

City Commission Meeting
Valley City, North Dakota

Meeting Date: October 20, 2026 **Meeting Time:** 5:00 p.m. **Meeting Location:** 220 3rd St. NE Chambers

The meeting is also available to view online <https://us06web.zoom.us/j/86295978901> or listen by calling (1 346 248 7799) Webinar ID: 862 9597 8901

Board of City Commissioners

Michael Bishop, President	David Kline, Commissioner
Dick Gulmon, Commissioner	Jeffrey Erickson, Commissioner
Duane Magnuson, Commissioner	

Department Supervisors

Gwen Crawford, City Administrator	Tina Drabus, City Assessor
Carl Martineck, City Attorney	Scott Magnuson, Fire Chief
Brenda Klein, Finance Director	Nick Horner, Police Chief
Brandy Johnson, Deputy Auditor	KLJ/Moore, City Engineers

Agenda

Call to Order

Roll Call

Pledge of Allegiance (Please Stand)

Approval of Agenda

Roll Call: Magnuson Erickson Kline Gulmon Bishop

Approval of Consent Agenda

- A. Approve Minutes from the 10.06.2026 Commission Meeting and 10.08.2026 Special Commission Meeting.
- B. Approve Monthly Reports from the Fire Chief, Electrical Superintendent, Building Inspector Finance Director and Municipal Judge.

Roll Call: Erickson Magnuson Gulmon Kline Bishop

Public Comment

This portion of the meeting provides a limited public forum for Valley City residents, property owners and business owners to address the Board of City Commissioners on topics related to City business. Interested persons must submit a comment card with the individual’s name, address, and the topic to be commented upon. Non-residents must provide the address of the City of Valley City business the individual operates or works at or the address of real property which the individual owns within the City of Valley City. Comments cards must be provided to the meeting secretary and approved prior to speaking. Public comments are limited solely to business matters and concerns pertinent to the City.

The following rules apply to Public Comments:

- Limited to five minutes per speaker.
- Must not interfere with the orderly conduct of the meeting.
- Must not be defamatory, abusive, harassing, or unlawful.
- May be prohibited if an alternative procedure exists to bring that particular type of public comment before the City, the public comment includes confidential or exempt information, or the public comment is otherwise prohibited by law.

Submission of written comments: In lieu of speaking, a written comment may be delivered to the meeting secretary prior to the start of the meeting. Written comments are limited to two pages. Any member of the public seeking to comment without attending in person may submit written comments to tplecity@valleycity.us. Written comments hand delivered at the time of the meeting or emailed prior to 4:00 pm on the date of the meeting will be distributed to the Board for their information and maintained in City files. Written comments are not read aloud at the meeting.

Resolution

RES 2543 A resolution approving and declaring certain city-owned properties as native grass, wildflower, and natural-growth areas. (City Attorney Martineck)

Roll Call: Gulmon Kline Erickson Magnuson Bishop

New Business

NB1. Approve Monthly Bills for the City and public Works in the Amount of \$4,185,612. (*Finance Director Klein*)

Roll Call: Magnuson Erickson Kline Gulmon Bishop

NB2. Presentation and Approve 2025 Audit Report prepared by Brady Martz. (Finance Director Klein)

Roll Call: Kline Gulmon Magnuson Erickson Bishop

NB3. Approve Change Order No. 1 for the New Water Tower Project Contract #1 in the amount of \$1,949 related to costs for testing provided by AET. (*City Engineer Eslinger*)

Roll Call: Erickson Magnuson Gulmon Kline Bishop

NB4. Approve Change Order No. 1 for the New Water Tower Project Contract #3 in the amount of \$2,407.99 for installation of conduits. (*City Engineer Eslinger*)

Roll Call: Gulmon Kline Erickson Magnuson Bishop

City Administrator’s Report

City Updates & Commission Reports

Adjourn

City Commission Meeting
Valley City, North Dakota
October 06, 2026

President Bishop called the meeting to order at 5:00 pm.

