# City Commission Finance Meeting

# Valley City, North Dakota

## Tuesday, March 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 Attorney Martineck, 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 and reminded them to have their garbage out before 7. Also, those that did not get their garbage picked up on Wednesday will not be charged extra to have it picked up this week.

**Water Department**

Water Superintendent Hesch reported on water operations. AE2S will be up next week for a meeting on water loss.

**Electrical Department**

Darwin reported on the outages and work planned.

**Fire Department**

Fire Chief Magnuson reported on the calls for service for February. Covered the grants that have been approved. Smoker is on March 25th.

**Police Department**

Reported there will be extra patrol during the Winter Show events.

**Street Department**

Operations Supervisor Klemisch explained the plan for snow removal with the upcoming weather systems. Also requested if residents are having issues with their water to call Public Works. We don’t know of any issues unless you call.

**Administration**

City Administrator Crawford stated Emerald Ash Borer was documented in Moorhead so we will need to look at that closer as it is here quicker than we expected.

Finance Director Richter reported the auditor’s departments are working on the audit fieldwork that is scheduled for March 27-31. We are advertising for an Administrative Assistant II position.

**Review monthly bills/reports**

Finance Director Richter reported $1,716,523.84 for the month of February.

**Discuss Sales of Electronic Cigarettes.**

Consensus to add the ordinance to the April 5th meeting.

**Discuss Viking Drive Estates.**

Consensus was made to approve mobile park home application while monitoring improvements.

**Discuss Amendment to Purchasing Policy.**

City Attorney Martineck reviewed the requested amendment.

**Discuss Appointing New Member to Planning and Zoning Commission.**

Ian Jacobson and Tim Durheim have both submitted their letter of interest.

**Review Proposed 2024-2027 Urban Program Worksheet.**

Due to remaining time allowed, this was moved to the commission meeting for discussion.

**Adjourn**

The meeting was adjourned at 4:53 PM.