# City Commission Meeting Valley City, North Dakota

## Tuesday, April 6th, 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, City Assessor Hansen, PW Supervisor Jacobson, Fire Chief Magnuson, Police Chief Hatcher, Operations Supervisor Klemisch, City Engineer Chad Petersen.

#### call to order

Meeting was called to order at 5:00 PM

#### City Government Week Proclamation

President Carlsrud read the City Government Week Proclamation.

#### Mayor for a day

President Carlsrud recognized Mayor for a Day essay winner, Haylee Martin.

#### Presentation of safe drinking water act certification of achievement

President Carlsrud recognized Wade Hesch and Sherry Keyes for their efforts to maintain safe drinking water.

#### Approval of Agenda

Add N5. Discuss increasing purchasing policy.

#### Approval of Minutes

Commissioner Bishop moved to approve the minutes from the March 16th and March 30th meetings, 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 $1,361,072.60
3. Approve Electrician, Plumber and/or Mechanical Contractor License(s) for the following businesses:
   1. Magnum Electric, Inc.
   2. On Demand Plumbing
   3. Ace Plumbing
   4. ASAP Electric
   5. Home Heating, Plumbing & A/C, Inc.
   6. Maple River Electric
   7. Engel’s Electric
4. Approve Raffle Request for
   1. St. Catherine’s Knights of Columbus.
   2. Barnes County Wildlife Federation.
5. Approve Block off Street Request for Thundering Saints Debbie Gabel Memorial from 12 PM on August 13, 2021 to 8 AM on August 14, 2021 for 3rd Ave SE from Main St. to 2nd St SE contingent on receiving payment.

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

#### Public Hearing

**Public Hearing for Application for Property Tax Incentives for New or Expanding Businesses (PILOT) for Trademark Tooling, LLC.**

President Carlsrud declared the public hearing open.

Commissioner Gulmon read a letter of concern that had been sent in regarding the application.

Commissioner Magnuson stated that everybody has that same opportunity to apply for the same thing. You do not have to apply before taking residence of the building.

Commissioner Gulmon added that you have up to 20 years to apply for a PILOT and they have met all the criteria.

Commissioner Gulmon moved to close the public hearing, seconded by Commissioner Magnuson. Motion carried.

Approve Resolution 2285, a resolution approving Property Tax Incentives (PILOT) for Trademark Tooling, LLC.

Commissioner Gulmon moved to close the public hearing, seconded by Commissioner Bishop. Motion carried.

#### Ordinance

**Approve First Reading of Ordinance No. 1074, an Ordinance enacting a new section of the Valley City Municipal Code relating to Wireless Telecommunication Facility Guidelines.**

City Attorney Martineck stated a version of this ordinance was presented to the commission in January. After receiving some comments we decided to start over. This provides a process for the city to review applications for wireless facilities coming to town.

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

**Approve First Reading of Ordinance No. 1076, an Ordinance to amend and reenact section 7-04-04 of the Valley City Municipal Code related to numbers on buildings.**

City Attorney Martineck stated this is to bring our number building ordinance up to par with the state building code. It requires larger numbers for emergency personnel to be able to find the houses easier.

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

#### Resolution

Approve Resolution 2287, a Resolution Amending the Master Fee Schedule re Planning and Zoning Application Fees.

City Administrator Crawford stated the reason for this is when we were having different people turning in their permits we would have to wait to find out what their publication fees were so we wanted it to be more seamless. We went ahead and added the publication fees into the actual fees but that requires a fee change on the MFS.

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

Approve Resolution 2288, a Resolution Approving Modifications to the Electric Rates.

PW Manager Jacobson stated we are not asking to increase rates. We just want some housekeeping type changes. The only change to a rate is on page 3. We’re asking to change the Green Energy Adder rate. Moving it from 0.5 cents per KWH to 0.1 cent per KWH based on what we are getting charged from MRES. The other changes are just to wording on the lighting rentals and putting back in wording for the large power demand credit.

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

#### New Business

**Approve NDDOT Cost Participation and Maintenance Agreement for Project NHU-2-094(181)929, Paving Improvement District No. 122 (Main Street Seal Coat).**

Chad Petersen from KLJ reported the project is currently scheduled for May 14th 2021 bid opening. This is funded with federal and state dollars however there is a local share of about 10%. This also outlines the City’s responsibility post construction.

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

**Approve Gaming Site Authorization for Thundering Saints, Inc. on April 6, 2021 through June 30, 2021 at Woodland Steakhouse.**

Finance Director Richter stated this is part of the Debbie Gabel memorial event. This is for pull tabs at the Woodland Steakhouse.

