# City Commission Meeting Valley City, North Dakota

## Tuesday, January 18th, 2022

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

Members present: President Carlsrud, Commissioner Magnuson (via Zoom), Commissioner Bishop, Commissioner Erickson, and Commissioner Gulmon

Others City Administrator Crawford, City Attorney Martineck, Finance Director Richter, Administrative Assistant Johnson

#### Pledge of Allegiance

#### Proclamation

President Carlsrud read the proclamation declaring January 30th-Fegruary 5th, 2022 as Catholic Schools Week.

#### Approval of Agenda

No changes.

#### Approval of Minutes

Commissioner Bishop moved to approve the minutes from the January 4th, 2022 Finance and Commission meetings, seconded by Commissioner Gulmon. Motion passed unanimously.

#### Approval of Consent Agenda

No items.

#### Ordinance

**Approve First Reading of Ordinance 1095, an Ordinance to Amend and Reenact Chapter 20-05 of the Valley City Municipal Code Relating to the City Restaurant Tax.**

City Attorney Martineck stated there was discussion about these funds and that we needed to update our restaurant tax ordinance to reflect state law. If you look at 20-05-02 we added the word tourism and the other change made was extending this indefinitely which is permitted by state law.

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

#### Resolution

**Approve the Following Resolutions Creating Special Assessment Improvement Districts on 6th Street NW from 5th Ave NW to Central Ave N. *(City Engineer)***

* 1. **Resolution 2333, a Resolution Creating Paving Improvement District No. 123.**
  2. **Approve Resolution 2334, a Resolution Creating Watermain Improvement District No. 102.**
  3. **Approve Resolution 2335, a Resolution Creating Sanitary Sewer Improvement District No. 66.**
  4. **Approve Resolution 2336, a Resolution Approving Engineers Report & Directing Preparation of Detailed Plans, Specifications & Estimates of Probable Cost for Paving Improvement District No. 123, Watermain Improvement District No. 102 and Sanitary Improvement District No. 66.**
  5. **Approve Resolution 2337, a Resolution Declaring Necessity for Paving Improvement District No. 123.**

Chad Petersen stated this project was started about last year this time and would be DOT funded. This project is scheduled for bids March 2022.

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

**Approve the Following Resolutions creating a Special Assessment Improvement District on 12th Street N from 9th Ave NW to 5th Ave NE, and on 8th Ave SW at Winter Show Road.**

1. **Approve Resolution 2338, a Resolution Creating Paving Improvement District No. 124.**
2. **Approve Resolution 2339, a Resolution Approving Engineers Report & Directing Preparation of Detailed Plans, Specifications & Estimates of Probable Cost for Paving Improvement District No. 124.**
3. **Approve Resolution 2340, a Resolution Declaring Necessity for Paving Improvement District No. 124.**

Chad Petersen stated this is also being developed through the DOT process. The work being planned on the 8th Ave Winter Show project is playing catch up to the improvements that were part of the Petro Serve project from about 5 years ago. The work on 8th Ave will not be special assessed, it will be funded through the Urban Roads Program and through R & R.

Commissioner Gulmon moved to approve, seconded by Commissioner Bishop.

Roll Call: Gulmon-aye Bishop-aye Magnuson-aye Erickson-nay Carlsrud-aye

Motion carried.

**Approve Resolution 2341, a Resolution Placing City Sales, Use, and Gross Receipts Tax Extension Advisory Vote on Ballot of Municipal Election to be Held June 14, 2022, Said Tax to be Dedicated to Economic Development, Property Tax Relief and Retail Image Enhancement and Beautification.**

Finance Director Richter stated this was discussed at the last meeting but in order for us to plan long term commitments or debt, 7 years is not enough time. We would like to extend it for 30 years.

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

**Approve Resolution 2342, a Resolution Placing City Sales, Use, and Gross Receipts Tax Extension Advisory Vote on Ballot of Municipal Election to be Held June 14, 2022, Said Tax to be Dedicated to the Funding of Infrastructure Renew and Replacement.**

Finance Director Richter stated this is the same situation as the previous resolution. We are asking for the 30-year extension as it is very helpful in the long-term funding.

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

#### New Business

**Approve Valley City Barnes County Development Corporation Request for Funds for a Financial Analysis.**

Jennifer Feist stated this is to approve $15,000 from the Economic Development fund to contract with an independent financial firm to assist us with a financial analysis demonstrating ROI for economic development.

