# City Commission Meeting Valley City, North Dakota

## Tuesday, March 16th, 2021

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 Supervisor Jacobson, Fire Chief Magnuson, Police Chief Hatcher, Operations Supervisor Klemisch, Sanitation Supervisor Swart, City Engineer Chad Petersen.

#### Approval of Agenda

No changes.

#### Approval of Minutes

Commissioner Bishop moved to approve the minutes from the March 2nd meetings, seconded by Commissioner Magnuson. Motion carried.

#### Approval of Consent Agenda

1. Approve Electrician, Plumber and/or Mechanical Contractor License for the following:
   1. Tim’s Plumbing LLC.
   2. Sheyenne River Repair.
2. Approve Rally in the Valley Parade on June 19th, 2021 on Central Ave from Dairy Queen to 4th St S.

C. Approve Raffle Permit for the Valley City Fire Department at the Eagles on April 30th, 2021.

D. Approve Block off Street request for Valley City High School Prom on May 1st on 4th St NW from Central Ave to 2nd Ave NW.

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

#### Resolution

**Approve Resolution 2277, a Resolution Creating Paving Improvement District No. 122 (Main Street Seal Coat).**

Chad Petersen from KLJ stated this is to create the special assessment district. Approximately 5% of the total project cost will be special assessed.

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

**Approve Resolution 2278, a Resolution Approving Engineers Report & Directing Preparation of Detailed Plans, Specifications & Estimates of Probable Cost for Paving Improvement District No. 122 (Main Street Seal Coat).**

Chad Petersen from KLJ stated the DOT is currently working on the environment portion of this project and then will work on the plan development. The project will be bid in May. Since part of the main street corridor is in the floodway they are getting challenges with the State Water Commission on getting approval for that. A little stricter and different than what we’re used to for a seal coat but it’s still scheduled for May. If the challenges continue it may go into June. Estimated cost is about $130,000 with the local share being about $13,000, half of which will be special assessed.

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

**Approve Resolution 2279, a Resolution Declaring Necessity for Paving Improvements in Paving Improvement District No. 122 (Main Street Seal Coat).**

Chad Petersen from KLJ stated this was the same project. The properties have been identified for the special assessments and this will start the 30 day protest period.

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

**Approve the following Resolutions relating to Projects 119 and 119B.**

* **Resolution 2280, a Resolution Accepting Bid and Awarding Contract for Paving Improvement District No. 119, contingent upon approval from ND DEQ.**
* **Approve Resolution 2281, a Resolution Accepting Bid and Awarding Contract for Paving Improvement District No. 119B, contingent upon approval from ND DEQ.**
* **Approve Resolution 2282, a Resolution Accepting Bid and Awarding Contract for Sanitary Sewer District No. 64, contingent upon approval from ND DEQ.**
* **Approve Resolution 2283, a Resolution Accepting Bid and Awarding Contract for Storm Sewer District No. 52, contingent upon approval from ND DEQ.**
* **Approve Resolution 2284, a Resolution Accepting Bid and Awarding Contract for Water Main District No. 100, contingent upon approval from ND DEQ.**

Chad Petersen from KLJ stated on February 26th bids were open for the districts on 7th Ave NW, 4th St NW and 2nd Ave NE. We received three bids and reviewed those at the last meeting. At this time we can’t officially award the project but this will allow us to take action contingent on the approval of ND DEQ and then we can move forward with the contracting and move forward in the spring. We are anticipating the approval from ND DEQ in the next couple weeks. Commissioner Magnuson moved to approve, seconded by Commissioner Gulmon. Motion carried.

#### New Business

**Approve request from the Water Trail Committee of up to $1000 for the install of low head dam signage with applicable posts and hardware.**

City Administrator Crawford stated Bobby Koepplin had spoken about this earlier this summer. They are asking several entities to put in money so they can show that there are a lot of people involved.

Commissioner Bishop asked where the money would come from.

Finance Director Richter stated she could see several areas where it could come from. The small projects fund, Cares, or street department.

Commissioner Bishop questioned if the signage we would pay for would be just for signs located in city limits. I would be in favor of paying for the signs within city limits.

City Administrator Crawford stated there is more to it as the point of this is to make it a part of the designated water trail which is why they are asking several entities, it will cost a lot more than that overall.

Commissioner Gulmon motioned to approve, seconded by Commissioner Magnuson.

Finance Director Richter stated we typically pay nothing up front, we usually reimburse based on invoices. If you approve this we can ask approximately what the cost would be for signage in city and if it’s reasonable around that $1000.

