# City Commission Finance Meeting

# Valley City, North Dakota

## Tuesday, April 5th, 2022

3:30 PM

### Called To Order

President Carlsrud called the meeting to order at 3:30 PM.

#### Roll Call

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

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

**Department Reports**

**Sanitation Supervisor Swart** reported that clean up week has been set for June 6-11. Grass sites are open 24/7 all year long.

**Water Superintendent Hesch** reported fluorescent lights in the WTP in certain spots will be changed to LED. Meters were received from HACH and will be working on replacing those.

**Electrical Supervisor Senf** reported the crew has been trimming tree and replacing the purple fixtures around town. They will also replace the ones going out on the highway. Working on the downtown sub with HDR. Trying to line up a crane and sell the transformer.

**Assistant Fire Chief Coit** reported on the fire extinguisher services stating they continue to get more customers and it will get busier with time.

**Police Chief Hatcher** reported they are still working on hiring for the opening. There are 3 people that are going through the background process. This month will be the first of the monthly Coffee with Cops program. If it’s successful we’ll consider doing it monthly.

**Kevin Jacobson** reported the street department has been doing patching and cleaning. Water crew has been working on the lead and copper. There was a water leak that had to be fixed. Some residents have been mentioning orange water. We will work on flushing them but it can look clear doing that and then it sometimes loosens the rust in some of the older pipes. FI you have rusty water flush your cold water. Do not turn the hot on until it’s clear or it may get into your hot water heater.

**Finance Director Richter** stated the quarterly report for general engineering shows they are pretty much right on target.

**Review the monthly bills/reports.**

Finance Director Richter read the breakdown of the finance report with expenses totaling $1,376,082.

**Discuss Placing Recycling Containers Eat of the Water Treatment Plant.**

Commissioner Magnuson asked if we could put some on the flat land by the water treatment plant. After discussion it was decided to check into a different location.

**Discuss Reclassification for Administrative Assistant for Public works Accounts.**

Katie has given her notice and will be leaving the end of May. The proposal is to change that position as an Administrative Assistant II after Katie leaves.

**Discuss Definitions for Alcoholic Beverage License Classifications.**

City Attorney Martineck requested clarification in some areas of the alcoholic beverage license to make sure they are well defined and everyone is on the same page.

**Master Fee Schedule Update.**

City Attorney Martineck stated there will be a resolution to approve several fees based on ordinances that have been passed or will be passed and once again making sure everyone is on the same page. Discussion of the fees that were being changed took place.

**Discuss Project to be included in the North Dakota Water Resources 2023 Water Development Plan.**

Chad Petersen from KLJ discussed the plans that were currently on the plan and received confirmation that those projects will remain.

**Progress Updated on Elks Building**

Chad Petersen provided update with approximate construction beginning later this fall.

**Discuss Infrastructure Funds 2022-2029**

City Administrator Crawford presented a printout that each department listed what they felt were improvements that will need to be made so we can have an idea of future funding needs.

**Adjourn**

The meeting was adjourned at ­4:51 PM.