# City Commission Meeting Valley City, North Dakota

## Tuesday, March 7th, 2023

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: City Attorney Martineck, City Administrator Crawford, Finance Director Richter, Administrative Assistant Johnson.

#### Pledge of Allegiance

#### Approval of Agenda

Add N8 and N9

Commissioner Bishop moved to approve, seconded by Commissioner Erickson. Motion passed unanimously.

#### Approval of Minutes

Commissioner Magnuson moved to approve the minutes from the February 21st, 2023 Commission Meeting, seconded by Commissioner Gulmon. Motion passed unanimously.

#### Approval of Consent Agenda

**Approve Monthly Reports from the Fire Chief, Electrical Superintendent, Building Inspector Finance Director and Municipal Judge.**

**Approve Raffle Permit for the following**

**Education Foundation for VCPS on March 16th, 2023 at the HAC.**

**Express Wrestling of Valley City on March 18th and 28th, 2023 at the HAC.**

**Approve Contractor License for Meyer Milk Transport Inc.**

Commissioner Bishop moved to approve, seconded by Commissioner Erickson. Motion passed unanimously.

#### Ordinance

**Approve First Reading of Ordinance 1127, an Ordinance to Amend and Reenact Section 14-06.1-06 of the Valley City Municipal Code Related to Fee for Unlawfully Entering Closed Road.**

City Attorney Martineck stated it was brought to our attention that the fine through the city was double what the fine is through the state, which was not the intent. This ordinance will match what the state is set at $250.

Commissioner Bishop moved to approve, seconded by Commissioner Gulmon.

Motion passed unanimously.

#### New Business

**Approve Monthly Bills for the City and Public Works in the Amount of $1,716,523.84.**

Commissioner Bishop moved to approve, seconded by Commissioner Magnuson. Motion passed unanimously.

**Approve Amendment to Purchasing Policy.**

City Attorney Martineck reviewed the changes.

Commissioner Gulmon moved to approve, Seconded by Commissioner Bishop. Motion passed unanimously.

**Appoint New Member to Planning and Zoning Commission to Fill Unexpired City Resident Term Ending on June 30th, 2026.**

Commissioner Erickson motioned to appoint Tim Durheim, seconded by Commissioner Magnuson. Motion passed unanimously.

**Approve Joint Powers Agreement for SVACTC Contingent upon Approval from the SVACTC Board.**

Commissioner Erickson moved to approve, seconded by Commissioner Gulmon. Motion passed unanimously.

**Consider Accepting Project No. SU-2-990(060), PCN 23154-6th St. NW Reconstruction.**

Commissioner Bishop moved to approve, seconded by Commissioner Gulmon. Motion passed unanimously.

**Approve Preliminary & Design Engineering Task Order for Project No. UGP-2-990(067), PCN 23951-2024 Urban Grant Reconstruction Project.**

Commissioner Magnuson moved to approve, seconded by Commissioner Bishop.

Roll Call: Erickson-nay Gulmon-aye Bishop-aye Magnuson-aye

Motion passed.

**Approve Preliminary Engineering Task Order for NW Water Tower Study.**

Commissioner Magnuson moved to approve, seconded by Commissioner Gulmon.

Roll Call: Magnuson-aye Erickson-nay Gulmon-aye Bishop-aye Carlsrud-aye

Motion passed.

**Approve 2024-2027 Urban Roads Program Worksheet.**

Commissioner Bishop moved to approve, seconded by Commissioner Magnuson. Motion passed unanimously.

**Approve Application for Mobile Home License for Viking Drive Estate.**

Commissioner Bishop moved to approve contingent on application being completed in one week, seconded by Commissioner Gulmon.

Roll Call: Gulmon-aye Bishop-aye Magnuson-nay Erickson-aye Carlsrud-aye

Motion passed.

#### City Administrator’s Report

**City Administrator Crawford** stated they are following and working on bills. If you have issues such as water issues, please call Public Works. We do not know about issues if you don’t call. We are also taking service order for things that need our attention such as potholes. They may not be the top priority but with the service orders out there we can better track them.

**City Attorney Martineck** stated we are currently hiring for the Administrative Assistant II position at City Hall which closes on March 17th. Also, there is a misconception that if you are a business owner you are able to give away free alcohol which is not the case under the current ordinance. Options of what can be done to work with businesses will be discussed.

**Commissioner Gulmon** reported on the financials ending 12/31/2022.

**Commissioner Erickson** reminded everyone to have their garbage out before 7 am.

**Mayor Carlsrud** reminded everyone to clean the snow away from their garbage cans and thanked all employees.

#### Adjourn

Meeting was adjourned at 5:48 P.M.

Attested to by:

Avis Richter, Finance Director Dave Carlsrud, President of the

City of Valley City City of Valley City Commission