# City Commission Meeting Valley City, North Dakota

## Tuesday, October 5th, 2021

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, Administrative Assistant Johnson, Fire Chief Magnuson, Lieutenant Rustebakke.

#### Pledge of Allegiance

#### Approval of Agenda

No Changes.

#### Approval of Minutes

Commissioner Bishop moved to approve the minutes from the September 21st, 2021 meeting, seconded by Commissioner Erickson. Motion passed unanimously.

#### Approval of Consent Agenda

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

**Approve Block off Street Request for Connect Church on Central Ave S from 3rd St s to 4th St S and then 3rd St SW to 2nd Ave SW on October 31st, 2021 for the Trunk or Treat event.**

**Approve Raffle Permit for St. Catherine’s Elementary School for Drawing on November 5th, 2021.**

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

#### PUBLIC HEARING

**Public Hearing for Issuance of New Class E Alcoholic Beverage Licenses to TBD Inc.**

President Carlsrud declared the public hearing open.

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

Commissioner Bishop moved to approve issuance of new class E Alcoholic Beverage License to TBD Inc., seconded by Commissioner Magnuson. Motion passed unanimously.

**Public Hearing for the Replat Request of Lots 10-12 of Andrus and Sifton’s Addition.**

President Carlsrud declared the public hearing open.

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

Commissioner Magnuson moved to approve resolution 2314, a resolution approving the replat request of lots 10-12 of Andrus & Sifton’s Addition, seconded by Commissioner Gulmon. Motion passed unanimously.

**Open Public Hearing regarding Special Assessments for 5th Avenue NW Reconstruction which includes Paving Improvement District No. 118, Storm Sewer Improvement District No. 53, Sanitary Sewer Improvement District No. 65, and Water Main Improvement District No. 101.**

Deputy Auditor Klein stated the Special Assessment Commission met last Wednesday for the 5th Ave projects. The commission approved the assessments as is but had two recommendations. The first recommendation being the city keep working on the landscaping and grass areas where needed on boulevards and also that the city pick up the cost of the sealcoat.

President Carlsrud declare the public hearing open.

City Administrator Crawford requested the term the seal coat will be completed in be added and recommended 2 years. 6th Street will be completed next year which is why we don’t want to do it then, they will intersect each other.

Commissioner Gulmon moved to close the hearing, seconded by Commissioner Magnuson. Motion passed unanimously.

           Commissioner Magnuson moved to approve the special assessments as recommended by the Special Assessment Commission with boulevard improvements and the city to pay for the seal coat in 2023, seconded by Commissioner Gulmon. Motion passed unanimously.

#### Ordinance

**Approve second and final reading of Ordinance No. 1089, an Ordinance Adopting 2022 City Budget.**

Finance Director Richter stated there has not been any changes since the first reading and we have not received any input, comments or letters so I recommend it pass as stated.

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

**Approve Second and Final Reading of Ordinance 1088, an Ordinance Approving Text Amendments to Titles 11 and 16 of the Valley City Municipal Code.**

City Attorney Martineck stated after the first reading we tabled the second reading of this ordinance for the opportunity to receive comments and evaluate some of the language. There are some changes that took place indicated in blue. This has been reviewed by the Planning and Zoning Commission as well. City staff recommends approval.

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

#### Resolution

**Approve Resolution No. 2316, a Resolution Approving Final Plans & Specifications for Master Lift Station Upgrades and Authorizing Engineer to Advertise for Bids.**

Chad Petersen from KLJ stated this was bid earlier this year and the bids came in high. We’re rebidding the same project with a better timeline and more lead time for materials to start construction early spring next year. We will bid late October for construction next year.

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

**Approve Resolution No. 2317, a Resolution Approving Final Plans & Specifications for Main Street Storm Sewer Outlet (Elks) and Authorizing Engineering to Advertise for Bids.**

Chad from KLJ stated this is to bid the gravity discharge by the Elks building. Bidding will take place at the end of the month for construction in 2022.

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 $2,383,908.22**

Finance Director Richterreported we are at $2,383,808.22 with MRES at $459,000, purchase of Valley Implements at $470,000, BND debt $348,400, Bluescope for the Fire Hall addition invoice of $78,000, Infrastructure and construction was $372,000 the other two sirens were $21,500. Payroll was high at $428,000 due to paying the annual fire department payment.

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

**Approve Application for Property Tax Exemption for Improvements to 231 2nd Ave NE.**

City Assessor Hansen stated this is for a 5 year exemption for a commercial property and she recommends a do pass.

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

#### City Administrator’s Report

**City Administrator Crawford** reported that Sandy can only do her job when she knows about projects so if there is anything you know going on out there let her know. Aprons are being considered for Loves to help with turning and the cross traffic.

#### City Updates & Commission Reports

**Fire Chief Magnuson** reported that this week is National Fire Prevention week so events will be taking place for that. October 12-13 is the Battle of the Badges blood drive, please donate. The new rural truck arrived.

**Chad from KLJ** provided a construction update. The milling was completed on Streetscape Phase II by Thursday it should be open. Signage should happen Monday or Tuesday. The streetlights and signals should be going up next week as well. 7th Ave and 4th St. paving starts tomorrow, most of the concrete work should be complete. Paving should be wrapped up the end of this week and the seeding and landscaping should take place next week.

**Commissioner Gulmon** reported that the finance committee met last week and discussed finances through August of this year. We also reviewed the sales tax report which was positive, it’s up 41% through July of 2021 which is about $467,000. That impacts property tax relief, development and R&R funds. Food and beverage tax is up about 37% and occupancy tax about 21%. We reviewed the 2021 budget, general funds and public works and things are running pretty much as planned for this year. Garbage is running at a deficit so there may need to be some adjustments in the future. Reserves in both the general funds and reserves are strong. Valley City will receive $992,000 for the American Rescue Plan and that will be used for underground.

**Commissioner Bishop** thanked the fire department and the unseen work they do for our community and also to the police department and the work they do that we don’t know about. If you see them shake their hand.

**President Carlsrud** requested people to respect the piles at the leaf drop site. Do not drop in the middle of the driveway, try to get it as close to the piles as you can. We have openings for employee, please check the website. Thank you to everybody.

#### Adjourn

Meeting was adjourned at 5:36 P.M.

Attested to by:

Avis Richter, Finance Director Dave Carlsrud, President of the

City of Valley City City of Valley City Commission