

February 3, 2025, Mayville City Council

The Mayville City Council met in regular session on February 3rd, 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, Petersen, Moen. On Computer: Bohnsack. Absent: O'Brien. Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Meghan Hovde, Cassie Braaten. Brandon Reber from Moore Engineering was also present. Representatives from R.J. Zavoral present was: John Zavoral, Benjamin Horken, Nick Carlin, Ryan Holte.

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. **January 6, 2025, minutes (Monthly meeting)**
5. **Auditor's Office Approvals:** Mayville State Foundation – Raffle 2/3/25 – 9/27/25; Class of 2030 Post Prom – Raffle Board – 2/9/25; MPCG Dollars for Scholars – Raffle – 2/10/25.
6. **LAWA – RRVWSP – Bill Update.**
7. **Received Thank You from Jorgenson family** – flowers for Karl's Dad funeral.
8. **Stop Signs at 4th Street NW** – will get done in Spring.
9. **Fire Department** has gotten a tanker pickup and the new siren radios are on order.
10. **Landfill has started its new schedule** – Quarter 1 2025 – Open on 1st and 3rd Saturdays from 8am to noon.
11. **Christian attended the ND Water Expo** in Bismarck (January 21-23). Christian will be taking his Level 3 Water Operator test in the next few months. In order to be in regulation we need a Level 3 Water Operator by June 2025 at the waterplant.
12. **The new main lift pump has been delivered.** Using the spare pump as of right now.
13. **With the lack of snow cover:** We have had some businesses and residents that have been dealing with frozen water pipes in the last few weeks.
14. **The Mayville Public Library** is gearing up for their 125th anniversary coming in June 2025. They are still looking for ideas for lighting on the north side of the library. Lexi has been busy getting grants for the library for Summer Reading and various other projects. Great job Lexi!!
15. **The Street Crew has placed no trespassing signs** on the Stennes house located at 130 4th Ave SE.
16. **BMS Pay is live now.** People can register and pay their utility bill online with checking/saving account, debit/credit card. To register please visit: <https://mayvillend.payacp.com/home>. This information will be sent to the website and put on social media.
17. **The City has received the new drive-by reading device and tablet** – Neptune is converting files and we expect to read this upcoming month with the new equipment.
18. **2025 the auditor's office:** will be reviewing all the rates and fees and rentals. UB reconcile, landfill (assessment, policies and fees). Garbage needs the annual increase passed on (We do 8% ever 4 years, we are in our 4th year).
19. **NDIRF Ad for bids has been placed.**
20. **Workplace Wise** – Presentation by North Dakota Labor and Human Rights – will present at Mayville State University Heritage Room on Thursday, February 27th from 9:30a to 11:00a.
21. **2025 Traill County Showcase to be held** February 5th at Goose River Brewing in Hillsboro from 2-4p.
22. **The Mayville Landfill received the Landfill inspection report from Q4 2024.** There are continued issues with water in the main cell. Dalton has resubmitted a revised annual report to reflect the issue and the City team is working with the state on options.
23. **EECBG Grant Program** (see packet)
24. **Patrick Denne Scholarship** (see packet)
25. **Jan Jordan Scholarship** (see packet)
26. **MayPort EDC Annual Meeting** (see packet)
27. **Notice to Contractors and Grantees Regarding Funding Pause Temporary Restraining Order.**
28. **Budget 2026 – items to the Auditor's Office please.**
29. **Mayor Jorgenson met with Hillsboro and Galesburg Mayors** to discuss Dogs at large.
30. **2025 Legislation** – meeting every Friday 2p, Some of the Charitable Gaming Proposals will impact the City/College.
31. **Xcel – City Street Lights** – we will need to hire a firm to do the one calls – there will not actually be a electric one call – we will have to track ourselves based on Permit or Water/Sewer call out.
32. **Landfill License expires in September 2027.**
33. **The Mayville Public Library** will be closed on February 10th, 2025 as Lexi will be attending an event in Grand Forks.

Soholt seconded the motion, motion carried.

