# City Commission Meeting Valley City, North Dakota

## Tuesday, November 7th, 2023

**CALL TO ORDER**  
President Carlsrud called the meeting to order at 5:00 PM.

**ROLL CALL**

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

Member Absent: Commissioner Bishop

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

#### **PLEDGE OF ALLEGIANCE**

#### **APPROVAL OF AGENDA**

Add New Business Item 6. Approve Contract for Public Auction Services.

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

#### **APPROVAL OF MINUTES**

Commissioner Erickson moved to approve the minutes from the October 17, 2023 Commission Meeting, seconded by Commissioner Magnuson. Motion passed unanimously.

#### **APPROVAL OF CONSENT AGENDA**

**Approve Contractor License for Dirt Dynamics, Fargo ND**

**Approve Raffle for Sheyenne Valley Friends of Animals, December 15, 2023 at Handy Hardware**

**Approve Raffle for ND Hereford Assn, December 2, 2023 at the ND Winter Show Building**

**Approve Parade for VC Area Chamber of Commerce Parade of Lights, November 25, 2023 at 6pm**

**Approve Block off the Street Application for the VC Area Chamber of Commerce Parade of Lights, November 25, 2023 from 2pm until 9pm, Event is from 4pm until 9pm**

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

#### **ORDINANCE**

**Second and Final Reading of Ordinance No 1145, an Ordinance to Amend and Reenact Section 5-03-11 of the VCMC related to disposition of owner-surrendered animals.** There are no changes to the Ordinance.

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

**Second and Final Reading of Ordinance No 1146, an Ordinance to Amend and Reenact Sections 15-05-01 and 15-05-04 of the VCMC related to use of City Dumpsters.** There are no changes to the Ordinance.

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

#### **RESOLUTION**

**Resolution 2427, A Resolution Declaring Sufficiency of Protest for Paving Improvement District No. 128*.*** Finance Director Klein reported that we did not receive any protests on this project. A NW Reconstruction for 2024 map was included in the materials. An Informational Meeting was held on October 16, 2023 with no attendees. Protests were due on November 6th and we did not receive any protests.

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

**Resolution 2428, A Resolution Approving Final Plans, Specifications, and Estimate of Probable Costs and Authorizing Engineer to Advertise for Bids for Paving Improvement District No. 128, Watermain Improvement District No. 105, Sanitary Sewer Improvement District No. 69.** City Engineer Petersen shared that this project is scheduled to be bid through the NDDOT on November 17th. The total estimated construction cost is approximately 4 million dollars. We did receive approximately 2.63 million dollars from Urban Grant Funds through the NDDOT. We will be requesting approximately 550 thousand dollars of funds through the Department of Water Resource for the water main replacement portion of the project. The Final Plans & Specs are on file at City Hall.

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

**Resolution 2429, A Resolution Approving Urban Limits Boundary for City of Valley City.** City Engineer Petersen reported this is a paper trail catch up as you previously approved the Urban Limits Boundary at the last Commission meeting. The NDDOT requires this in the form of a Resolution so requesting the approval of this Resolution for the Urban Limits Boundary as per the map.

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

**Resolution 2430, A Resolution Approving Use of Construction Management At-risk Delivery Method for New Public Works Service Center.** City Administrator Crawford is asking for approval of the use of Construction Management At-risk Delivery Method for the New Public Works Service Center that will go along with them being the General Contractor and also the way to help with the process to go get all the bids, instead you go through this process and they get all the fees together and end up with 1 rate.

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

#### **NEW BUSINESS**

**Approve Monthly Bills for the City and Public Works in the Amount of $ $2,405,467.61.** Finance Director Klein reviewed the October Expenditures.

