

December 2, 2024, Mayville City Council

The Mayville City Council met in regular session on December 2nd, 2024, at 6:00 pm in the council chambers with Mayor Jorgenson presiding and the following Aldermen responding to call of the roll: Moen, Soholt, Halvorson, Petersen. On conference phone: Bohnsack. Absent: O'Brien. Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, LaLynda Blotsky. Brandon Reber 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 3rd, 2022, minutes (Monthly meeting) Not available yet**
4. **November 4th, 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.
6. **Conferences & Training Opportunities:** None at this time.
7. **2025 – Review of all rates, fees and rentals:** UB Reconcile, Landfill (assessment, policies and fees), Utilities, Garbage needs the annual increase passed on (We do 8% every 4 years, we are in our 4th year).
8. **Admin is recommending we do not carry excess vacation but buy out at end of year:** moving the issue to 2025. The team took 72 hours total vacation in November and will continue to reduce in December as allowed.
9. **Lead H2O Lines:** Letters – 22 – sent to lead line households – no options for households at this time to finance. Letters – 537 – sent to unknown – some activity to get updates in. In those letters sent – a copy of the postcard that was sent earlier in the year by Moore Engineering was put on the back page of these letters for reference.
10. **Pickup and Snow blower sold (3K & 2.8K) respectively.** Stop signs in place of Tiny Town Daycare with flags on them to alert citizens of new stop signs. 4th St NW stop signs will be placed in the spring.
11. **The City Auditor will be placing a Snow Ad on the Banner to make everyone aware.**
12. The Fire Department is looking at a different pickup for the 1982 Fire Truck that is no longer able to be certified. They are working with Goose River Bank to see their options.
13. **Paulson Gravel is requesting to bring demo ashes to the landfill from the old bowling alley.** The city checked with Jane; we can take ashes just not coal ashes. Gail talked with Kent, and he knows that we don't take demolitions but wanted to bring the ashes and some vinyl siding. The old bowling alley is beyond city limits. Physical Plant is recommending we not take it.
14. **The second part of the Rip Rap is done by Paulson Gravel.**
15. **The library had their monthly meeting and is looking for recommendations for lighting on the North side of the library as it is very dark on that side in the winter.**
16. **Petri curb stop cannot be located (1 or multi) need access to the building to see what direction it comes in.** Julie sent a winterize letter.
17. **Permit (using our generic one) to put Gas in through the alley – Lura/Viking Media building.** We have street standards but not cement standards.
18. **BMS Pay Kick Off Meeting held – planning to be live in January 2025.**
19. **Foreclosure sale 11/19 – 27000307145000 – did not sell and will be coming back to the City of Mayville – also has IRS Lien – Replat of Goodman Add Blk 4, Lots 22 & 23 and 27000507185000 Lot 1 Blk 2 Crockett & Shotwell Sold.**
20. **LOC for FSB temporary Bonding renewed.**
21. **The city is following up on unauthorized hunting at landfill.**

Halvorson seconded the motion, motion carried.

ENGINEER'S AGENDA City of Mayville Council Meeting Monday, December 2, 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 41258 - \$9,146.83

2.0 Sewer & Water Improvement District 2022-2

- 2.1 Construction Status Update
- 2.2 Change Order 5 - \$9,388.39

- 2.3 Time Extension Request
- 2.4 Contractor's Application for Payment No. 6 - \$571,022.14
- 2.5 Moore Engineering Invoice 41259 - \$47,240.53

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 41260 - \$1,375.00

Street & Storm Improvement District 2022-1

Brandon Reber mentioned that Moore Engineering is working with R.J. Zavoral for the final list. The contractor has an upcoming meeting with Moore Engineering. The contractor still is not done with the punch list.

Petersen made the motion to approve payment to **Moore Engineering for Street/Storm for \$9,146.83**. A second was made by Soholt and upon a roll call vote the following voted; Yea: Bohnsack, Halvorson, Petersen, Soholt, Moen; Nay: Zero; Absent: O'Brien.

