# City Commission Meeting Valley City, North Dakota

## Tuesday, August 1, 2023

CALL TO ORDER  
President Carlsrud called the meeting to order at 5:00 PM.

#### ROLL CALL

Members present: President Carlsrud, Commissioner Bishop, Commissioner Erickson, Commissioner Magnuson.

Others: City Attorney Martineck, City Administrator Crawford via Zoom, Deputy Auditor Klein, Administrative Assistant Hintz

#### Pledge of Allegiance

#### Approval of Agenda

Addition of N6

#### Approval of Minutes

Commissioner Bishop moved to approve the minutes from the July 18, Commission Meeting and the July 26, 2023 Special Meeting, seconded by Commissioner Magnuson. Motion passed unanimously.

#### Approval of Consent Agenda

**Approve Monthly Reports from the Sanitation Supervisor, Electrical Superintendent, Assistant Fire Chief, Police Chief, Operations Supervisor and Deputy Auditor.**

**Approve 2023-2024 Application for Contractor License for the following:**

**Valley Flooring**

**Braden Wenaas Construction LLC**

**Tim Durheim**

**Approve Raffle Permit for Ducks Unlimited Barnes County Chapter for September 21, 2023.**

**Approve Application to Block off the Street for the following:**

**Block off Main St from 2nd Ave NE to in front of Wild Prairie Bakery August 19, 2023**

**from 3:00pm-1:00am for Captains Pub**

Commissioner Bishop moved to approve, seconded by Commissioner Magnuson. Motion passed unanimously.

#### Ordinance

**Approve Second and Final Reading of Ordinance 1137, an Ordinance updating the Valley City Municipal Code to reflect the 2023 State Legislative Session.**

City Attorney Martineck stated no changes from thee first reading.

Commissioner Magnuson moved to approve, seconded by Commissioner Bishop. Motion passed unanimously.

#### New Business

**Approve Monthly Bills for the City and Public Works in the Amount of $1,558,477.07.**

Commissioner Erickson moved to approve, seconded by Commissioner Magnuson. Motion passed unanimously.

**Approve Special Alcohol Beverage Event Permit Application for Captain’s Pub Street Dance for August 19th, 2023**

Discussion on the sale of alcohol outside and the times.

Commissioner Erickson moved to approve, seconded by Commissioner Magnuson. Motion passed unanimously.

**Approve Conditional Use Permit to operate Mac’s Bait & Tackle LLC at 741 2nd Ave NE.**

City Attorney Martineck stated that Planning and Zoning recommended a Conditional Use Permit for Mac’s Bait Shop, expiring October 31, 2023 and need Commission approval.

Commissioner Bishop moved to approve, seconded by Commissioner Magnuson. Motion passed unanimously.

**Consider Accepting Project No. SU-2-990(059), PCN 22245 – 5th Ave NW Reconstruction.**

Final grass seeding took place this spring and ready now for final acceptance by the City.

Commissioner Magnuson moved to approve, seconded by Commissioner Bishop. Motion passed unanimously.

**Approve Preliminary Engineering Task Order for Site Survey for Public Works Site Development.**

City Engineer Petersen explained that this task order is for the site of the new Public Works Site allowing the City to evaluate and establish what is buildable and not. Total cost is up to $7500.00 which will be included in the general contract agreement with KLJ.

Commissioner Magnuson moved to approve, seconded by Commissioner Bishop. Motion passed unanimously.

**Authorize the Electrical Department to purchase materials for the Columbia Grain Project.**

City Administrator Crawford explained, Columbia Grain is looking to move their lines from overhead to underground. The amount of materials needed exceeds the set amount so Commission Approval is needed. The City would go into contract with Columbia Grain, once both parties sign off, the City would go ahead and order the materials.

Commissioner Bishop moved to approve, seconded by Commissioner Erickson. Motion passed unanimously.

#### City Administrator’s Report

Thank you to Police Chief Hatcher for all his time and all he has done for his Team. He leaves with much respect and appreciation.

Progressing on the search for the New Police Chief. Meetings and Interviews are being held. Currently there are 8 Candidates. More information will be shared in the future.

Normal chain of command will remain in place. If something major would come up, it will be taken care of by Crawford and the portfolio holder.

#### city updates & commission Reports

Deputy Auditor Klein reported on Sales tax dollars. A special thank you to Avis for all you have done, for being a great co-worker and friend.

The preliminary budget has been approved.

Public Works Accountant Jacobson – Recycling contract. Just completed year 4 of 5. Encourage people to keep recycling.

Police Chief Hatcher talked about the latest piece of equipment purchased for the Police Department to empower the Officers to be able to get into more of the neighborhoods, the parks and college. It is an Electric Assisted Bike. The bike was purchased through a grant and donations.

City Engineer Petersen gave an update on construction projects. The Master Lift Station Project is going on as scheduled and should be completed by mid-September. The 2nd Ave NE Reconstruction Project is progressing as planned with a completion date of early October. Received word today that the technical analysis for the Clomr has been reviewed and approved. Public notification of the property owners along the corridor and in the newspaper will be the next step.

City Engineer Eslinger noted that he has been contacted by the State of North Dakota and the lead service line inventory contract has been signed and approved, waiting for work orders and then will start inventory of the lead service lines.

Commissioner Erickson stated that his department is doing good with the garbage cans and just a reminder to make sure that your branches left at the grass sites must be smaller than 3’.

Commissioner Bishop Thanked both Hatcher and Richter for all their work & service.

Commissioner Magnuson Thanked both Hatcher and Richter for all their service.

President Carlsrud thanked the employees for all their hard work & coverage. Special thanks to both Richter & Hatcher.

Finance Director Richter gave a recap of her 25 years with the City and how great it has been. Special mention and thank you to Klein and wishing her well in her new position.

President Carlsrud made a closing statement and mentioned both Steve and Paul, thanks for your coverage through the years.

#### Adjourn

Meeting was adjourned at 5:28 P.M.

Attested to by:

Brenda Klein, Finance Director Dave Carlsrud, President of the

City of Valley City City of Valley City Commission