Members Present: President Bishop, Commissioner Gulmon, Commissioner Magnuson, Commissioner Kline, Commissioner Erickson, City Administrator Crawford, City Attorney Martineck, Finance Director Klein

Pledge of Allegiance (Please Stand)

Approval of Agenda

Approval of Consent Agenda

A. Approve Minutes from the 09.15.2026 Finance and Commission Meeting.

B. Approve Local Permits

- a. Trinity Lutheran Church – Raffle
- b. St Catherine School – Raffle
- c. Valley City Chamber of Commerce – Raffle

C. Approve Contractor License

- a. Olson Remodeling LLC

Motion to approve by Commissioner Gulmon, seconded by Commissioner Magnuson.

Roll Call: Gulmon – Yes; Erickson – Yes; Kline – Yes; Magnuson – Yes; Bishop – Yes. Motion Passed

Public Hearing

Public Hearing Regarding Special Assessment Projects: Paving Improvement District No. 127. – West Main Paving, Sanitary Sewer Improvement District No. 72, Paving Improvement District No. 129/132.

Declare Public Hearing Open.

No Public Comments.

Close Public Hearing.

Motion to Close hearing by Commissioner Magnuson, seconded by Commissioner Kline.

Roll Call: Erickson – Yes; Kline – Yes; Magnuson – Yes; Gulmon – Yes; Bishop – Yes. Motion Passed

Approve Special Assessments as recommended by the Special Assessment Commission for Paving Improvement District No. 127, Sanitary Sewer Improvement District No. 72 and Paving Improvement District No 129/132.

Motion to approve by Commissioner Gulmon, seconded by Commissioner Magnuson.

Roll Call: Magnuson-Yes; Gulmon-Yes; Kline-Yes; Erickson-Yes; Bishop-Yes Motion Passed

Ordinance

Second and Final Reading of Ordinance 1192, An Ordinance Adopting the 2027 Annual City Budget.

No changes from the first reading.

Motion to approve by Commissioner Magnuson, seconded by Commissioner Gulmon.

Roll Call: Gulmon – Yes; Erickson – Yes; Kline – Yes; Magnuson – Yes; Bishop – Yes. Motion Passed

Resolution

Resolution 2541 Establishing Electric Utility Rates.

City Administrator Crawford reported that during a review of utility rates, the large-power rate structure was created several years ago, no corresponding rate was established for large-power customers located outside city limits.

Motion to approve by Commissioner Klein, seconded by Commissioner Erickson.

Roll Call: Kline – Yes; Gulmon – Yes; Magnuson – Yes; Erickson – Yes; Bishop – Yes. Motion Passed

Resolution 2542 Establishing Solid Waste Collection Rates.

City Administrator Crawford reported a correction is needed in the sanitation rate schedule: while the two-yard temporary dumpster rate had been updated previously, the four-yard and six-yard temporary dumpster rates were not updated at that time.

Motion to approve by Commissioner Gulmon, seconded by Commissioner Magnuson.

Roll Call: Erickson – Yes; Kline – Yes; Magnuson – Yes; Gulmon – Yes; Bishop – Yes. Motion Passed

Resolution 2544 Approving Plat of Eagles Nest Addition to the City of Valley City.

The Planning and Zoning Commission reviewed an application to replat the land between Bridgeview Assisted Living and the Eagles Club. The request involved a replat to allow Bridgeview to construct a gazebo on its property. The Planning and Zoning Committee recommended approval of the replat.

Motion to approve by Commissioner Erickson, seconded by Commissioner Gulmon.

Roll Call: Magnuson-Yes; Gulmon-Yes; Kline-Yes; Erickson-Yes; Bishop-Yes Motion Passed

New Business

2026 Forestry Report.

Forester Anderson presented the 2026 Forester’s Report. He reported on seasonal pruning work, educational workshops, Arbor Day activities, and the issuance of notices related to tree maintenance. A total of 76 trees were planted. Twenty-six trees were removed due to Dutch elm disease, an increase attributed to storm damage and nearby disease activity. Anderson noted that emerald ash borer has been detected in nearby communities but is not yet close enough to warrant treatment in Valley City. He responded to questions regarding disease trends and ash borer treatment effectiveness.