Sewer & Water Improvement District 2022-2

Brandon Reber said that the construction was done for the year. Avenues 8th & 9th SE will be gravel this year. KPH is requesting a time extension for next spring/summer to finish up their work. Moen made the motion to approve payment to **Moore Engineering for Sewer/Water \$47,240.53**. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Halvorson, Petersen, Soholt, Moen, Bohnsack; Nay: Zero; Absent: O'Brien.

Bohnsack made the motion approving the following change order: **Change Order No. 5 Sewer & Water \$9,388.39**. This is due to restocking fees and shipping fees from Naastad Brothers. Moen seconded the motion and upon a roll call vote the following voted; Yea: Petersen, Soholt, Moen, Bohnsack, Halvorson; Nay: Zero; Absent: O'Brien.

Petersen made the motion to approve Contractor application for Payment: **Payment No. 6 to KPH, Inc for Sewer/Water \$571,022.14**. Halvorson 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 touched on those final plans to Regulatory since May. The plans have been through NDDWR Technical Review, then on to Management Review. Once we get through the Construction Review, we can go out for bids. Soholt made the motion to approve payment to **Moore Engineering for Dam 2 for \$1,375.00**. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Moen, Petersen, Halvorson, Bohnsack, Soholt; Nay: Zero; Absent: O'Brien.

Moen made the motion to approve November actual and December 2024 estimated expenses.

21289	Aflac	all	insurance	\$490.66
21290	Aflac Inc (Argus Dental & Vision)	all	insurance	\$268.43
21291	Baker & Taylor	library	books	\$362.10
21292	Bank of North Dakota	Water 17 - 512	loan payment	\$14,975.69
21293	Black Mountain Software	all	BMS pay prorated	\$399.98
21294	Brite-Way Window Cleaning	city hall & armory	misc	\$301.00
21295	Cal Petersen	emergency	snow removal - hired	\$200.00
21296	Canon Financial Services	all	lease on copier	\$350.96
21299	Christian Gage	water treatment	maint/operation	\$94.37
21301	Crane Johnson Lumber	library	maint/operation	\$128.36
21302	Dakota Natural Gas	streets	heating	\$128.76
21303	Dakota Natural Gas	fire dept	heating	\$150.13
21304	Dakota Natural Gas	water treatment	heating	\$93.38