ENGINEER'S AGENDA
City of Mayville Council Meeting
Monday, February 3, 2025

1.0 Street & Storm Improvement District 2022-1

1.1 Status Update

1.1.1 Contractor Discussion

1.1.2 Contractors Application for Payment #13

Contractor Application for Payment #13 _____

2.0 Sewer & Water Improvement District 2022-2

2.1 Time Extension Request

2.2 Engineering Amendment No. 2 - \$159,950.00

3.0 Mayville Dam 2

3.1 Funding Update

3.2 Design

3.2.1 Waiting on No Rise Permit prior to bidding

Street & Storm Improvement District 2022-1

Brandon Reber stated that R.J. Zavoral was here to meet with council on two items: asphalt overage and reduction in retainage due to their word on completing the punchlist and defective work. R.J. Zavoral was looking for payment of \$597,336.14 as it was the contractor application for payment #13. Reber stated that in the specs that the asphalt should have been 2 inches but a lot of areas through town were more than 2.5 inches of asphalt that was laid. Zavoral said that was for better rideability. The dollar amount that concides with the overage of asphalt is \$246,000. Bohnsack made the motion to not pay for the asphalt overage of \$246,000 as Zavoral should have followed the specs in the contract. Petersen seconded that motion of no pay and upon a roll call vote the following voted; Yea: Bohnsack, Halvorson, Moen, Soholt, Petersen; Nay: Zero; Absent: O'Brien.

As far as the punchlist, Zavoral felt that they have done excellent work and that the punchlist has been completed, In November 2024 Ryan Holte from Zavoral and Eric Medberry from Moore went through the whole town to show the punchlist was complete. Hovland which is a sub contractor for this project has done less than average work in the business alleys. Many times the cement had to be torn up and redone by Hovland. Hovland came back into town in November to try and fix the defective work. Ryan Holte stated that he was in town at that same time and checked periodically on their work but was not with them at all times. John Zavoral made mention of paying the \$70,000 of additional Engineering Costs associated with identification, inspection and administration of defective work. Moen made the motion to pay the removal of holding of \$97,725.72 which is the difference between what Zavoral asked for and 5% retainage. The \$246,000 is not included in the 5% retainage. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Petersen, Soholt, Moen, Halvorson, Bohnsack; Nay: Zero; Absent: O'Brien. This resulted in no check being cut to R.J. Zavoral. The Zavoral personnel walked out of the building during this discussion.

Sewer & Water Improvement District 2022-2

Brandon Reber spoke that the contractor received additional time last fall to finish their work for the season. Brandon brought with him an **Engineering Amendment for \$159,950.00** which involved extending the contractor deadline. Moen made the motion to approve this amendment as presented by Moore Engineering. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Moen, Bohnsack, Halvorson, Petersen, Soholt; Nay: Zero; Absent: O'Brien. No invoices to be paid were brought by Moore Engineering this month.

Mayville Dam 2

Brandon Reber gave an update on the funding. They are still working with agencies. Trump has halted funding for the time being. Just waiting on the No Rise Permit and once that is received, then can go out for bids.

Soholt made the motion to approve December & January actual and February 2025 estimated expenses.

DECEMBER 2024 BILLS

ND Sewage Pump & Lift Station

waste water treatment

maint/operations

\$1,050.00

February 3, 2025

ND Sewage Pump & Lift Station	waste water treatment	maint/operations	\$676.25
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JANUARY 2025 BILLS

Aflac	all	insurance	
Black Mountain Software	aud, w dist & ww coll & tr	computer software	\$1,500.00
Canon	all	monthly contract	\$350.96
Christian Gage	water & ww	training	\$229.85
Dacotah Paper	armory	cleaning supplies	\$86.14
Dakota Natural Gas	streets	heating	
Dakota Natural Gas	fire dept	heating	
Dakota Natural Gas	water treatment	heating	
Demco	library	office supplies	\$240.36
ECRWD	water treatment	purchase of raw water	\$3,760.30
Elan Financial Services	all	misc	\$1,483.06
Empower	all	retirement	\$1,725.55
Farmers Union Oil	all	fuel for vehicles	
Finley Motors	streets	repair/maintenance	\$286.12
Goose River Bank	water dist & ww coll & tr	water collections	
Grand Forks Utility Billing			
Hawkins	water treatment	chemicals	\$8,910.92
Linde Gas & Equipment	streets	maint/operations	\$57.30
Lofflers	all	software for copier	
MayPort Auto & Truck Parts	streets	maint/operations	\$8.98
MayPort Hardware Hank			
Miller's Fresh Foods	city hall	misc	\$36.57
MPEDC	sales tax	Dec rec'd in Jan	
Network Center	all	Office 365 & antivirus	\$735.00
Software Innovations	auditor	software	\$600.00
Verizon Wireless	all	cell phones	
Vestis/Aramark	all	rugs/cleaning	
Waste Management	sanitation	garbage & recycling	
Xcel Energy	all	electricity	

