# City Commission Finance Meeting

# Valley City, North Dakota

## Tuesday, July 6th, 2021

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 (3:06), and Commissioner Gulmon.

**Commission Topics**

Discussion took place around Energy, Green & Base Load.

**Department Reports**

**Electrical Superintendent Senf** Working on the 2nd Ave lighting. We had 6 outages for June-2 weather, 2 trees and 2 squirrels.

**Operations Superintendent Klemisch** reported all the pipe is in the ground for the well on 6th Ave. Watersmith will be out Monday and we’ll fire it up. We’ve been laying asphalt, fixing potholes and taking care of trees as Bob marks them.

**Fire Chief Magnuson** reported they were up a few calls but they were small calls. Made it through the 4th of July with only a few small fires. The final drawings were turned into the engineer for the building. A summary of the fire extinguisher report was given.

**Water Superintendent Hesch** reported water quality seems to be better this year than last year. The raw water coming in seems cleaner and we think it may be due to the zebra mussels. There is some good points and some bad to them. We haven’t seen any issues to our intakes right now. We had our inspection last Tuesday morning and it was a nice “spic and span” report we received.

**Police Chief Hatcher** reported they made their last hire today and they will be here in August.

**City Administrator Crawford** reported on behalf of Public Works Manager Jacobson. Final numbers for recycling was 1416 and they just needed to hit just under 1000. The letters will be going out to the landlords soon about the utilities staying with the property. After discussion with Bob Anderson, the ash bore has hit Detroit Lakes and when it hits it takes out hundreds of trees at a time. He suggested budgeting for that in case we need to replace trees because of it.

Commissioner Magnuson suggested we look at trees in and along the river too.

**Review monthly bills/reports**

We have expenditures of $2,122,000 for the month of June. Of that about $30,000 is for PFP, $1.1 million is construction and MRES is about $265,000. That leaves about $694,000 for operations.

**City Assessor Hansen** stated she is looking at retiring next fall and suggested training someone that wants to stay and work with them for the next year.

City Administrator Crawford added that she fills it’s a need to have a succession plan and proposed to open it internally first. Doing so we will assure Sandy that she will not be replaced earlier than the date she has given. This is not an easy job to fill and there are classes and certifications that need to be taken. This person would also help the City Attorney and City Administrator positions with basic filing and other job duties that can easily be delegated. Budget time is coming up so we need to work with Avis on how we can get that in there.

Finance Director Richter added that she had it in the budget for 2022 and if it’s approved we start on it in 2021. City Assessor is a C42 with a beginning salary at $56,000. If we bring someone on without any experience that has to go through training we felt that during that training period they would be somewhat equivalent to the Administrative Assistant II year 5 and with every test passed they would go up one level. When they were done with testing they go right to the City Assessor pay.

**Updated Information about Nextera.**

City Administrator Crawford stated the cost estimate was around $585,000 but after looking at it we discussed some alternatives. If we left it as is there are some areas that have potential growth and we may run into issues with the way it is now. In order to do what we need to in order to allow any potential growth the cost would increase around $200,000 and that would be on us. Doing this now allows us to be proactive instead of reactive which would cause a lot more issues and costs down the road. Superintendent Klemisch added that we would like to avoid having a lift station out there and you would still have your coverage area out there. If the growth continued to expand we would eventually need a lift station.

**Quarterly Engineering Contract Fee Review**

City Administrator Crawford reported that we are under both on build and flood plain but above on planning. We’re still under our total maximum the main thing is to keep an eye on the planning portion.

**Discuss Reserving the $458,305.73 Refund from MRES for the New Public Works Service Center**

City Administrator Crawford stated this was discussed months ago when we found out we were getting a refund and we would just like official commission action showing that this is to go toward the Public Works Service Center.

**Discuss Speakers for Central Ave. From Main Street to 4th Street North**

City Administrator Crawford stated the cost estimate came out to just under $20,000. There is a demo for $60 we can test out and I think that’s the way to go there. These have been used in various areas included negative degree weather so we know they work.

Electrical Superintendent Senf said when they get the demo they’ll see exactly how to attach them to the poles. We may have someone make some hangers but we’ll see when the demo gets here.

City Administrator Crawford added that the hub would have to be somewhere near. Straus Mall volunteered to hold it but we’ll have to see. During the summer they can play music while you’re shopping, winter they can play Christmas music. You can also plug into them so you can make announcements for example when a car show is going on.

**Discuss Downtown Substation Upgrade**

Electrical Superintendent Senf stated there is no 115 available at the substation. To have WAPA open a stop it costs $1.5 million.

**Discuss Appointments to Planning and Zoning Commission**

City Attorney Martineck stated that the Mayor is supposed to be on the PZ Commission. The practice in the past has been to get whoever they could to sit on the board.

Mayor Carlsrud requested he go from CCH to PZ, Dick goes from Library to CCH and Dewey and Dick Library.

**Possible PFP Property Buyout**

City Attorney Crawford stated there is a property that has been listed for sale, it is within the realms of what we are okay to do with the State Water Commission buyout money. It is right in the middle of where our flood protection would go about 10 years down the road. We should purchase that so we don’t have any problems down the road for our flood protection down the road.

Chad Petersen from KLJ stated the lot itself can be built on as long as you build above. If the city buys it now it may cost less than if someone builds a house on it and you have to buy it 10 years down the road.

**Leevers Parking Lot Restoration with 2023 Project**

City Administrator Crawford stated we have a project coming up and now would be the time to put the parking lot back if we want. The reason is was extended was to add more parking when the church was there but now there is plenty of parking

Operations Supervisor Klemisch stated the street department has issues with trying to clean the streets so would like to see it put back.

**Adjourn**

The meeting was adjourned at ­4:45 PM.