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

**Approve Preliminary & Design Engineering Task Order for Project No. UGP-2-990(068), PCN 24181-2025 Urban Grant Reconstruction Project.** City Engineer Petersen reminded the Commissioners that the City was awarded 2.99 million dollars in Urban Grant Funds for the reconstruction of 2nd ST N from 3rd Ave NW to 4th Ave NE as well as 3rd Ave NE from Main ST to 2nd St. We requested that this project be programmed for planned delivery August of 2024. In reviewing other projects adjacent to the project corridor, specifically along the 4th Ave NE. You may recall that we have had several watermain breaks in the area. As this was a high priority for Public Works to get that watermain replaced we requested to the DOT that they add 4th Ave NE & 1 additional block of 2nd St NE to the project. The request before you are the preliminary design and engineering for the described project. A proposed bid opening in November of 2024 for anticipated construction in 2025. They will do the survey now through the spring, get the environmental documentation, cultural work and the public involvement done over the winter months. Design Engineering will be done from the Spring through August of 2024 time frame. This will be bid through the NDDOT possibly next November.

Commissioner Magnuson moved to approve, seconded by Commissioner Gulmon. Roll Cal Vote: Commissioner Gulmon – Aye, Commissioner Magnuson – Aye, Commissioner Erickson – No,

President Carlsrud – Aye. Motion Carried.

**Approve RFQ for Architect for Pre-Design Services for the Service Center.** City Administrator Crawford asked, as required by Century Code, we have to approve an RFQ for the Architect for Pre-Design Services for the Service Center.

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

**Approve MOU (Memorandum of Understanding) with VCSU for Emergency Management.** There were no changes to the Memorandum, just a new signature was needed so must again be approved by the Commission.

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

**Approve MOU with VCSU for Campus Safety.** There were no changes to this Memorandum, just a new signature was needed so must again be approved by the Commission.

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

**Approve Contract for Public Auction Services.** City Administrator Crawford shared this has to do with the extra items the different departments throughout the City had. There will be an online auction, with the details being printed twice in the newspaper, then the online auction will be held. The smaller items will be sold the first week, there will be a set date, and larger items, some with reserves, will be the second date. The other piece to this is that the Auction Service is responsible for all the advertising, listing, photos and descriptions. There will also be a time that the Public will be able to walk through and see the items.

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

#### **CITY ADMINISTRATOR’S REPORT**

**City Administrator Crawford** started off with the Construction Project on 2nd Ave NE. Basically they will continue working on the project this week and next. If the weather holds out, they hope to have the sidewalks completed, signs installed and other things completed. The goal would be to have it ready to go by the end next week, so November 18th. There are still items that need to be checked on but will update after the next construction meeting. Check social media and the website for the latest update. On Wednesday, November 15th City Administrator Crawford will be representing the midsize cities at a Committee Hearing on Retirement in Bismarck. Also, continuing to work on a lot of grants. There are some new Transportation Grants that we will be working on for the 2025 projects. There are also some Electrical Grants that just came up so working on getting them completed.

**Finance Director Klein** shared that every November we send the annual installment for Special Assessments to the County. If you have any questions on the special assessments come to the Auditors Office at City Hall. Please do not reach out to the County. You will also find a list of remaining balances of special Assessments at ValleyCity.US.

**City Assessor Current** updated the Commissioners on what she has been working on. About 320 homes were visited and reviewed this summer. A lot of people have been in the office inquiring about the Homestead Credit with 39 new people signing up. Valley City has over 167 people currently signed up. The State reimburses us for the credit. Houses are still selling well, there were 72 sales this year. Prices seem to be staying high, but sales have slowed.

**Commissioner Gulmon** shared the Financial report through the end of September. Very positive report with revenues outpacing expenses in both the General Government and Public Works. Sales Tax is down 1.5% compared to the numbers from last year. Food & Beverages Tax is up 7.5% over last year. The Occupancy Tax is up 11% compared to last year

**Mayor Carlsrud** thanked all the city employees for their work especially with the change in season and all that comes with that. If you have not been to the Vo-Tech Center, go up and take a tour. They do some amazing things there. Please Thank a Veteran this weekend and a “Special Thank you” to our Veterans. Be careful to all the Deer Hunters out there as well. Enjoy the weekend.

#### **ADJOURN**

Meeting was adjourned at 5:27 P.M.

Attested to by:

Brenda Klein, Finance Director Dave Carlsrud, President of the

City of Valley City City of Valley City Commission