Commission Bishop requested the motion be redone that up to $1000 with appropriate invoices.

President Carlsrud added that maybe the $1000 is a good investment for tourism. Commissioner Gulmon agreed.

Commissioner Gulmon stated his motion stands as made. He agrees to appropriate $1000 for this program. If the expenses come in at $900 he gets $900, if he needs $1000 from each of the groups….

President Carlsrud added it could be less. It’s probably like we have done in the past with the Beautification Committee, they send in vouchers.

Roll Call: Magnuson-aye Bishop-aye Gulmon-aye Erickson-aye Carlsrud-aye Motion carried.

**Discuss quotes for 7 year lease of heavy equipment.**

Operations Superintendent Klemisch stated we are currently leasing with RDO which is up in June. Butler came in quite a bit higher than RDO. I would like to go with option two. We notice when pushing snow up-hill there is a little more horsepower and it makes a difference.

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

**Authorize the City Administrator to negotiate and enter into a contract for lease and purchase of PFP Cold Storage Building, along with incidental work and expenses.**

Move to enter into an Executive Session as authorized in subsection 9 of section 44-04-19.1 of the North Dakota Century Code. The purpose of the Executive Session is to discuss negotiation strategy of contract. At this time motion would be in order to discuss the next topic in Executive Session rather than in an open meeting session.

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

Executive Session began at 5:31 pm and was attended by President Carlsrud, Commissioner Magnuson, Commissioner Bishop, Commissioner Erickson, Commissioner Gulmon, City Administrator Crawford, City Attorney Martineck and Finance Director Richter.

The Executive Session adjourned at 5:41 and the meeting reconvened.

City Commissioner Gulmon moved to allow City Administrator Crawford to enter into a lease purchase for a storage building for PFP, seconded by Commissioner Erickson. Motion carried.

**City updates & Commission Reports**

**City Administrator Crawford** reported she had been working with the Vo-Tech Center and they had agreed to work with us on decorating the large electrical boxes on Central. As part of their graphic design class they would design and we would approve designs to put on the boxes to make them look nicer. We would pay for materials and would also receive a discount if we allowed them to add their logo.

We have more information going on with the Little Dam. Today is a good opportunity to drive by City Park and South. They had to shut off the dam so they could add the bridge to the golf course. It’s still not at the lowest but if we were to take the Little Dam out it would be another 4 ft. down. I just wanted to bring it up so you could get a visual when they are discussing certain pieces. There would be no fishing, no recreation around that horseshoe and that’s something that was nice to see in person on how it would affect it. We’re going to have the individuals that have shown interest and concerns about this we will have them also work with the Barnes County Resource District so everyone realizes how much of a deal this is, it’s not just the City saying not to do it.

**City Attorney Martineck** reported that at the last meeting we talked about hiring a new sanitation worker we yet have another opening. The water/sewer department is looking for summer help. The next meeting we will be talking about the forester situation. I think Bob has agreed to come back on with us but we’re going to discuss if that should be a contract or a part-time situation. Also, with the county being in green right now we have decided to go ahead with our employee appreciation event. That is tentatively scheduled for May 7th.

**Sanitary Supervisor Swart** thank you to everyone for all the help during the Winter Show.

**Chad Petersen** reminded everyone that we have the meeting for 6th St. NW construction project on Thursday, March 25th.

**Commissioner Gulmon** thanked the Commission for leveraging $200,000 of Cares funds for the Love of Local program. They are all sold out and generating a million dollars in retail sales. It has made a huge impact in the community. Thanks to Dewey Gwen, and Avis for putting the program together and Brenda and Brandy for helping with sales in the last couple weeks. Also thanks to the Chamber for taking this project on. They have a lot to do in their office and it did impact them, they did a great job. Thanks to Clint, I wanted to tour some of the City buildings and Gwen went with. We walked through several of our buildings and my eyes were opened, there is a real need for a Service Center and saw what the guys go through on daily basis. A couple weeks ago I went through the Green Dot training, a bystander intervention, I suggest if you have an opportunity to attend it.

**President Carlsrud** stated also went through the Green Dot training and encourages anyone who is able to go through it. At the well site a citizen had mentioned to do a sitting area. Something to keep on the back burner. Shout out to the Winter Show, it was a heck of a great show and wonderful attendance.

#### Adjourn

Meeting was adjourned at 6:00 P.M.

Attested to by:

Avis Richter, Finance Director Dave Carlsrud, President of the

City of Valley City City of Valley City Commission