# City Commission Meeting Valley City, North Dakota

## Thursday, September 7, 2023

CALL TO ORDER  
President Carlsrud called the meeting to order at 5:07 PM.

#### ROLL CALL

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

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

#### Pledge of Allegiance

#### Constitution week proclamation

#### Approval of Agenda

Addition of N7 and N8.

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

#### Approval of Minutes

Commissioner Bishop moved to approve the minutes from the August 15 Commission Meeting, seconded by Commissioner Magnuson. Motion passed unanimously.

#### Approval of Consent Agenda

**Approve Monthly Reports from the Sanitation Department, Water Department, Electric Department, Fire Department, Police Department, and the Street Department.**

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

* 1. **Indigo Signworks, Inc. dba Indigo Signs**
  2. **Bridge City Landscaping and Excavating LLC**
  3. **Citywide Electric LLC**
  4. **Nations Roof, LLC**

**Approve Raffle Permits for the following:**

* 1. **Valley City United States Bowling Congress Assn, Monthly 9/7/2023 through 6/30/2024 at Sky Lanes**
  2. **SHINE on 10/7/2023 at the Eagles**
  3. **Dakota State Auxiliary from 10/7/2023 to 4/20/2024, Final drawing at the Valley City Eagles**

**Approve Parade Application for Valley City Public Schools on 9/22/2023 starting at 4:00PM. Homecoming. Central Avenue.**

**Approve Application to Block Off Street for Valley City Barnes County Development Corp Fireworks Show 9/7/2023 at 8:45pm to 9:15 PM.**

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

#### Ordinance

**A pprove Second and Final 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)***

**Approve Second and Final 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)***

**Approve Second and Final 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)***

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

#### New Business

**Approve Monthly Bills for the City and Public Works in the Amount of $2,627,118.11. *(Finance Director Klein)***

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

**Approve 2022 Audit Report Prepared by Eide Bailly. *(Finance Director Klein)***

Eide Bailly shared their findings of the 2022 Audit and the City received “clean” rating and the City is in a good financial position for favorable bond ratings.

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

**Accept Cost Proposal for Audit Services. *(Finance Director Klein)***

Requests for proposals were sent to 6 companies, 3 responded. It was decided to go with the low bidder Brady Martz.

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

**Approve Request from Valley City Barnes County Development Corp for Building Purchase to Assist Freedom Machine Group. *(Jennifer Feist)***

Request submitted by the Development Corp to assist in the purchase of a building. Travis Gray with Freedom Machine spoke about future expansion and employment opportunities.

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

**Consider Request for Native Growth Area at 1150 West Main St, Concept Dentistry. *(City Attorney Martineck)***

Martineck shared information about the Valley City Municipal Code regarding weeds and wild flowers and the needing of an exemption for the Concept Dentistry location. Brian Bulik discussed the benefits of wildflowers and native grasses even in small areas and that this is a new trend of natural landscaping. The Commission had discussion on this area and approved an exemption with the understanding that all noxious weeds, as determined by the ND State Noxious Weed List, will be removed.

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

**Marketing & Promotion of Valley City Service Agreement. *(City Attorney Martineck)***

Contract is basically the same as the previous contract and is working so no reason not to sign.

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

**Consider Request from KPH Regarding Liquidated Damages. *(City Administrator Crawford)***

Approve to forgive 6 days of LD’s charged to KPH bringing the total to $73,500.00.

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

**Approve President Carlsrud to Sign the Rental Agreement for the Hook Truck. *(City Attorney Martineck)***

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

#### City Administrator’s Report

#### Announced that the CLOMR was approved and now we can move forward with the phases for the flood protection. Still working on the garbage collection and the automated truck. Please make sure that your garbage is out before 7:00 AM and that your garbage can is accessible. Two alleys will be taken out of the pickup rotation, one between 6th & 7th Ave NW and 2nd & 3rd ST NW, and another one between 5th & 6th Ave & 4th & 5th St. Notices will be sent.

#### City Attorney’s Report

Continue to make progress on the Police Chief Search. All 3 candidates completed the background questionnaire and that is now in the hands of the background investigator and will hopefully have all that information back by September 11 or 12. At that time the committee will meet again and make a final decision.

#### city updates & commission Reports

Finance Director Klein mentioned that her office is working on Special Assessment letters for projects that were constructed in 2022. They are the 6th St NW Project, 12th St N Mill & Overlay, and Seal Coat on East Main. The letters will be sent and the publication will be in the newspaper. Reminder that the next Commission meeting will be held on Monday, September 18. The first reading of the ordinance for the 2024 budget.

City Assessor Current shared that the 2023 Notice of Estimated Property Tax letter and a flyer for the Homestead Credit were mailed. The income level was increased to 70 thousand and there have been several people coming in to get help on completing the form.

City Engineer Peterson gave an update on the 2nd Avenue construction project. They are progressing well. Main Street opened up last week. The Public Works Service Center site survey work has been started.

City Engineer Eslinger updated that the water service line inventory which is primarily to determine lead service lines, Moore Engineering received a work order request from that Department of Environmental Quality. Work order Should start on September 11, 2023 & finish on April 1, 2024. This will determine a minimal number of testing sites. The Northwest Water Tower Study analysis of the water pressure zone is done and they have identified 4 locations for a water tower.

Commissioner Gulmon stated that the Finance Committee met and approved expenses through July 2024. Sales tax report from June shows that we had the largest month of revenue in 5 years. Food & Beverage, Occupancy and Highway taxes were all up.

Commissioner Erickson reminded all on the garbage cans to have the handles face your house, place the can where the truck will have easy access and any garbage that is not in the can will not be picked up. First time you will receive a notice and we may come back, this would not happen a second time. The grass site is not for whole trees, they can be taken out tot eh landfill.

Commissioner Bishop thanked the Police Department for keeping things going while the search continues for a Police Chief. Thank you as well to the Fire Department.

President Carlsrud talked about the CLOMR and thanked all who worked on it and what that will do for our community. Thank you to the city employees for getting everything prepared as we move into fall and into the next season.

#### Adjourn

Meeting was adjourned at 5:56 PM

Attested to by:

Brenda Klein, Finance Director Dave Carlsrud, President of the

City of Valley City City of Valley City Commission