# City Commission Meeting Valley City, North Dakota

## Tuesday, January 4th, 2022

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

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

Others City Administrator Crawford, City Attorney Martineck, Finance Director Richter, Deputy Auditor Klein

#### Pledge of Allegiance

#### Approval of Agenda

Remove N6

#### Approval of Minutes

Commissioner Bishop moved to approve the minutes from the December 21st, 2022 meeting, seconded by Commissioner Gulmon. Motion passed unanimously.

#### Approval of Consent Agenda

**Approve Monthly Reports from the Fire Chief, Electrical Superintendent, Building Inspector Finance Director and Municipal Judge.**

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

#### Ordinance

**Approve Second and Final Reading of Ordinance 1093, and Ordinance to Amending and Reenacting Chapter 20-06 of the Valley City Municipal Code re City Lodging Tax.**

City Attorney Martineck reported no changes from the first reading.

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

**Approve Second and Final Reading of Ordinance 1094, an Ordinance to Amend and Enact Section 15-01-16.2 of the Valley City Municipal Code regarding Surface Drainage and Storm Sewer System Cleaning and Maintenance Fee.**

City Attorney Martineck reported no changes from the first reading.  
Commissioner Magnuson moved to approve, seconded by Commissioner Erickson. Motion passed unanimously.

#### Resolution

**Approve Resolution 2331, a Resolution Authorizing the Issuance and Sales of $859,000 Wastewater Treatment Assessment Warrant, Series 2022 for 7th Ave NW Reconstruction Project.**

Finance Director Richter stated this is our financing source that we will special assess out for the sanitary sewer and storm sewer.

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

**Approve Resolution 2332, a Resolution Authorizing the Issuance and Sales of $180,000 Water Treatment Assessment Warrant, Series 2022 for 7th Ave NW Reconstruction.**

Finance Director Richter stated this is our financing for the watermain replacement and is at a 2% interest rate.

Commissioner Gulmon 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 $990,351.12.**

Finance Director Richter stated there were $990,351 in expenditures for December which includes construction projects at $26,419; fire hall addition at $28,088; MRES at $265,106; payroll & benefits at $469,430; PFP CLOMR at $38,521; VCBCDC at $42,500 leaving $120,287 as the balance for operations

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

**Consider Visitor’s Committee Request for Approval of Changes to the Image Enhancement Grant and Valley City Tourism Development Grant Guidelines as Presented.**

Bobby Koepplin stated there was a unanimous due pass recommendation for the changes. Major changes to the Image Enhancement were the increase from $5000 to $7500, took out the $1000 restriction for landscaping and $1000 restriction for signage. We removed the requirement that you couldn’t apply again within 10 years.

Valley City Tourism biggest change is the name change. We changed the jurisdiction to be within the city. We added allowing for profit entity but they must maintain insurance and operate for a minimum of 5 years or will be required to refund to the city. Also added that they must be current on PW utilities and property taxes.

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

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

Bobby Koepplin stated Smith Lumber stated this grant would be for new signage. The Visitor’s committee made unanimous recommendation of up to $7500 from the Image Enhancement Grant Funds.

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

**Consider Visitor’s Committee Recommendation for Image Enhancement Grant for VC Chamber of Commerce in the amount up to $20,273.36.**

The Visitors Committee recommends approval of up to $20,273.36 for Downtown Streetscape accessories.

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

**Consider Visitor’s Committee Recommendation for Tourism Development Grant for Sky Lanes.**

The Visitor’s Committee recommends approve a of up to 75% of the bowling equipment and repairs up to $40,000 and recommends the Drake’s request $10,000 of Roundtable funding from the Development Corporation. This will also include the claw back provisions.

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

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

**Approve Rescheduling March 1st Finance and Commission Meeting.**

This item will be tabled in the event that the event that is a conflict gets cancelled.

**Review and Award bid for 2022 PD Vehicle Purchase.**

Police Chief Hatcher stated we have sent out bids and at that time none of the manufacturers were comfortable giving bids so we delayed it until December. The bid closing was the 30th and at this time we only received one bid-from Stoudt Ross Ford. Recommendation is for this 2022 budget purchase to be awarded to Stoudt Ross Ford.

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

#### City Administrator’s Report

**City Administrator Crawford** reported that we are behind with the garbage as many are aware, we are having truck issues. As time allows, we will finish what was missed. The employees that were not able to be in a garbage truck were put in snow removal equipment. They can only operate for 12 hours at a time. We know there is still work to be done and we are working on it. Side note, there is a lot of cardboard out there. Recycling saves time and money for everyone. Thanks to our staff for what they are doing and what they are going through. There are always some complainers but the majority of the community has been supportive and it’s been great to see the teamwork.

As for the emergency route, that was changed back when 5th Ave NE went through from Main up to the North City limits. The only thing was the 6th Ave E signs were not taken down.

#### City Updates & Commission Reports

**Finance Director Richter** reported we will start our preparing for our audit, the fieldwork will take place the end of March.

**Fire Chief Magnuson** reminded people to watch their vents and gas meters and new batteries in your detectors.

**Police Chief Hatcher** reported they are looking for a new hire, there is one opening. Please have your numbers on your house. Thanks to the residents on the snow emergency routes, we had very few people parking on the route during the last snowfall. Reminder that if you can’t see the hydrant, it is still there so do not park in front of it. The same thing goes for sidewalks.

**Commissioner Gulmon** reported that the Finance Committee met to review the budgets. To date the City has very strong reserves in the general fund and public works. Public Works net income to date is running very close to the budget other than the garbage fund which was addressed at the last meeting. Sales tax report was very positive. City Sales Tax through October was up about 29% over last year.

**Commissioner Erickson** reported the hook truck is now fixed. Christmas tree pickup has not been scheduled as of yet but you can take them to the tree pile. Thanks to Public Works for all their work. For those of you that don’t go to other towns or drive down their side streets, we did pretty good.

**Commissioner Bishop** thanked Public Works for all the hard work and long hours. Thanks to the FD and PD for the jobs they do. We stay home in the bad weather while they’re out helping people. There are a lot of hydrants that are buried, go clean around those so if they fire department has to use them, they don’t have to waste time cleaning them first.

**President Carlsrud** thanked the folks utilizing the available grants and investing in the city. Thanks to the Street Department and the whole team for doing a great job.

#### Adjourn

Meeting was adjourned at 5:48 P.M.

Attested to by:

Avis Richter, Finance Director Dave Carlsrud, President of the

City of Valley City City of Valley City Commission