# City Commission Meeting Valley City, North Dakota

## Tuesday, January 5th, 2021

5:00 PM

Via Zoom

President Carlsrud called the meeting to order at 5:00 PM.

Members present: President Carlsrud, Commissioner Magnuson, Commissioner Bishop, Commissioner Erickson, and Commissioner Gulmon.

Others present: City Administrator Crawford, City Attorney Martineck, Finance Director Richter, Deputy Auditor Klein, City Assessor Hansen, PW Accountant/Manager Jacobson, Police Chief Hatcher, Chad Petersen from KLJ, Operations Superintendent Klemisch, Gloria Swart, Jennifer Feist, Torrey Morehouse (Trademark Tooling)

### Approval of Agenda

Added NB-8 and NB-9

### Approval of Minutes

Commissioner Gulmon moved to approve the December 15th minutes, seconded by Commissioner Magnuson. Motion carried.

### Approval of Consent Agenda

1. **Approve Monthly Reports from the Fire Chief, Building Inspector, Auditor, Municipal Judge and Public Works Accountant.**
2. **Approve Monthly Bills for the City and Public Works in the Amount of $1,290,121.10**
3. **Approve 2021 Tree Trimming and Removal License for Pine Country Nursery.**
4. **Approve 2021 Application to Operate Mobile Home Park for** 
   1. **Plecity Mobile Home Park.**
   2. **Viking Drive Estates.**

Commissioner Bishop moved to approve, seconded by Commissioner Gulmon. Motion carried.

### Public Comments

There were no public comments.

### Ordinance

**1. Approve First Reading of Ordinance No. 1069, an Ordinance Creating a Perpetual Restrictive Covenant for Structures to be removed in Accordance with the State Water Commission.**

City Attorney Martineck stated part of the phase IV of the PFP the City used State dollars to buy out properties which are listed in the Ordinance. State Water Commission requires us to place convenient on what is built on those properties, how structure have to be built if there placed there. The property is supposed to remain as open space.

Commissioner Erickson moved to approve, seconded by Commissioner Bishop. Motion carried.

### Resolution

**1. Approve Resolution 2265, a Resolution to sell Real Property at a Private Sale.**

City Administrator Crawford stated she had gotten a request at someone purchasing the property on 5th where the house exploded. This is the first step towards the sale of properties the city owns.

Commissioner Erickson moved to approve, seconded by Commissioner Gulmon. Motion carried.

### New Business

**1. Approve Transformer Purchase Request.**

Electrical Superintendent Senf presented quotes earlier.

Commissioner Bishop moved to approve, seconded by Commissioner Erickson. Motion carried.

**2. Approve Economic Development Contract.**

Jennifer Feist requested approval for the presented agreement which is actually in place until December 31, 2029. This agreement allows us to go through every 2 years to make sure the contract reflects what we’re doing. Added was the addition of the Retention and Recruiting Coordinator.

Commissioner Gulmon moved to approve, seconded by Commissioner Magnuson. Motion carried.

**3. Approve Procurement Committee Final Report – 6th Street Engineering.**

City Attorney Martineck stated the city is scheduled to do a street reconstruction, water main replacement and a partial sanitary sewer replacement in 2022. Due to the project qualifies for State Water funding we went out for an RFQ. We received qualifications from 4 engineering firms. We went through the interview process and ranked the firms. KLJ/Moore ended up being the firms with the top priority so the committee is recommending the city hire them to do the preliminary engineering on this project.

Commissioner Gulmon moved to approve, seconded by Commissioner Magnuson.

Erickson-nay Magnuson-aye Bishop-nay Gulmon-aye Carlsrud-aye Motion carried.

**4. Receive Payment In Lieu of Taxes request for Trademark Tooling and Schedule date for a Public Hearing.**

Finance Director Richter stated he is looking for a 10 year PILOT. The schedule is included in packet. Whatever decision is made will be contingent on receiving the lease agreement.

Commissioner Gulmon moved to approve, seconded by Commissioner Magnuson. Motion carried.