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

**Approve Amendment to Employee Salary Schedule.**

City Attorney Martineck stated there are 3 requests. The first is the addition of a seasonal PW worker with a min. of $14 and max of $16, the second is a Sanitation Specialist I with a Class A CDL which would be a $1 differential over the Sanitation Iposition and the third would be the addition of an E21 Forester position which would be a minimum of $17 and a maximum of $27. That position would be a maximum of 350 hours per year, non-benefitted.

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

**Approve Construction Engineering Agreement for Paving Improvement District No.119 and119B, Sanitary Sewer District No. 64, Storm Sewer District No. 52 and Water Main District No. 100.**

Chad Petersen from KLJ reported that this project was bit out back on February 26th. We found out today that we are able to award the project to the Sellin Brothers. Based off the contractors time its scheduled to start late April to early May and the completion date is scheduled for October 16th, 2021.

Commissioner Gulmon moved to approve, seconded by Commissioner Magnuson.

Roll call: Gulmon-aye, Erickson-nay, Bishop-aye, Magnuson-aye, Carlsrud-aye

Motion carried.

**Approve Amendment to the Purchasing Policy.**

City Attorney Martineck stated right now when city staff purchases anything over $10,000 they are required to come before the Commission. We are looking for a vote from the Commission to increase that purchasing amount to amount agreed on.

Commissioner Bishop motioned to increase the Purchasing Power to $30,000, seconded by Commissioner Magnuson. Motion carried.

#### City updates & Commission Reports

**City Administrator Crawford** reported there are a lot of different things in process. Last week we went to the stand pipe and they showed me where it was coming out and freezing. We will have to look into it further to see what needs to be done. We have a lot of stuff coming up on the Planning and Zoning meetings.

**City Attorney Martineck** we are currently hiring for summer help in PW so anybody looking for a FT job is encouraged to apply. The pay has increased to $14/hour so hopefully we get some good candidates this year.

**Finance Director Richter** reported last week we were in full gear with the 2021 audit. Thank you to the Auditors department, Brenda and Brandy and the PW Finance department. Everyone just put everything aside to get the information back to Eide Bailly quickly.

**City Assessor Hansen** stated the City Board of Equalization meeting is next Tuesday, April 13th at 4 PM. Reminder to the public, if property owners wish to begin the appeal process it needs to start at the city level. Have a specific value in mind with supporting evidence. If you want to appeal but are unable to attend, phone calls and letters are accepted.

**PW Manager Jacobson** reported that we are still doing our email campaign through the end of this month.

**Fire Chief Magnuson** reported that we have gotten a few phone calls about burning in the city. You cannot open burn in the city, especially now with the burn ban on.I have 5 new members that are getting ready to take the Firefighter I testing. It takes 165 hours to get ready for this test. That will take place the morning of April 17th.

**Chad Petersen** reported the 7th Ave NW project we can anticipate on having our preconstruction meeting here the next week or two and then construction will be starting soon for that. 5th Ave NW we have gotten calls from KPH wanting to come back and get started on that. We don’t have a definitive schedule on that but they’re talking about getting the concrete work done and then the asphalt. We expecting getting that wrapped up May timeframe. We don’t have a firm timeframe on the Streetscape yet. I expect to hear something soon as they were wanting to get started the end of April, beginning of May. When Gwen and I talked last week we are wrapping things up to address the storm sewer modifications for the PFP on Main Street by the Elks building. Hopefully in the next few weeks we’ll have a contractor lined up to take care of that.

**Commissioner Gulmon** stated in the next couple days he’ll be working with Gwen, Avis and Mike to bring a proposal for funding for the addition to the fire hall. I will also be working with Gwen and Avis to put together a proposal for housing incentives.

**Commissioner Bishop** shouted out to the Fire Department and Police Department for the job they do. If you see them, thank them. Just some things regarding the burn ban. You cannot have a fire in a fire pit. You can use gas, charcoal or wood filled grill o with a cover as long as they are on a hard, non-organic surface and 15 feet away from vegetation and that you have an extinguisher and water available if you need.

**President Carlsrud** reminder that Spring Cleanup is May 24th-May 28th. Do not set stuff out early. We have had violations at the drop site for leaves and trees, wood is not allowed. We do have cameras and there has been a citizen that has found that out. Please adhere to the signage. Thank you to our employees. Thank you to the Commissioners for serving. Shout out to Wade and Sherry for the awards they have earned through working for all of us in Valley City. Thank you to all that worked on Mayor for a Day and City Government. Thank you Haylee and parents, Mrs. Breckheimer and Mr. Miller.

**Finance Director Richter** reminding everyone the next Commission Meeting has been rescheduled to April 19th to allow staff to attend NDLC Training.

#### Adjourn

Meeting was adjourned at 5:51 P.M.

Attested to by:

Avis Richter, Finance Director Dave Carlsrud, President of the

City of Valley City City of Valley City Commission