Approve adding Property at 404 College Street SE, Parcel 63-3380041, to Buyout List for Permanent Flood Protection.

The Commission discussed adding the property to the buyout list. City Administrator Crawford clarified that, as part of the CLOMR mitigation requirements, the City could either purchase one additional home or incur significantly higher mitigation costs elsewhere. The buyout option was determined to be the more cost-effective approach

Motion to approve by Commissioner Gulmon, seconded by Commissioner Magnuson.

Roll Call: Kline – Yes; Gulmon – Yes; Magnuson – Yes; Erickson – Yes; Bishop – Yes. Motion Passed

Approve Permanent Flood Protection Buyout of Property at 401 6th Ave SW Parcel 63-5420654 in the amount of \$69,960.

Motion to approve by Commissioner Magnuson, seconded by Commissioner Erickson.

Roll Call: Erickson – Yes; Kline – Yes; Magnuson – Yes; Gulmon – Yes; Bishop – Yes. Motion Passed

City Administrator’s Report

City Administrator Crawford provided an update regarding letters sent to residents of Waterford Meadows about a potential future street improvement project. The letters were intended for fact-finding only; no decisions have been made, and no assessment district has been created. The discussion clarified that the meeting will help determine resident interest, project limits, and an appropriate timeline, as outlined in the developer agreement. Crawford also reported that an initial walkthrough of the new service center facility was completed with department heads. Remaining work includes interior striping, exterior fencing installation, and final inspections. Although construction is nearing completion, Crawford noted that moving into the building will not occur until outdoor work priorities for the season are finished.

City Updates & Commission Reports

Finance Director Klein announced that the Waterford Meadows meeting is scheduled for Wednesday, October 14th at 5:15 p.m. She noted that auditors from Brady Martz will present a brief overview of the 2025 audit at the upcoming finance meeting later this month. Klein also reported that staff have reviewed upcoming infrastructure projects and will provide that information to the Commission. After October 15th, she and Jennifer will begin scheduling Public Works budget meetings with portfolio holders and relevant staff.

Fire Chief Magnuson reported that the department’s 39 members completed over 1,140 hours of training, with the rescue squad contributing an additional 410 hours. He thanked volunteers, their families, and their employers for their support. Magnuson also noted that the Battle of the Badges Blood Drive is underway and encouraged community participation.

City Engineer Petersen reported that milling for Paving District 133 is progressing and expected to finish by the end of the week. The Viking Drive Bridge water main relocation will begin next week, with a road closure expected for about one to one-and-a-half weeks starting October 12th. He also noted that the DOT, County, and City completed a mill and overlay on the Loves access road as a temporary improvement.

City Engineer Eslinger provided an update on the Water Tower Project. For Contract 1, welding work is continuing, which will progress over the next several months as tower components are assembled. Under Contract 2, Swanberg Construction has replaced pressure-reducing valves and is completing waterline tie-ins, with project completion expected October 23rd. Contract 3, Highline Electric, will perform most of its work later in the project, primarily during winter and spring of 2027.

Commissioner Erickson reminded residents to contact Public Works directly with any street or water concerns. He noted that social media is not monitored closely, and calling Public Works is the best way to receive a timely response.

Commissioner Gulmon gave update on sales, food & Beverage, and Occupancy Taxes.

Adjourn

Meeting adjourned at 5:28pm

Valley City Special Commission Proceedings

Valley City, North Dakota

October 08, 2026

President Bishop called the meeting to order at 9:00am.

Members Present: President Bishop, Commissioner Gulmon, Commissioner Magnuson, Finance Director Klein

Pledge of Allegiance

New Business

Approve Local Permit for TLChildcare - Raffle

Motion to approve by Commissioner Gulmon, seconded by Commissioner Magnuson.

