# City Commission Meeting Valley City, North Dakota

## Tuesday, April 5th, 2022

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

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

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

#### Call to Order

Meeting was called to order at 5:00 p.m.

#### Roll Call

#### Pledge of Allegiance

#### recognition for mayor for a day-sullivan Peterson

#### city government week proclamation

#### Approval of Agenda

Add Ord. 3

#### Approval of Minutes

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

#### Approval of Consent Agenda

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

**Approve Raffle Permit for**

* 1. **VCHS DECA on April 28th, 2022 at the VCHS.**
  2. **St. Catherine’s Knights of Columbus on May 25th, 2022 at the Eagles.**
  3. **Kiwanis Valley City on April 25, 2022 at VCHS.**
  4. **Valley City Chamber of Commerce on June 18, 2022.**
  5. **VCPS Music Boosters on May 12, 2022.**
  6. **Valley City Education Association on May 20, 2022.**

**Approve 2022-2023 Contractor License Renewals for:**

* 1. **Hope Electric**
  2. **ASAP Electric**
  3. **Ace Plumbing**
  4. **Tim’s Plumbing**

**Approve Relocation of Valley City Twisters Gymnastics Site Authorization from Bridges Bar and Grill to Brockopp Brewing through June 30, 2022.**

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

#### Ordinance

**Approve Second and Final Reading of Ordinance 1099, an Ordinance Combining the Variance Board and P&Z Committee.**

City Attorney Martineck stated there were some administrative changes after speaking with Joel Quanbeck since the first reading and are highlighted in the second.

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

**Approve Second and Final Reading of Ordinance 1100, an Ordinance to Amend and Reenact Section 5-03-06.2 for the VCMC Related to Animal Impoundment Fees.**

City Attorney Martineck stated no changes from the first reading.

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

**Approve First Reading of Ordinance 1101, an Ord to Amend & Reenact Section 110-07-08 of the VCMC Relating to Planning and Zoning Fees.**

City Attorney Martineck stated this will allow the city to set a late application fee for zoning applications and also allow the city to set a fee to request a special meeting of the PZ Commission. The fees will be established at the last meeting.

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

#### Resolution

**Approve Resolution 2358, a Resolution Amending the Master Fee Schedule.**

City Attorney Martineck stated this resolution will establish an animal impound administration fee of $10, an appellate fee to appeal the zoning decision to the city commission of $100, expedited PZ commission for a variance or appeal of $300, establishes a Class I alcoholic beverages annual fee of $2250.

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

**Approve Resolution 2359, a Resolution Approving Definitive Improvement Warrant, Series 2022 for Consolidated Sanitary Sewer & Water Main Improvement District No. 59.**

Commissioner Gulmon 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 $1,376,081.55.**

Finance Director Richter provided the breakdown of expenditures for March.

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

**Approve Reclassification of Administrative Assistant for Public Works.**

City Attorney Martineck stated the recommendation is to make the position at the front desk which is an Administrative Assistant for Public Works be reclassified as and Administrative Assistant I to and Administrative Assistant II.

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

**Approve the City’s Selection to Purchase an Automated Garbage Truck from Sanitation Products Inc. with quote in the amount of $355,853.**

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

**Approve the City’s selection to purchase a crew cab pickup from Stoudt Ross Ford bid proposal in the amount of $30,426.**

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

#### City Administrator’s Report

**City Administrator Crawford** reported due to the new fees being added on the MFS for things like expedited PZ meetings, Joel Quanbeck will be making a chart of when things are due so people are aware. The 6th St project received final approval.

#### City Updates & Commission Reports

**Finance Director Richter** stated last week Eide Bailly was on site for our audit. It seems to be going well and we should have the final report in June for commission approval.

**Tina Current** reported the Equalization Meeting is April 12th at 4 p.m. The appeal process needs to start at the city level.

**Police Chief Hatcher** reminded everyone about the first Coffee with the Cops taking place at Alley Beans.

**Commissioner Gulmon** congratulated Mayor for the Day Peterson. Cash reserves are strong. Sales tax through January is down a little bit from 2021 but well ahead of 2019 and 2020. Food and Beverage and Occupancy taxes increased.

**Commissioner Bishop** encouraged everyone to come out to meet with the officers tomorrow. All questions will be appreciated and it’s an informal way to get together.

**Mayor for a Day Peterson** thanked everyone for the fire truck ride.

**Mayor Carlsrud** asked residents to clean up around their garbage areas and to not set out bags of garbage to early allowing critters to get in them. Our crew is not responsible to pick up that mess. Clean up week is June 6th.

#### Adjourn

Meeting was adjourned at 5:33 P.M.

Attested to by:

Avis Richter, Finance Director Dave Carlsrud, President of the

City of Valley City City of Valley City Commission