

CITY COMMISSION FINANCE MEETING VALLEY CITY, NORTH DAKOTA

Tuesday, May 20, 2025
2:30 PM

Called to Order

President Carlsrud called the meeting to order at 2:30 PM.

Roll Call

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

Other present: City Administrator Crawford, City Attorney Martineck, Finance Director Klein, Chief Horner, Administrative Assistant Hintz

Agenda Items

Review Monthly Bills/Reports. Finance Director Klein reviewed the monthly bills and reports.

Discuss Camera Grant. City Administrator Crawford shared with the Commissioners that the original Grant for the Cameras did not cover all of the expenses but there are funds from other Grants that will.

Discuss an Ordinance allowing Chickens in City Limits. President Carlsrud shared that a number of Citizens have reached out and inquired about raising chickens. The Commissioners have asked City Attorney Martineck to look into what neighboring Cities allow and draft an ordinance for the June 17th meeting.

Review City Mobile Home Park Regulations. City Attorney Martineck will draft an Ordinance about the age, model types, as well as installation allowed and where they are allowed in the City.

Discuss 2025 General Fund Budget Amendment for Transportation Plan. The Commissioners agreed to move forward with this plan.

Discuss Administrative Approval for Changes to Applications on Liquor Licenses. The Commission agreed that notification for these changes is appropriate and Commission approval is not needed.

Review Gaming Site Authorization Regulations. City Attorney Martineck will draft an ordinance for Site Authorizations requiring the Gaming Operator to have ties to Valley City.

Discuss New Renaissance Zone Island. Discussion was had on the Renaissance Zone Authority Board moving forward with a new Island. This will allow more locations for the building of new homes that will qualify for the Renaissance Zone Tax Credits.

Discuss Possible Sale of Lot 3, Block 2, Bjornson Heights Parcel. City Administrator Crawford shared that there is interest in purchasing this piece of property to use for recreation. The Commissioners tabled the discussion until it is determined how much of the property is needed and the planned use of the property. There are concerns for the hill side and road below.

Department Reports

Department Spotlight – Police Department

Sanitation Department Supervisor Swart explained the process for picking up the garbage during Cleanup Week. Three different trucks loading different materials go around and collect the trash.

Residents are still able to haul their items to the Transfer Station on May 31st at no cost. June 9th – 13th is Electronic Cleanup Week. During that week, you may take your used Electronics to the Transfer Station and dispose of them for just \$.75 /lb.

Water Department Water Supervisor Hesch explained that they are using surface water currently and not the aquifer.

Electrical Department Electrical Superintendent Senf had 1 outage caused by a squirrel since last meeting and that his Team is busy working on projects.

Fire Department Fire Chief Magnuson reported calls were back up for the month. They have also been busy removing signs around town and issuing notices for blighted or dangerous properties.

Police Department Police Chief Horner shared the calls that his Team has had over the last month. They have been busy with Compliance Checks; Peer Support and Community projects and events. They will be swearing in new Police Officer Chaise Johnson today.

Street Department Operations Supervisor Klemisch's Team has been busy completing the hydrant flushing around town. Cleanup week was very busy and they plan to pick up sticks & branches the 29th and 30th.

Finance Director Klein informed the Commission that she will be mailing out the budget schedule for July. The Auditors will be coming next week. The City is very happy with the bond rates that it received.

City Attorney Martineck shared the current job openings for the City; An accountant, a Public Works 1 and a Public Works 2. The Executive Assistant position has been filled.

City Administer Crawford shared that the Employees at Public Works & City Hall have been busy switching desk/office locations. The west door will become locked full time. The North door will become the main entrance. The plan is to have this completed in June. They have been working on Phase 4 – Flood updates, Final information should be coming next week. Bids in July and the process should be completed in 2026. Water tower update: State Water Commission request is ready to go, waiting on the State for the Emergency request. The Water Tower Plan Site is done as well as the Environmental Review. Looking to this fall for a bid date. Completed the base in 2026 and the tower in 2027. Finished the Connie Courtney PFP Buyout. Per confirmation from the State, Valley City can have 2 Islands in their Renaissance Zone Blocks. We will be holding a Public Hearing during the June 17th Commission Meeting. Prior to the meeting. Letters will be mailed to the landowners.

President Carlsrud asked the Engineers to take note of the bid requirements and dates with the changes that were made.

Adjourn

The meeting was adjourned at 4:37PM.