**5. Approve Valley City CARES Business Assistance Program.**

Commissioner Gulmonstated the committee that consisted of himself, Commissioner Magnuson, City Administrator Crawford, Finance Director Richter and PW Accountant Jacobsen met to discuss ways to help businesses within the city during these difficult times. The proposal is to leverage $200,000 in CARES dollars for Chamber Bucks and receive a 25% benefit. There are some exclusions such as medical, dental, RXD, bills. The sales could begin on February 6th and would continue until out. The Chamber Bucks would be open to all businesses, not just Chamber members. If we committed $200,000 and another $12,000 for expenses and waive the remainder of the beer licenses for 2021 totaling $21,000. The total CARES expenditure would be $233,000.

Commissioner Gulmon moved to approve, seconded by Commissioner Magnuson. Motion carried.

**6. Approve Updates to Covid 19 Cares Act Relief Fund.**

Finance Director Richterreported on the changes for the revenues we’ve received and the expenditures to date. We’re estimating $91,000 for the December CARES revenue. Prior to the Prairie Dog money we used $150,000 for Streetscape II. Now that we have Prairie Dog funds which lightens up the load for R&R. We would request to take the $150,000 extra out of the R&R instead of the CARES freeing up more of those funds for other items. The other item for $100,000 is for property tax reductions that our citizens did get, not intentionally, but they did. The mill levy was calculated differently this year than prior years and the city ended up with a 4 mill reduction than what was expected. The next item is the bars and restaurants Covid relief but that’s where the $233,000 would go leaving us with $28,000 in our CARES relief fund.

Commissioner Magnuson moved to approve, seconded by Commissioner Bishop. Motion carried.

**7. Approve Amendment to the City Emergency Order.**

President Carlsrud stated the Governor has changed his order again. Requesting to amend the Emergency Order to follow the State order so it doesn’t need to be addressed every time. If there is something that we don’t agree with we can address those items.

Commissioner Gulmon moved to approve, seconded by Commissioner Bishop. Motion Carried.

**8. Approve Moving Forward with the 7th Ave NW Reconstruction and 2nd Ave NE Reconstruction Projects for 2021 Construction.**

City Administrator Crawford stated this is a project that was started in 2019 but it is shovel ready. One of the reasons it was put off was due to funding. PW feels that due to it being shovel ready and other chain events happen from this that this project is what we need to move forward with. It replaces storm sewer, water mains and will help with fire protection. We would need a contract amendment to help with updated costs.

Commissioner Erickson moved to approve, seconded by Commissioner Bishop. Motion carried.

**9. Discuss City Engineer.**

Commissioner Bishop stated if we have a City Engineer and they are also bidding project, who is going to hold them accountable?

Commissioner Bishop motioned if KLJ wanted to the City Engineer they can’t bid on projects. If they want to bid they resign as City Engineer, Commissioner Erickson seconded that motion.

Magnuson-nay Bishop-aye Gulmon-nay Erickson-aye Carlsrud-nay Motion failed

### City Administrators Report

City Administrator Crawford stated she had been investigating lots of things. Working with PW to get a plan together on what they think are most critical action items and then speak with the engineers. We have now sent out reviews to the department heads and those will take place on the actual anniversaries of the employees so they aren’t all done at once.

### City Updates & Commission Reports

Police Chief Hatcher updated that he was working on the new policy manual. Anybody that lives on the snow emergency routes, please make sure your cars are removed when snowing.

Commissioner Gulmon thanked the Commission for the support with the new Business Assistance program. Thanks to Kay and the Chamber for the background work and the work going forward to get this ready. Thanks to Gary, Gwen and Avis for the collaboration, I think this program will make a difference.

Commissioner Erickson thanks the City crew for their work. Also a gentlemen thanked the fire department for not destroying many more equipment than they had to when they put out his fire.

Commissioner Bishop thanked the Fire Department, they’ve been out a lot lately. Also thanks to the Police Department.

Commissioner Magnuson thanked the Commission for their leadership abilities for helping the city grow.

President Carlsrud thanked all of our employees. The first trip through a snow event is something. As citizens we have to remember they can clear our streets pretty fast after a snow event but please drive for the conditions.

**Meeting was adjourned at 6:02 PM**

Attested to by:

Avis Richter, Finance Director Dave Carlsrud, President of the

City of Valley City City of Valley City Commission