Paschke. Soholt made the motion to accept the resignations and the new board members. Halvorson seconded the motion, the motion carried.

Partial Lot - Billy Balstad/Scott Weigel – offer \$1,500. Met with Robin Aanstad. Billy has signed the deed. Robin has processed and provided a quit claim deed. Request that Legal review and we sign if approved. This was tabled until next month.

Nothing for the Sheriff's report

O'Brien made the motion to adjourn the meeting. Soholt seconded the motion, motion carried.

Attest: 
Julie Christianson, Deputy Auditor

Mayor: 
Karl Jorgenson