# City Commission Meeting Valley City, North Dakota

## Tuesday, August 15th, 2023

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

**ROLL CALL**

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

Others: City Attorney Martineck, City Administrator Crawford, Finance Director Klein, Administrative Assistant Hintz

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**Addition of Oaths of Office for Finance Director/Auditor and Deputy Auditor.**

**Addition of N6**

Unanimous voice vote to add these items.

**APPROVAL OF MINUTES**

Commissioner Bishop moved to approve the minutes from the August 1, 2023 Finance and Commission Meeting, seconded by Commissioner Magnuson. Motion passed unanimously.

**APPROVAL OF CONSENT AGENDA**

**Approve Contractor License for Northland Window and Door LLC.**

**Approve Local or Restricted Event Permit for Barnes County Senior Citizens Council – Bingo September 1, 2023 through June 30, 2024, and a Raffle October 5, 2023.**

**Approve Local or Restricted Event Permit for Hi-Liner Booster Club – 50/50 Raffle at home football games. August 25, 2023 through October 13, 2023.**

**Approve Parade Request for Valley City Barnes County Development Corporation’s Summer Vikes on Central September 7, 2023, starting at 5:45pm. Route planned is Central Avenue from the VCSU Walking Bridge to 2nd St North**

**Approve Application to Block Off Street for Valley City Barnes County Development Corporation’s Summer Vikes on Central September 7, 2023, starting 1:30pm for set-up. Event is from 5:30pm until 9:00pm. Clean-up will be from 9:00pm to 11:00pm.**

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

**OATH OF OFFICE**

**President Carlsrud swore in Brenda Klein as Finance Director/City Auditor and Brandy Johnson as Deputy Auditor**

**ORDINANCE**

**Approve First Reading of Ordinance 1138, an ordinance to amend and reenact sections 8-06-06 and 8-06-09 of the Valley City Municipal Code related to emerald ash borer.** City Attorney Martineck stated, after talking with City Forester Bob Anderson, that additional language for ash trees has been added in preparation of the emerald ash borer moving into this area.

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

**Approve First Reading of Ordinance 1139, an ordinance to amend and reenact section 5-01-20 of the Valley City Municipal Code related to feeding wild animals.** City Attorney Martineck stated that he worked with Valley City Animal Control Officer Brandi Johnson. This amendment now states that it will no longer be permitted to spread edible material except in feeders designed for birds and squirrels. The purpose is to address animals coming in to the City and eating the food that has been left out. It also increases the penalty for the 2nd and 3rd offenses.

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

**Approve First Reading of Ordinance 1140, an ordinance to amend and reenact section 15-06-06 of the Valley City Municipal Code related to contractor excavation bonds.** City Attorney Martineck stated the purpose of this ordinance is to address the concerns that contractors had while doing street excavations on bonds.

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

**NEW BUSINESS**

**Approve Special Alcohol Beverage Event Permit Application for Dakota Silver, LLC for the Avalynn’s Fly High Foundation Golf Scramble August 26, 2023 at the Bjornson Park Golf Course.**

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

**Approve Special Alcohol Beverage Event Permit Application for Hi-Line Hospitality LLC August 24, 2023 VCSU Beer Gardens at the Lokken Field/Stadium.**

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

**Approve Special Alcohol Beverage Event Permit Application for Hi-Line Hospitality LLC September 23, 2023 VCSU Beer Gardens at the Lokken Field/Stadium.**

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

**Approve Special Alcohol Beverage Event Permit Application for Brockopp Brewing LLC September 7, 2023 Central Avenue for Summer Nights on Central.**

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

**Approve Amendment to Engineering Agreement for Permanent Flood Protection Phase IV/CLOMR.**

City Engineer Chad Petersen stated this amendment is to finalize the CLOMR for permanent flood protection as well as the final design for permanent flood protection phase 4. Part of the completion steps for this project is mailing letters notifying property owners of the CLOMR.

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

**Approve Fireworks Display Permit Application for the Valley City Barnes County Development Corporation, September 7, 2023 at approximately 9:05pm for Summer Nights on Central**.

Fire Chief Scott Magnuson shared the plan for the fireworks display. Much discussion was had on the location for the display. Concerns were shared about the height of the fireworks and who will be lighting them as well as the residents in near by apartments. Notification will be given to the owners.

Commissioner Magnuson moved to approve, seconded by Commissioner Gulmon. Motion passed unanimously with certain conditions being met.

**CITY ADMINISTRATOR REPORT**

Congratulations and thank you to Brenda Klein & Brandy Johnson on their new roles and for taking care of everything during the transition. An update on Police Chief position: Interviews are taking place this week. More information to come when the candidates are narrowed down to the final 3 moving forward.

CLOMR letter discussion: As people call or stop in, we will collect contact information. This will be emailed to Gwen Crawford and she will reach back out to letter holder. Administrator Crawford would like to discuss this topic more at the Finance meeting on Thursday, September 7 at 3:30pm. If you are/were in the flood plain, you received a letter.

**CITY ATTORNEY REPORT**

City Attorney Carl Martineck let us know to be prepared for discussion on the wildlife management plan.

**CITY UPDATES & COMMISSION REPORTS**

Finance Director Klein shared that Eide Bailey will give the 2022 Audit report at the next Finance meeting.

Chad Petersen, KLJ. Construction gave an update on the 2nd Ave NE project continues with the underground utility work but seems to have slowed down a bit due to the wet soil. Updated as well on the Main Street Outlet Vault Project, final pour on the connections for the discharge. Once cured, back filling will begin. Completion goal is September 16, 2023. This project is to increase the capacity of the storm sewer system.

Commissioner Gulmon shared congratulations to Brenda Klein and Brandy Johnson.

Mayor Carlsrud welcomed Judi Hintz and said thank you to Brenda Klein and Brandy Johnson for stepping up. Thanks to all of our staff, with the construction going on outside and the changes in offices inside and hope that all are having success in their new digs.

Officer Cody Theibert with Valley City Police Department let us know that business is going well at the department during this transition.

**ADJOURN**

Meeting was adjourned at 5:40 p.m.

Attested to by:

Brenda Klein, Finance Director Dave Carlsrud, President of the

City of Valley City City of Valley City Commission