Roll Call: Gulmon-Yes; Magnuson-Yes; Bishop-Yes Motion Passed

Adjourn

Meeting adjourned at 9:01am

RESOLUTION NO. 2543

A RESOLUTION APPROVING AND DECLARING CERTAIN CITY-OWNED PROPERTIES AS NATIVE GRASS, WILDFLOWER, AND NATURAL-GROWTH AREAS

WHEREAS, Section 12-05-04 of the Valley City Municipal Code provides an exception to the City's weed and grass height maintenance requirements, stating that "[t]his ordinance does not apply to any lot, place, or area within the city approved by the city for planting of native grasses, wildflowers, or other natural growths"; and

WHEREAS, Section 12-05-04 vests the City with authority to approve lots, places, or areas within the City for the planting of native grasses, wildflowers, or other natural growths; and

WHEREAS, the Board of City Commissioners finds that designating the properties identified herein as approved native areas promotes ecological, stormwater-management, pollinator-habitat, employee-safety and/or cost-saving objectives and serves the public interest; and

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF VALLEY CITY, NORTH DAKOTA:

The following properties are approved by the City for the planting or maintenance of native grasses, wildflowers, or other natural growths:

No.	Property Address	Parcel / Legal Description
1	902 10TH ST SE	63-2390235
2	165 14TH ST NW	63-0830017
3	164 SECARSE DR	63-4530274
4	915 9TH AVE NW	63-6130200
5	165 14TH ST SW	63-0880017
6	2036 20TH AVE SW	63-0880216
7	2420 ELM ST SW	63-0430003
8	552 COLLEGE ST SE	63-4000476
9	578 COLLEGE ST SE	63-4000458
10	294 11TH AVE SE	63-6040369

No.	Property Address	Parcel / Legal Description
11	271 12TH AVE SE	63-1160013
12	437 12TH AVE SE	63-5010024
13	294 11TH AVE SE	63-6040369
14	259 10TH AVE SE	63-4000836
15	244 12TH AVE SE	63-1150120
16	635 RIVERVIEW DR SW	63-3021087
17	282 11TH AVE SE	63-6040378
18	270 11TH AVE SE	63-6040393
19	252 11TH AVE SE	63-6040405
20	1147 3RD AVE NW	63-2660168
21	1201 FOUR BOTTLE DR NW	63-2350300
22	1415 FOUR BOTTLE DR NW	63-2350500
23	420 10TH ST NW	63-4530275
24	406 10TH ST NW	63-4530276

Each property approved and declared herein is exempt from the weed and grass height maintenance requirements of the City Code to the extent provided by Section 12-05-04, for so long as the property remains an approved native area under this Resolution; however, the Public Works Department shall use reasonable methods to control noxious weeds and other unhealthful matter, as identified by the State of North Dakota.

Passed, adopted and approved this 20th day of October, 2026.

Michael Bishop, President
Board of City Commissioners

ATTEST:

Brenda Klein, Finance Director

Sept 2026 Expenditures

Monthly Expenditures:	\$4,185,612
<i>Includes:</i>	
VCBC Development Corp	\$16,498
City Infrastructure Projects	\$283,980
PFP Engineering & Buyout	\$197,286
PW Capital Projects	\$2,110,971
Debt Service	\$348,586
MRES-Purchased Power	\$313,429
Payroll & Benefits	\$483,837
VC Park District	\$29,822
<i>Subtotal:</i>	\$3,784,409
Balance for operations	\$401,203

CHANGE ORDER NO.: 1

Owner: City of Valley City, ND
Engineer: Moore Engineering, Inc.
Contractor: Maguire Iron
Project: New Water Tower and Pressure Zone Modifications
Contract Name: Northwest Area Water System Improvements
Date Issued: October 5, 2026
Owner's Project No.: N/A
Engineer's Project No.: 24611
Contractor's Project No.:
Effective Date of Change Order: October 5, 2026

The Contract is modified as follows upon execution of this Change Order:

Description:

Costs for testing provided by AET surpassed allowance of \$15,000. Increase testing allowance amount to reflect actual costs of testing, per specification section 012000.

