# City Commission Finance Meeting

# Valley City, North Dakota

## Tuesday, June 6th, 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, Commissioner Erickson and Commissioner Gulmon

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

**Department Reports**

**Sanitation Department**

Sanitation Supervisor Swart reported on the automated garbage process and the pick-up schedule for areas of town. They’re also working on driving hours for a couple employees that needs to be completed for testing.

**Forestry Department**

Bob Anderson reported he has not sent out any letters on Dutch Elm disease. Letters have been going out for pruning, mainly for where the new garbage truck is going. Provided an update on Emerald Ash Borer and provided different options to mitigate it. It was recently documented in Moorhead this spring so it’s pretty close.

City Administrator Crawford recommended a task force be created to develop a plan of action.

**Water Department**

Water Superintendent Hesch reported that water usage has been up a bit, due to people washing their houses, vehicles, etc.

**Electric Department**

Cory Buck reported on outages and upcoming projects.

**Fire Department**

Fire Chief Magnuson reported on the calls for service for May. A few employees attended the State Fire Convention.

**Police Department**

Police Chief Hatcher reported the police department is busy as usual.

**Street Department**

Operations Supervisor Klemisch reported they have been working on street repairs. West Main project should be wrapping up and has gone well. Lots of digs, hydrants and curb stop repairs planned.

**Administration**

City Attorney Martineck reported on garbage collection rate additions due to the new extra containers. There are not increases, but we need to have them added to the policy.

**Review monthly bills/reports**

Deputy Auditor Klein reported on the money we received from FEMA for the 2022 spring flood, approximately $1.4 million and also reported on the May expenditures.

**Review Special Assessments for the 6th St. NW Reconstruction Project Constructed in 2022.**

Deputy Auditor Klein stated we are getting ready to assess this project and looking at the final numbers, when we sent out the protest notices which is before we get the bids, it was sent out at $100.50/linear ft. which was 50% of the cost. We always do the lessor of 50% of the cost or the cap which is $123.66. The bids came in higher which made the 50% to calculate well over the cap. Do we want to send notices with the increase? The difference is $43,554 and would be extra out of the R&R.

Consensus was to leave it as is and discuss increasing the cap or adding a contingency in the letters which would state what the max charge is.

**Review Adjustments to Valley City Urban Limits Boundary Map.**

Chad Petersen, KLJ, stated about every 10 years when there is a census, the DOT is requesting the City review their Urban Limits Boundary. In review Nextera/Valley Plains site is included in city limits but not included on the boundary map so it is recommended to change to include that area and extend the east boundary of that site to the section line in case of additional growth.

**Discuss Road Quantity Overrun for West Main.**

City Administrator Crawford reported there was a large overage. It will be an extra $20,000 overage and we have already met our max of any additional help so it would be at a local share and taken from the R&R funds. Chad has found a spot where we may be eligible to get some of the money back.

**Adjourn**

The meeting was adjourned at 4:49 PM.