21305	Demco	library	office supplies	\$88.18
21306	ECRWD	water treatment	purchase of raw water	\$3,958.25
21307	Elan Financial Services	all	maint/operation	\$944.89
ACH	Empower	all	retirement	\$2,472.13
21308	Farmers Union Oil	streets	fuel for vehicles	\$119.21
21309	Ferguson Waterworks	water distribution	meters	\$3,198.74
21310	Gary Winger	cemetery	end of year bonus	\$150.00
21311	Goose River Bank	water dist & ww coll & tre	collection fee	\$29.04
21312	Grand Forks Utility Billing	water treat & ww treat	samples	\$171.00
21313	H.E. Eversons	water treat & streets	maint/operation	\$122.00
21315	Hawkins	water treatment	chlorine	\$10.00
21316	Jacobson Brothers	library	snow removal - hired	\$80.00
21317	Jeff's Electric	armory	repair/maintenance	\$208.80
21318	Kotaco Fuel & Propane	all	fuel for vehicles	\$3,539.75
21320	Loffler's	all	software	\$348.53
21319	Linde Gas & Equipment	streets	maint/operation	\$54.26
21321	MayPort Auto & Truck Parts	streets	maint/operation	\$94.98
21322	MayPort Hardware Hank	all	maint/operation	\$121.07
21323	MayPort Hardware Hank	library	maint/operation	\$30.98
21355	Mayville Airport Authority	airport	specials	\$403.87
21324	Mayville State University Bookstore	library	office supplies	\$11.02
21325	Midcontinent Communications	all	internet & phones	\$1,388.28
21326	Miller's Fresh Foods	city hall	misc	\$120.74
21356	MPEDC	sales tax	October rec'd in November	\$8,173.36
ACH	NDPERS	all	insurance	\$4,266.90
21327	ND Sewage Pump & Lift Station	ww collection	repair/maintenance	\$2,992.49
21328	ND Sewage Pump & Lift Station	ww collection	maint/operation	\$17,545.00
21329	Network Center	all	datto backup, Office 365	\$837.50
21330	Newman Signs, Inc	streets	signs	\$72.87
21331	Nilson Brand Law	city attorney	legal issues	\$930.50
21332	Northern Fire Equipment	library	maint/operation	\$375.50
21333	One Call Concepts	water distribution	maint/operation	\$19.50
21334	OverDrive	library	computer/software	\$1,000.00
21335	Paulson Gravel Services Inc	emergency	lagoon rip rap	\$32,500.00
21336	Paulson Gravel Services Inc	city hall	snow removal - hired	\$220.00
21337	Polar	auditor	lease on phones	\$59.00
21338	Precision Electric	street lights	repair/maintenance	\$2,153.87
21339	Precision Electric	water treat & dist & ww	maint/operation	\$524.33
21340	Reliance Standard Life Insurance	all	life insurance	\$377.00
21342	Septic Tank Servicing	streets	maint/operation	\$250.00
21343	Soholt Bakery	city hall	misc	\$69.75
21344	Starion Bond Services	Streets 2022-1 & 2	bond interest payment	\$86,740.00
21345	Sweeney Controls Company	waste water collections	maint/operation	\$2,068.22
21346	Traill County Auditor	sanitation reserve	foreclosure - Stennes	\$21.00
21347	Traill County Recorder	cemetery	warranty deed - McCall	\$20.00
21348	Traill County Treasurer	sheriff	monthly payment	\$26,118.00
21349	USPS	non-dept	misc - box rent	\$188.00
21350	USPS	water dist & ww coll & tre	postage for water bills	\$348.87
21351	Verizon Wireless	all	cell phones	\$235.90
21352	Vestis/Aramark	all	cleaning/rugs	\$508.07
21353	Waste Management	sanitation	garbage & recycling	\$26,238.19
21354	Xcel Energy	all	electricity	\$8,886.79

H2O Deposits refunded

21299	City of Mayville (Haleigh Jensen)	\$150.00
21300	City of Mayville (Savanah Elliff)	\$78.90
21297	Carlee Jo Ellingson	\$150.00
21314	Hannah Buzick	\$150.00
21341	Savanah Elliff	\$71.10
		\$259,950.15

Soholt seconded the motion, motion carried.

Approval of financial reports: Tabled for this month.

Review Calendars: December 2024 & January 2025: Admin and Physical Plant Committees will meet Tuesday 5pm, and Wednesday 7am, respectively, the week preceding the following month's Council meeting. Council meetings are the first Monday in the month. Exceptions that arise to these committee and council meeting dates will be reviewed at the monthly City Council meetings. Moen made the motion to accept the calendars as presented. Soholt seconded the motion, the motion carried.

LAWA – Bohnsack gave an update. They are looking for increased funding (another 220M). There has been 27 miles of pipe laid so far. It costs an average of 7M/mile. Bohnsack stated that it will take 4 more years to complete. The pumps that are being used are 2000 HP. There is extensive work being done at the Water Treatment Plant at Garrison Diversion.

Petersen made the motion to authorize the City Attorney to make adjustments to the cemetery contract. One change would be changing to a 1-year calendar season, possible chance of making into a 2 year contract if both parties agree. Moen seconded the motion, the motion carried.

