# City Commission Meeting Valley City, North Dakota

## Tuesday, September 6, 2022

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

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

Others City Administrator Crawford, City Attorney Martineck, Deputy Auditor Klein, Administrative Assistant Johnson

#### Pledge of Allegiance

#### Approval of Agenda

Changed ORD 1 to a Public Hearing

Add N8

#### Approval of Minutes

Commissioner Bishop moved to approve the minutes from the August 16, 2022 Commission 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 Application for Raffle for the following:**

* **Barnes County Senior Citizens Council from the dates of September 9, 2022 to June 30, 2023 at the Barnes County Senior Center.**
* **Valley City Lions Club on September 20, 2022 at the Eagles Club.**
* **Valley City USBC Association from the dates of November 13, 2022 to May 7, 2023**

**Approve Application to Block off Central Ave from 3rd St. SW to 4th St. SW for a 100th Anniversary Celebration at Connect Church on October 8, 2022 12:00 PM to 8:00 PM.**

**Approve Application for Parade for VCSU Homecoming on September 17, 2022 at 10:30 am.**

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

#### Public Hearing

**Public Hearing for Meadow View Estates**

President Carlsrud declared the public hearing open.

There were no public comments.

Commissioner Bishop moved to close the public hearing, seconded by Commissioner Magnuson. Motion passed unanimously.

**Approve First Reading of Ordinance 1113, an Ordinance to Rezone and Amend Zoning Map (Meadow View Estates).**

This will change this from R1 to R2 which was recommended by Planning and Zoning.

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

#### Ordinance

**Approve First Reading of Ordinance 1112, an Ordinance to Amend and Reenact Subsection 4 of Section 8-06-06, Subsection 5 of Section 8-06-16, and Sections 11-02-08, 11-06-07, and 11-06-20 of the Valley City Municipal Code Related to Location of Plantings and Fences in Yards.**

City Attorney Martineck stated the originally came before the PZ Commission as a variance when someone wanted to put a fence on a corner lot in a front yard. The issue is the definition of what is considered a front yard on a corner lot. PZ is recommending instead of having two front yards, you have a front lot line where your residential address is and you have secondary lot line where it is facing the street. There would be restrictions on placement.

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

**Approve Frist Reading of Ordinance 1108, an Ordinance to Amend and Reenact sections 8-07-02, 11-06-16, 14, 10-49, and 14-35-04 of the Valley City Municipal Code Related to Parking.**

City Attorney Martineck stated we will do more work on 11-06-16 prior to the second reading. At this time the most changes that took place were changes to the RV parking section and setting the parking at 72 hours to make it more consistent with our other parking ordinances.

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

**Approve First Reading of Ordinance 1114, an Ordinance to Amend and Reenact Section 14-06.1-06 of the Valley City Municipal Code related to Fees for Noncriminal Traffic Violations.**

City Attorney Martineck stated this is to separate speeding violations from the definition of moving violation which is consistent with state code.

Commissioner Magnuson moved to approve, seconded by Commissioner Gulmon.

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

Motion passed.

#### Resolution

**Approve Resolution 2372, a Resolution Approving the Sale of GE Transformer No. F961679.**

Commissioner Erickson 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 $2,355,850.48.**

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

**Approve Appointing Brenda Klein as Finance Director for Valley City as of August 11, 2023.**

City Administrator Crawford explained that Finance Director Richter has set her retirement date as August 11, 2023. Appointing Brenda Klein as the Finance Director is the plan of succession to help with a smooth transition.

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

**Approve Appointing Brandy Johnson as Deputy Auditor for Valley City as of August 11, 2023.\**

City Administrator Crawford stated this is another step in the succession plan. We are doing this now to allow for proper training and hire on a replacement for Brandy in the spring and allow some training for that too.

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

**Approve Site Authorization for ND Wildlife Federation at the at the Valley City Eagles Club on April 1, 2023.**

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

**Consider Valley City-Barnes County Development Corporation Request for Funds in the Amount of $20,000 for Small Projects Funding.**

Jennifer Feist stated this is an annual request for paying some of the property taxes on the industrial and technology park.

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

**Consider Valley City-Barnes County Development Request for Funds in the Amount of $60,000 per year for 3 years from October 1, 2022-Septmeber 30, 2025.**

Jennifer Feist stated this is to support the recruiting and retention position.

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

**Approve 2021 Eide Bailly Audit Report.**

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

**Authorize City Staff to Negotiate and enter into Agreement with KLJ for the Purchase of Equipment for the Elks Building.**

City Administrator Crawford stated this is to correct the issue by the Elks building. This is so we will purchase the materials for warranty purposes and get reimbursed by KLJ.

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

#### City Administrator’s Report

**City Administrator Crawford** reported that our flood wall was hit last week. KLJ will have a structural engineer do an assessment and will determine at that time if anything further is needed.

Viking Court is supposed to have a resolution of how we are going to do the first stage by fall. Interstate Engineering is working on some design adjustments due to delivery and price concerns however they believe the complete storm drainage will be done this year.

#### City Updates & Commission Reports

**Deputy Auditor Klein** stated on September 14th there will be a special assessment hearing for 7th Ave N and 2nd Ave NE and also Central Ave South that was in conjunction with Streetscape II.

**Police Chief Hatcher** stated there will be a parade on Thursday heading northbound for the Summer Vikes on Central and encouraged participation.

**Chad Petersen from KLJ** provided an update on construction projects. 12th St N pavement marking is being wrapped up and one last driveway that is being worked on. Petro south half is complete and will switched to the north half next week. Marking will be complete the end of September. The clay removal is complete, top soil is complete and the seeding will be taken care of in the next few weeks. 6th Street seeding will be taken care of soon; the contractor did spray for weeds so in the next week or so they will take care of the seeding.

**Commissioner Gulmon** reported the cashflows are strong and reserves are within policy. The city received the final disbursement of the American Rescue Plan funds which are limited to infrastructure projects. Sales Tax revenue was down about 4.5% and the Food and Beverage Tax was up about 6%, the Hotel Occupancy Tax was up about 14% and the highway tax was up about 2%.

**Commissioner Erickson** reported that Dustin in Public Works received his CDL.

**Mayor Carlsrud** thanked Jennifer for all she does and the team that helped with the audit. Brenda and Brandy, thank you for stepping up in the succession plan. School is back in session and traffic patterns change so please be careful and safe and encouraged attendance at Summer Nights on Central.

#### Adjourn

Meeting was adjourned at 5:37 P.M.

Attested to by:

Brenda Klein, Deputy Auditor Dave Carlsrud, President of the

City of Valley City City of Valley City Commission