# City Commission Finance Meeting

# Valley City, North Dakota

## Tuesday, December 5, 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 Erickson, Commissioner Gulmon.

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

**Department Reports**

**Sanitation Department**

Sanitation Supervisor Swart discussed picking up garbage racks that remain around town. She reminded us that the Truck needs at least 3’ clearance around the containers. Swart shared information about Saturday openings for the Landfill and what hours seem to be the best to be open. 9AM to Noon seems to be the busiest times. Swart then brought up the extra garbage that citizens have around Christmas and it was decided to have free drop off of up to 100lbs per Residence from December 26 to December 29. Citizens can take their garbage, minus the recycled cardboard, to the Transfer Station.

**Electric Department**

Electrical Superintendent Senf shared there were 4 outages in the past month due to squirrels. The Department is busy with trimming trees, hanging switches and will be working on the underground connection to John Deere. The quotes for the sale of the used transformer came in and the best proposal was for $20,000. and they will load and haul the piece taking on all the liability.

**Fire Department**

Fire Chief Magnuson reviewed the Calls for Service Report. Numbers were down from the previous month with 10 regular and 10 after hour calls. Magnuson filled the Commissioners in on the new rescue boat that was purchased with some insurance claim funds and the remaining amount was covered with funds raised by the Firemen.

**Street Department**

Operations Supervisor Klemisch talked about the culvert that was replaced by the Rainbow Bridge as well as a water main break in the SW part of town. Thank you to Barnes Rural Water for some of the materials. His team also replaced the guardrail near 6th & Viking.

**Administration**

City Administrator Crawford gave an update on 2nd Ave lighting. Everything is ready as soon as the actual poles come in but do to timing and weather, this will be completed in the spring of 2024.

**Review monthly bills/reports**

Finance Director Klein reported expenditures in the amount of $1,485,229 for the month.

**Commission Duties Review**

Attorney Martineck gave a Power Point Presentation on the Duties of Commissioners.

**Review cost of Special Meetings**

Finance Director Klein shared the cost and time involved with having a Special Commission Meeting. Attorney Martineck will draw up a Resolution for approval on a future agenda, charging $25.00 for a requested Special Meeting. This Resolution will include a change to the Master Fee Schedule.

**Appointment of Department Heads and Police Officers**

Discussion was had on the current Appointment of Department Heads and Police Officers. Attorney Martineck referred to code which states that the City Administrator should be appointing these positions. The Commissioners requested, for the time being, Police Officers be appointed by the City Administrator and not need Commissioner Approval. The current Code will be reviewed and an ordinance will be drafted as to the actual titles needing Commission approval and the actual titles that can be appointed by the City Administrator.

**Review 10 Year Valley City Infrastructure Plan**

Administrator Crawford reviewed the 10 Year Valley City Infrastructure Plan. This plan gives the transparency to determine if we have the monies for future projects and make sure that we know exactly which projects the monies budgeted go to. This plan covers the estimated projected funds needed for future projects and maintenance in all City Departments and how the monies will need to be budgeted.

**Year to Date Building Permit Report and Power Point Presentation of Recent Home Sale Comparisons**

Assessor Current shared a Year to Date Building Permit Report from Michael Blevins. Current also shared a Power Point Demonstration on the sales of houses and how the values have increased in the past couple of years.

**Discuss Public Works 2024 Proposed Budget**

Public Works Accountant Jacobson discussed the Public Works 2024 Proposed Budget.

**Discuss PW Water Rate increase**

Public Works Accountant Jacobson explained the need for the Public Works Water rate increase.

**Discuss PW South Side Sewer rate increase**

Public Works Accountant Jacobson explained the reasoning for the South Side Sewer rate increase.

**Discuss PW Credit Card Fees**

Public Works Accountant Jacobson shared a spreadsheet on Credit Card Fees and what it costs the City to offer this payment option to the Citizens. Those fees continue to rise for the City. Discussion was had on these fees and if the fee should be passed along to those using this service. The City does offer 3 ways to pay with no fees being charged.

**Adjourn**

The meeting was adjourned at 4:37 PM.