There was one bid for Gravel and that was from KRB for Class 5 gravel. Their bid was for \$16.20/yd. Moen made the motion to accept this bid. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Petersen, Soholt, Moen, Bohnsack, Halvorson; Nay: Zero; Absent: O'Brien.

Farmers Union Oil of Portland ND gave the only bid for fuel. Their bid was .05 cents off pump price with no reduction in price for bulk delivered. Petersen made the motion to accept this bid. Bohnsack seconded the motion and upon a roll call vote the following voted; Yea: Halvorson, Bohnsack, Soholt, Moen, Petersen; Nay: Zero; Absent: O'Brien.

The City received 5 bids for the cemetery contract for 2025 calendar season. Mehus - \$24,000; Pederson/Teigland - \$18.00/hr; Manthey - \$23,200; All Seasons - \$24,200; LMN - \$21,700. Moen made the motion to accept the bid from LMN for \$21,700. Halvorson seconded the motion and upon a roll call vote the following voted; Yea: Soholt, Moen, Petersen, Halvorson, Bohnsack; Nay: Zero; Absent: O'Brien.

Moen made the motion to approve the liquor license applications for the 2025 calendar year. Halvorson seconded the motion and upon a roll call vote the following voted; Yea: Moen, Petersen, Bohnsack, Halvorson, Soholt; Nay: Zero; Absent: O'Brien

APPROVAL OF BEER & LIQUOR LICENSES FOR 2025

<u>STUB'S BAR</u>	\$ 1,200.00
BEER LICENSE ON	\$ 100.00
BEER LICENSE OFF	\$ 100.00
LIQUOR LICENSE ON	\$ 1,000.00
<u>TOP HAT LLC</u>	\$ 2,200.00
BEER LICENSE ON	\$ 100.00
BEER LICENSE OFF	\$ 100.00
LIQUOR LICENSE ON	\$ 1,000.00

LIQUOR LICENSE OFF		\$	1,000.00
<u>PETRI ENT, DBA HEROES-N-LEGENDS SPORTS BAR</u>			closed
BEER LICENSE ON			
BEER LICENSE OFF			
LIQUOR LICENSE ON			
<u>TOMAJE INC - DBA PIZZA SHOP</u>		\$	1,100.00
BEER LICENSE ON SALE		\$	100.00
LIQUOR LICENSE ON SALE		\$	1,000.00
<u>PAULA'S STEAKHOUSE</u>			no response
BEER + WINE LICENSE ON SALE			
<u>MAYVILLE GOLF CLUB INC</u>		\$	500.00
BEER LIC ON - Non-Transferable		\$	500.00
LIQUOR LIC ON - Non-Transferable			
<u>725100 CASEY'S GENERAL STORES MS# 1</u>		\$	1,100.00
OFF SALE LIQUOR		\$	1,000.00
OFF SALE BEER		\$	100.00
<u>B & B FAMILY RESTAURANT</u>	438 MAIN ST E		-
BEER LICENSE ON			-
WINE LICENSE ON			
<u>SMOKE EATERS</u>		\$	1,200.00
LIQUOR ON SALE		\$	1,000.00
BEER ON SALE		\$	100.00

RRVWSP Interim Financing Agreement Series D Small Systems Amendment shows Mayville's percentage to be 1.1948% with the Series D Principal to be \$135,046. Moen made the motion to accept this as presented. Sohlt seconded the motion and upon a roll call vote the following voted; Yea; Moen, Sohlt, Halvorson, Petersen, Bohnsack; Nay: Zero; Absent: O'Brien.

Partial Lot – Billy Balstad/Scott Weigel – offer \$1,500. Met with Robin A. Billy has signed the deed. Robin is processing. Will bless Scott buying back the lot at Council. Billy was unaware that the city owned it. Sohlt made the motion to approve this offer. Halvorson seconded the motion and upon a roll call vote the following voted; Yea: Sohlt, Halvorson, Petersen, Moen, Bohnsack; Nay: Zero; Absent: O'Brien.

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