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

**Approve using the $284,860 NDDOT COVID Relief Funds for the 12th St N/8th Ave SW Mill and Overlay Improvement Project.**

Chad Petersen from KLJ stated these funds to be used on our program road corridors and needs to be used or obligated by 2024. We are looking at a number of different things such as an increase in construction costs and the uniqueness of the proposed improvement on the 8th Ave project since we are not special assessing that since it should have been done earlier during the development of the project.

Commissioner Bishop moved to approve, seconded by Commissioner Gulmon.

Roll Call: Gulmon-aye Bishop-aye Magnuson-aye Erickson-nay Carlsrud-aye

Motion carried.

**Approve removal of flashing beacon on 4th St SW (adjacent to the Rec Center) from future NDDOT Highway Safety Improvement Project.**

City Administrator Crawford stated this project has been in the works for a few years. After some research it was determined that the flashing beacon is no longer needed by the Rec Center and it has been recommended to move to the Wellness Center.

Commissioner Gulmon moved to approve with the request to move the light by the Wellness Center, seconded by Commissioner Erickson. Motion passed unanimously.

**Approve Mobile Home Park Renewal for Viking Drive Estates.**

City Administrator Crawford stated based on the information we do have a timeline. That being said, this has been going on for about 20 years. In 2019 our building inspector reached out to them, Mr. Wick replied back and they met out at Viking Court and a plan was supposed to be put together. That being said, we’ll move on with the information we do have and I am recommending that the renewal with the milestones to be set and agreed upon by both parties and if they aren’t met the permit is pulled and a conditional permit put in place.

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

**Consider Visitor’s Committee Recommendation for Image Enhancement Grant for Enterprise Sales in the amount up to $7,500.**

Finance Director Richter stated there was a due pass approval from the Visitor’s Committee for up to $7500 reimbursement for qualifying invoices.

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

**Approve Task Order for Preliminary Engineering and environmental Documentation for 2nd Ave NE/3rd Street NE Reconstruction Project.**

Chad Petersen from KLJ stated this project is primarily being funded from the construction standpoint primarily from the NDDOT Urban Roads system. This project is currently set for bid opening in February 2023.

Commissioner Bishop moved to approve, seconded by Commissioner Gulmon.

Roll Call: Gulmon-aye Bishop-aye Magnuson-aye Erickson-nay Carlsrud-aye

Motion carried.

**Approve Task Order Amendment for Design Engineering for Water/Sanitary Sewer extensions to Nextera Addition.**

Chad Petersen from KLJ stated we talked about the agreement with the DOT to put the maintenance agreement along the frontage road going out to Nextera but those plans put the utilities in that easement. This amendment redesigns what was previously designed for the utilities in the easement and to update cost estimates and redo the cost share request to the Department of Water Resource. The cost share request has already been redone and submitted. Proposed plan for this project is to be awarded the first part of March so construction can begin early.

Commissioner Bishop moved to approve, seconded by Commissioner Gulmon.

Roll Call: Erickson-nay Gulmon-aye Bishop-aye Magnuson-aye Carlsrud-aye

Motion carried.

**Approve and Award Bid for 2022 VCPW Vehicle Purchase.**

Operations Superintendent Klemisch stated this will be a replacement for the blue S10 and am looking for approval to move forward with the quote from Stoudt Ross Ford.

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

#### City Administrator’s Report

**City Administrator Crawford** stated as of right now garbage is still scheduled to be done with the extra pick up date tomorrow. The Downtown Streetscape committee has just received a grant to install new benches, garbage and planters. They are also going to be working on phase 2 of the Christmas decorations.

We keep getting comments on widening the roads. That is still being worked on but there are other things that need to be finished first and by the time they get those done it snows again and the cycle starts over. Please be patient and if there is a safety hazard please call so we can address it.

Christmas tree pickup happened. There were some left because they still had bags or bases on them. Due to the storm we will be picking them up again so you have another chance to remove them. The plastic and wood bases both need to be removed.

#### City Updates & Commission Reports

**Finance Director Richter** stated the final general engineering planning services report. The contract was $87,000 and that was met with $286 over the contract. The second item is the Renew and Replacement fund but there is some missing information so this will be reprinted and discussed in the February Finance Meeting.

**Commissioner Gulmon** gave a shout out to the employees for all they do especially those working in the outdoors all hours in these conditions.

**President Carlsrud** thank you to everybody especially those that are exposed a little more in these conditions, some that are pretty tough, you are appreciated

#### Adjourn

Meeting was adjourned at 5:52 P.M.

Attested to by:

Avis Richter, Finance Director Dave Carlsrud, President of the

City of Valley City City of Valley City Commission