FEBRUARY 2025 BILLS

Aflac Inc (Argus Dental & Vision	all	insurance	\$268.43
Bank of North Dakota	water 23	bond payment	\$650.00
Bank of North Dakota	Sewer 24	bond payment	\$11,900.00
Bank of North Dakota	Tif #25	bond payment	\$682.50
Bank of North Dakota	Water 26 pt 1	bond payment	\$5,800.00
Midcontinent Communications	all	internet & phones	
NDPERS	all	insurance	\$4,266.90
Polar	auditor	lease on phones	\$59.00
Reliance Standard Life Insurance	all	insurance	\$191.75
Traill County Treasurer	sheriff	monthly payment	\$26,118.00
USPS	water dist & ww coll & tr	postage for water bills	

H2O Deposits refunded

Jackson Braaten		\$150.00
		<u>\$71,823.94</u>

Halvorson seconded the motion, motion carried.

Approval of financial reports: Financials are reconciled through December 2024 with the exception of the FSB Construction – working with USDA to get entered. Once we are entered completely reconciled then financials will be printed and the adjusting entries from the Audit will be entered. Soholt made the motion to approve the financials as presented. Halvorson seconded the motion, the motion carried.

Review Calendars: February, March & April 2025: Note: City Offices closed for the following holidays: President's Day 02/17/25; Good Friday – 04/18/25. Physical Plant Meeting are scheduled as following: 02/26/25 and 04/02/25 at 7am. Admin Committee meetings are as follows: 02/03/25, 03/03/25, 04/07/25 at 4:30pm. Tax Equalization meeting is scheduled for 04/28/25 at 5pm here at City Hall. 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 the Wednesday preceding Council and Admin Committee is held Council Monday. Exceptions that arise to these committee and council meeting dates will be reviewed at the monthly City Council meetings. Halvorson made the motion to accept the calendars as presented. Petersen seconded the motion, the motion carried.

Riverwood Lot Purchase Agreement – 561 7th Ave SE (Lot 6, Block 1) Faye Grandalen. The agreement is for \$4,000 and floorplans are included in packet. All of this is contingent on plans, approval from Planning & Zoning, and Riverwood Committee. Moen made the motion to approve this agreement as presented. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Bohnsack, Halvorson, Petersen, Soholt, Moen; Nay: Zero; Absent: O'Brien.

Jaffa Coffee Company is asking for a 5 year tax exemption. It is located at 555 3rd St SE – Lot 7, Block 1 Pautz Addition. Both the City Auditor and Traill County Tax Director had given Jaffa Coffee Company this information awhile ago but no action from the owners were taken at that time. Moen made the motion to approve this tax exemption as presented. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Moen, Bohnsack, Halvorson, Petersen, Soholt; Nay: Zero; Absent: O'Brien.

Brian Pederson brought in the Annual Gaming Site Authorization for Stub's, Tommy's, Top Hat and Mayville Golf Course for Comet Athletic Club and MayPort Youth Center. Halvorson made the motion to approve the gaming site authorization. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Soholt, Moen, Bohnsack, Halvorson, Petersen; Nay: Zero; Absent: O'Brien.

Halvorson made the motion to accept the Brady Martz 2023 Final Audit. This was completed and provided to our bonding partner before 12/31/24. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Petersen, Soholt, Moen, Bohnsack, Halvorson; Nay: Zero; Absent: O'Brien.

Soholt made a motion to approve a 2.5% 2025 COLA increase for employees. Halvorson seconded the motion and upon a roll call vote the following voted; Yea: Petersen, Soholt, Moen, Bohnsack, Halvorson; Nay: Zero; Absent: O'Brien.

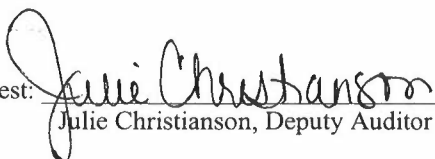
Moen made a motion to adopt the pay rate increase for our council and mayor matching what Hillsboro had done. So the council's pay would go from \$250/month to \$400/month. The Mayor's pay would go from \$500/month to \$550/month. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Soholt, Moen, Bohnsack, Halvorson; Nay: Petersen; Absent: O'Brien.

City Auditor stated that Scott Weigel has now received his deed from Billy Balstad. Weigel met with Robin Aanstad on doing a quit claim deed. That is now done. City Attorney stated that she felt everything was in line for this property and Weigel could pay the city \$1,500 for the lot next to his which had come back from Traill County awhile ago.

Nothing for the Sheriff's report

Halvorson made the motion to adjourn the meeting. Petersen seconded the motion, motion carried.

Attest:


Julie Christianson, Deputy Auditor

Mayor:


Karl Jorgenson