# City Commission Finance Meeting

# Valley City, North Dakota

## Tuesday, May 2nd, 2023

3:30 PM

**Called to Order**

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

**Roll Call**

Members present: President Carsrud, Commissioner Magnuson, Commissioner Bishop, Commissioner Erickson

Other present: City Attorney Martineck, City Administrator Crawford, Deputy Auditor Klein, Administrative Assistant Johnson

**Department Reports**

**Sanitation Department**

Sanitation Supervisor Swart- Dates scheduled for Clean Up Week will be May 15th-20th, garbage needs to be separated from wood, no metal or tires allowed and paint needs to be dried. Transfer Station will be open on Saturdays, beginning May 6th, from 8 a.m. to 12 p.m. Grass sites are also open 24/7, no wood is allowed. Enclosures around dumpsters need to be clear of debris for safety of employees. There are not any woodchips available at this time. The new automated garbage truck has arrived- overview of the process of setting up the new garbage system. Residents will receive 1- 65 gallon garbage can with a barcode on it, garbage must be in can, regular cans will no longer be allowed, new cans will be delivered the week of May 22nd, pick up with the new truck will begin week of June 5th, racks will no longer be permitted and cans cannot be fastened to anything, 3 feet of distance between can and any other object, residents may purchase an additional can for a 1 time fee of $75 and they will be charged an additional monthly fee of $25 to dump the extra can (all or nothing fee), garbage needs to be out by 7am, do not call Transfer Station until 3pm if garbage hasn’t been picked up, one truck will pick up residential garbage and another truck will pick up dumpsters, residents will be able to dispose of old cans at the Transfer Station for free (date will be determined), garbage pick up dates will likely change.

**Water Department**

Water Superintendent Hesch reported that water usage has been up a bit, due to people washing their houses, vehicles, etc. There are a few maintenance issues with pumps and they will be changing/updating pumps- possibly next year. Residents have been calling to have pipes flushed. Discussed Certificate of Achievement for Valley City’s water and what goes into receiving it. President Carlsrud presented the Certificate to Mr. Hesch.

**Electric Department**

Electrical Superintendent Senf reported that they have started trimming trees and are getting started on capitol projects. There was one outage during April due to water. Discussed transformers and the ability to purchase them due to the increased wait time and whether the city should purchase some extra ones now at a higher rate to make sure we have them available if needed or possibly pre-paying for some transformers to lock in a price. Marshall is getting quotes on transformers and needs to know as soon as possible if any new building will be going up that will require transformers.

**Fire Department**

Fire Chief Magnuson reported on the calls for service for April. City is currently in high fire range, but some rain should help. Side by side has arrived and the grant has been sent. The new boat has also been ordered and costs should be completely covered through donations and insurance, it should arrive in 6-12 months.

**Police Department**

Police Chief Hatcher reported that the PD is doing summer planning for training and moving SRO back to patrol. The new car should be out on the road this week.

**Street Department**

Operations Supervisor Klemisch reported that they will begin flushing fire hydrants next Monday. The Street Department will be doing curb and street painting starting next week and then they will move on to patching. There are a couple of low-lying areas with water pumps still being used. Couple of guys will be sent to training in Bismarck. The alleys have been finished and they are cleaning the boulevards now.

**Administration**

City Administrator Crawford stated that she was approached about running for the board member for The North Dakota League of Cities, would like to have the Commissioner’s permission/blessing to run. The Commissioners approved of her running for the position. Deputy Auditor Klein introduced new hire- Brenda Gehlhoff.

**Review monthly bills/reports**

Deputy Auditor Klein reported expenditures in the amount of $2,706,395 for the month of April. Final payment of $50,000 was made to the Park District for the Wellness Center through the Tourism Fund. Monthly amount does include the cost of the new garbage truck, but does not include the cost of the new garbage cans.

**Clarification for Prairie Dog Funds for Infrastructure for New Development**

City Administrator Crawford would like clarifications to the rules for Prairie Dog Funds. 1) Would like to set a timeline for when funds need to be used by. Her recommendation would be 3 years and after that time, they may apply for a 1-year extension. Commissioners discussed the recommendation and agreed to 2-year timeline and then persons may apply for the 1-year extension if the project hasn’t been started. 2) Infrastructure- should MDU be included for new subdivisions, using the New Development Fund? Commissioners agreed to include “natural gas”. 3) Current recommendation is $150,000- do we want to keep this as the recommendation? After discussion, Commissioners agreed to keep the $150,000 recommendation. 4) Who is eligible- residential, commercial or both? Commissioners agreed that both commercial and/or residential will be eligible in Newly Annexed areas.

**Review Credit Limits on City Purchasing Cards**

Deputy Auditor Klein requested that Credit Card limits be increased for VCPW, Deputy Auditor, Fire Department and the Police Department. Commissioners approved.

**Adjourn**

The meeting was adjourned at 4:42 PM.