# City Commission Finance Meeting

# Valley City, North Dakota

## Thursday, September 7, 2023

2:30 PM

**Called to Order**

President Carlsrud called the meeting to order at 2:30 PM.

**Roll Call**

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

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

1. **Department Reports**

**Sanitation Department**

Sanitation Supervisor Swart reported on the Grass Site Area and reminded all that no whole trees are to be taken to the grass site. This site is only for Valley City Citizens. Also, when dumping clippings, please empty your bags and take your bags or throw them in the trash. Automated Garbage Truck update, if you place your trash can in front of your driveway put it on the street. The Arm needs at least a 3’ clearance all the way around the can to be able to dump it. Garbage must be out by 7 AM or even the night before. Handles and wheels should face your house. Lids should be closed. No excess garbage around your trash can will be picked up, that is the responsibility of the home owner.

Please check the City’s website, Facebook page, Instagram, Times Record, KOVC, and CSI Cable for Holiday schedules and inclement weather changes. Discussion on the notification of Citizens for customer service concerns when Garbage is not picked up by the truck.

**Water Department**

Water Supervisor Hesch reported some numbers on usage comparing July and August. Demand has dissipated. Shared the average usage daily as well as the max usage in a day. July’s usage was higher than Augusts this year.

**Electric Department**

Electrical Superintendent Senf reported on a good August. Only 1 outage due to weather. Columbia Grain project is now complete. Several projects planned for this fall. Senf discussed the lighting around town. Parts are coming to correct the color and lumen issue. If you notice a pole down or out, please report it to Public Works so that a service order can be started and taken care of.

**Fire Department**

Fire Chief Magnuson reported that fire calls were down for service but up for rescue calls. Last month the Trucks were all tested and serviced and all are working and passed inspection. Fire Fighter 1 Class is finishing up. Testing will be on the morning of September 16. Magnuson reported that they tested and added 3 new members to the squad. Side by Side will be ready to go in service soon. Grass, weeds and junk calls are handled weekly.

**Police Department**

Assistant Police Chief Rustebakke reported the police department put a reminder out to the Citizens that starting next month you need to keep your camper and boats off of the streets.

**Street Department**

Operations Supervisor Klemisch reported that they are working on cleaning the storm lift stations. Salt is scheduled for delivery on Tuesday hauling sand in as well. September 18 Rural Water will be training on hydrants. September 19 Rural Water will be putting on a Waste Water Seminar. Working on concrete projects but waiting on the actual concrete.

1. **Review monthly bills/reports** *(Finance Director Klein)*

Finance Director Klein reported on the August expenditures. $2,627,118.00 Total

Renewal of 2 CDs, renewed for 5.1% and set up a new CD @ 11 months at a 5.1% rate in the amount of $800,000.00.

1. **Discuss continued use of Fargo Landfill.** *(Public Works Accountant Jacobson)*

Jacobson compared charges between Fargo Landfill with Jamestown Landfill. The decision was to negotiate with both Landfills and determine the correct place to contract with.

1. **Discuss Garbage Hook Truck out of commission.** *(Public Works Accountant Jacobson)*

The current Hook Truck was having Def Issues and now needs parts for the ECM that has quit. Parts are about 2 years out. Jacobson gave a price comparison to hauling ourselves using our trucks, having Valley Recycling haul or renting a truck from Jamestown. Recommendation is to rent a truck then to use our own but first we check again with Peterbilt to see what they will do for us. Talk to Ken about pulling a pup. Martineck will review the rental agreement. Added to the Commission Meeting Agenda for approval of signatures

1. **Discuss ordinances to address parking ticket enforcement and alcoholic beverage license requirements.** *(City Attorney Martineck)*

Currently the ordinance reads that the license holder must also be the title holder of the building. Requesting a change to the ordinance that a tenant or purchaser for contract for deed can hold the liquor license. The second half of this item is that the collection of parking tickets currently does not give the Police Department the authority to collect on past due tickets. It was suggested that a tiered process would give the Police Department a better enforcement tool.

1. **Removed prior to Meeting**
2. **Review cost proposals for audit services.** *(Finance Director Klein)*

Requests went to 6 Companies, 3 replied. One was determined insufficient. Cost proposals were shown between Eide Bailly and Brady Martz. It was decided to go with the lower bid awarding the Audit to Brady Martz.

1. **KPH request to forgive liquidated damages.** *(City Administrator Crawford)*

The Commission requested that Crawford negotiate for the City and not accept their current proposal. This will be added as a new agenda item for the Commission Meeting.

1. **Personal Leave – compare to State annual leave.** *(City Administrator Crawford)*

Discussion on current annual leave earnings and when hiring in this competitive time, it was determined that the City earns less than the State Employees. Holidays were previously changed to match the State. The Commission agreed and this change will take effect on January 1, 2024. Martineck will update the Policy.

1. **Issued Conditional Letter of Map Revision for the City of Valley City, ND case No. 23-08-0015R -** *(City Administrator Crawford)*

The CLOMR has been approved. CLOMR letter and the map were discussed as well as the interior flooding and drainage. The letter was a requirement to be mailed as part the process.

1. **Discuss removing abandoned fuel tank located in street right of way in conjunction with street project.** *(City Engineer Peterson)*

4th St W and Central Avenue, it was determined that there are abandoned fuel tanks. This will be taken care of at the same time as the street project but will not be included in the project.

1. **2022 Audit Report by Eide Bailly.** *(Finance Director Klein)*

Courtney Richman with Eide Bailly joined via Zoom and shared the executive summary for the 2022 Audit findings. The City received a “clean” audit finding.

**Adjourn**

The meeting was adjourned at 4:59 PM.