Attachments:

AET invoices

Change in Contract Price		Change in Contract Times	
Original Contract Price:		Original Contract Times:	
\$ 2,914,000.00		Substantial Completion:	July 30, 2027
		Ready for final payment:	August 20, 2027
Increase from previously approved Change Orders No. 1 to No.:		Increase from previously approved Change Orders No.1 to No.:	
\$ 0.00		Substantial Completion:	N/A
		Ready for final payment:	N/A
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 2,914,000.00		Substantial Completion:	July 30, 2027
		Ready for final payment:	August 20, 2027
Increase this Change Order:		Increase this Change Order:	
\$ 1,949.00		Substantial Completion:	N/A
		Ready for final payment:	N/A
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 2,915,949.00		Substantial Completion:	July 30, 2027
		Ready for final payment:	August 20, 2027

Recommended by Engineer (if required)

By: Robert E. Allen

Title: Project Engineer

Date: October 6, 2026

Authorized by Owner

By: _____

Title: _____

Date: _____

Accepted by Contractor

Nathan Esser

Project Manager

October 6, 2026

Approved by Funding Agency (if applicable)

CHANGE ORDER NO.: 1

Owner: City of Valley City, ND
Engineer: Moore Engineering, Inc.
Contractor: Hi-Line Electric
Project: New Water Tower and Pressure Zone Modifications
Contract Name: Northwest Area Water System Improvements – Contract 3
Date Issued: October 5, 2026
Owner's Project No.: N/A
Engineer's Project No.: 24611
Contractor's Project No.:
Effective Date of Change Order: October 5, 2026

The Contract is modified as follows upon execution of this Change Order:

Description:

Installation of conduits at water tower foundation to conform with water tower plans.

Attachments:**Contractor's breakdown of material & labor cost**

Change in Contract Price		Change in Contract Times	
Original Contract Price:		Original Contract Times:	
\$ 176,901.00		Substantial Completion:	July 30, 2027
		Ready for final payment:	August 20, 2027
Increase from previously approved Change Orders No. 1 to No.:		Increase from previously approved Change Orders No.1 to No.:	
\$ N/A		Substantial Completion:	N/A
		Ready for final payment:	N/A
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 176,901.00		Substantial Completion:	July 30, 2027
		Ready for final payment:	August 20, 2027
Increase this Change Order:		Increase this Change Order:	
\$ 2,407.99		Substantial Completion:	N/A
		Ready for final payment:	N/A
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 179,308.99		Substantial Completion:	July 30, 2027
		Ready for final payment:	August 20, 2027

Recommended by Engineer (if required)
By: Robert E. Allen
Title: Project Engineer
Date: October 5, 2026

Accepted by Contractor
Chad Zann
President
10-5-2026

Authorized by Owner
By: _____
Title: _____
Date: _____

Approved by Funding Agency (if applicable)



143 10th St SW ★ PO Box 8
Valley City, ND 58072-0081

Electrical Contractor: Commercial, Farmstead, Residential
Chad Zaun, Owner

Moore Engineering
12600 W. Colfax Ave. Ste. A-500
Lakewood, CO 80215
Attn: Rob Allen

9/22/2026

**Re: Change Order E-1 – Northwest Area Water System Improvements
New Water Tower and Pressure Zone Modifications**

- Installation of conduits through sleeves per plan D-501
- Qty. (2) 4"
- Qty. (1) 2 ½"
- Qty. (3) 1 ¼"

Materials included in change order

- (30FT) 1 ¼" PVC
- (10FT) 2 ½" PVC
- (20FT) 4" PVC
- (3) 1 ¼" PVC 90
- (2) 4" PVC 90
- (6) 1 ¼" PVC COUPLINGS
- (2) 2 ½" PVC COUPLINGS
- (4) 4" PVC COUPLINGS
- (1) QT. JUG PVC GLUE
- (1) ROLL OF DUCT TAPE
- (20FT) REBAR

Material Cost: 521.56

Labor Cost: 1,800.00

Additional for Wiring Certification: \$86.43

-Material and labor included

Total Change Order #1: \$2,407.99

Added to Original Contract

P: 701-845-0731
info@hi-lineelectric.com ★ hi-lineelectric.com