# City Commission Finance Meeting

# Valley City, North Dakota

## Tuesday, February 7th, 2023

3:30 PM

### Called To Order

President Carlsrud called the meeting to order at 3:30 PM.

#### Roll Call

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

Others Present: City Administrator Crawford, Finance Director Richter, Administrative Assistant Johnson

**Department Reports**

**Sanitation Department**

Sanitation Supervisor Swart requested businesses and residential customers to make sure to clean the ice and snow from your trash cans for safety reasons.

**Water Department**

Water Superintendent Hesch reported they are transforming their lighting to LEDs.

**Fire Department**

Fire Chief Magnuson reported on the calls for service for January.

**Police Department**

Nothing to report.

**Street Department**

No report due to working on a water break.

**Administration**

Finance Director Richter reported the cost of our audit, Eide Bailly has increased substantially. Due to the amount of the estimate, we would normally need to request bids but we are okay, with your consensus, to bypass that this year. Commissioners gave consensus to continue with Eide Bailly at this time.

**Review monthly bills/reports**

Finance Director Richter reported $1,459,004 for the month of January.

**Discuss Sales of Electronic Cigarettes.**

**Input from City County Health Department**

Theresa Will, Kaitlyn Lee and Abby Wilmes provided information as to why they were in favor of keeping the ordinance banning electronic cigarettes in place.

**Input from John Stearns**

Johns Stearns provided input on why he is in favor of allowing electronic cigarettes.

**Viking Drive Estates Update.**

Due to the lack of progress, City Administrator Crawford recommended an agreement be put in place with an actual deadline. Consensus was to move forward with agreement presented at the March 7th, 2023 meeting by David Wick and a contractor with a timeline of when work is to be completed.

**Discuss Plat Recording Procedure.**

All plats will be recorded by our office to make sure it is completed. There will be an amendment to the MFS to cover fees.

**Update Fees for Select Code Violation.**

Ordinance 1125 and 1126 have been updated to remove conflicting information.

**Policy Manual Update – Unpaid Leave.**

This change will require uniformed PD personal to have a 40-hour bank balance remaining after vacation payout.

**Discuss Prices for Upcoming Construction Season.**

Marshall gave his department report.

Bids were presented for materials needed for work this year. Due to the total cost being over $30,000 they needed to be brought in front of the commission. Also requesting amending the purchasing policy due to these materials being for several different projects throughout the year but due to them being purchased at one time they need the approval.

**Adjourn**

The meeting was adjourned at 4:51 PM.