# City Commission Meeting Valley City, North Dakota

## Tuesday, February 1st, 2022

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

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

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

#### Pledge of Allegiance

#### Approval of Agenda

No changes.

#### Approval of Minutes

Commissioner Bishop moved to approve the minutes from the January 15th, 2022 Commission meetings, seconded by Commissioner Magnuson. Motion passed unanimously.

#### Approval of Consent Agenda

**Approve Application for Raffle Permit for the following:**

**Barnes County Ducks Unlimited on March 24, 2022 at the Eagles Club.**

**Sheyenne Valley Friends of Animals on April 16, 2022 at the Eagles Club.**

**El Zagel Sheyenne Valley Flag Corps on May 21, 2022 at the Eagles Club.**

**Approve Tree Trimming and Removal Application Renewal for Ground to Sky.**

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

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

#### Ordinance

**Approve First Reading of Ordinance 1096, an Ordinance to Rezone and Amend Zoning Map, Lots 1 and 6 of Hidden Ponds Estates PUD.**

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

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

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

#### Resolution

**Approve Resolution No. 2343, a Resolution Approving Final Plans & Specifications and Authorizing Advertising for Bids for Consolidated Sewer & Water District No. 59 (Nextera).**

Tracy Eslinger from Moore stated the plan is to have the bids ready for review at the March 1st meeting, bid opening at February 25th at 10 am.

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

**Approve Resolution No. 2344, a Resolution Accepting Bids and Awarding Contract for Master Lift Station Improvements.**

Chad Petersen from KLJ stated four bids were received. The engineer estimate for the project was $376,910. The low bid received from Northern Plains Contracting was $342,117. After review and talking with Public Works our recommendation is to award the bid to Northern Plains Contracting.

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

**Approve Resolution 2345, a Resolution Updating the Public Works Fee Schedule.**

City Attorney Martineck stated this is an increase on NSF fees.

City Administrator Crawford added that our fee is currently $25 on any NSF and we feel with the extra work and stamp cost that it is time to increase this fee to $30

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

**Approve Resolution 2346, a Resolution Approving Replat of Hidden Ponds Estate PUD.**

City Attorney Martineck stated there were some ordinance changes in the fall of last year and this plat was resubmitted to change some of the lines. The nature of the project stays the same. It just changes the size of the lots.

Commissioner Magnuson moved to approve, seconded by Commissioner Bishop.

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

Motion carried.

#### New Business

**Approve Monthly Bills for the City and Public Works in the Amount of $1,254,171.00.**

Finance Director Richter reported $1,126,461 in R&R expenditures and the balance of $127,710 was operational expenses.

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

**Approve Policy for Paying for the First Seal Coat Following a Street Reconstruction from Infrastructure Funds instead of Special Assessments.**

Deputy Auditor Klein stated last fall we special assessed 5th Ave NW reconstruction project and it was approved to pay for the next seal coat after that through R&R funds instead of special assessing it. This year we will be assessing another reconstruction project and starting to build another reconstruction project so we are looking for a policy about paying for that seal coat out of R&R funds going forward.

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

**Approve Extension of the 2021 Contractor Licenses through May 31st, 2022.**

Finance Director Richter stated ordinance says contractor license is to be renewed every 12 months. We changed the date to due to the state renewals on their contractor licenses. We are asking to extend the current license by 2 months to set up for the new renewal period.

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

#### City Administrator’s Report

**City Administrator Crawford** provided an update on Viking Drive Estates. More information will be provided for the second meeting in February.

VCSU football team will be cleaning snow from hydrants so if anyone knows of an elderly or disabled person that needs help let us know, we will focus on those first.

#### City Updates & Commission Reports

**Chad Petersen reported** next Tuesday, February 8th at 5:30 there will be an in informational meeting for the residents on the 12th St N. project and at 6:30 one for the 6th St project will begin.

**Commissioner Erickson** stated the street crews have been cleaning the snow from the corners so if you see them please stay out of their way.

**President Carlsrud** stated the electrical department manages the electrical loads so we don’t get hit with extra charges when we’re over peak and that extra charge could be $10,000. The energy demand is higher during breakfast, lunch and dinner so try to cut down on other things during those times.

Clean around garbage cans and your dumpsters so our employees are able to get to them easily.

#### Adjourn

Meeting was adjourned at 5:23 P.M.

Attested to by:

Avis Richter, Finance Director Dave Carlsrud, President of the

City of Valley City City of Valley City Commission