

# CITY OF PORTLAND COUNCIL MINUTES

## Monday August 14, 2017

The Portland City Council met in regular session on Monday August 14, 2017 at 6:00 pm in the Memorial Hall Building. The meeting was called to order by Mayor Sven Mickels. Also present were Aldermen Ed Lenaburg, JoAnna Nielson, Heather Hutchins and Public Works Director Ben Basol. Absent was Alderman Jerod Basol.

City Attorney Cassie Tostenson and Jenna Polejewski from Brudvik Law were in attendance. Motion Hutchins, second Nielson to approve resolution for Heskin Meadows, on roll, all aye, motion carried. Also presented was the new change in special event permits and the impact of NDCC 5-02-01.1, in regards to the special rules for when persons under the age of 21 may attend a special event.

Minutes for the July 10, 2017 regular meeting were presented. Motion Hutchins, second Lenaburg to approve minutes, all aye, motion carried.

Mail reviewed. Motion Nielson, second Lenaburg to prepay with Farmers Union Oil Co for propane based on last year usage, on roll, all aye, motion carried. Motion Hutchins, second Nielson to authorize city auditor to attend MFOA meeting on 9/28 in Fargo, on roll, all aye, motion carried. Letter to be sent to property owner with a completion date of 9/1/17 to do all maintenance and repairs to property on Bennett Avenue or the City of Portland with do the repairs and maintenance and send a bill to the resident.

Permits: Motion Hutchins, second Lenaburg to approve building permit for egress window on Broadway Avenue, all aye, motion carried.

The following bills were presented:

SALARIES	\$5,228.79
Aflac	\$314.08
American Funds	\$173.38
American Funds	\$235.70
MSU	\$1,777.90
Park District	\$1,317.53
IRS	\$1,642.38
Traill Rural Water	\$1,309.80
Barbara Rygg	\$49.00
Ben Basol	\$557.31
City of Mayville	\$1,600.00
Countryside Creations	\$59.71
Crane Johnson	
Lumber	\$66.18
Dakota Supply Group	\$3,488.73
Office of Treasurer	\$2,809.33
phd Pros	\$1,737.50
Postmaster	\$102.00

Quill	\$74.88
Reynolds United	\$58.38
Traill County Tribune	\$258.00
Traill Rural Water	\$13,234.60
Tri-State Paving	\$6,900.00
Xcel	\$810.04
City of Fargo	\$14.00
Dakota Supply Group	\$4,668.22
Midco	\$142.49
ND One Call	\$4.00
Waste Management	\$3,611.29
Dakota Supply Group	\$260.12
Xcel	\$1,043.62
AE2S	\$753.78
Ben Basol	\$273.19
Total	\$54,575.93

Motion Nielson, second Lenaburg to pay bills as presented, on roll, all aye, motion carried.

Financial reports presented. Motion Nielson, second Hutchins to approve two (2) fund transfers to balance general fund, on roll, all aye, motion carried. Motion Nielson, second Lenaburg to approve financial report as presented, all aye, motion carried.

**Department Head Reports:** **Police** – Ed Lenaburg: no report. **Streets** – Jerod Basol: Gravel has been requested for the alley around 716 Madison. Motion Nielson, second Hutchins to approve \$400.00 to remove a tree on Sibley Avenue, on roll, all aye, motion carried. **Water** – Heather Hutchins: Overdue bills discussed. Four (4) accounts scheduled to be turned off on Monday August 21, 2017 for non-payment. Letter to be sent to overdue accounts stating that the balance of these accounts must be **paid in full** to prevent water from being shut off. A \$100 turn on fee must be paid before water service will be restored. Failure to pay the fee and turn water on without the city approval will result in theft of services charges being filed by the City of Portland through the Traill County Sheriff’s office. All accounts for Traill County Housing to be mailed to Traill County Housing in Hillsboro with a copy of the bills sent to the Fargo office, and not to individual customers. Motion Hutchins, second Lenaburg to approve \$800 to replace a curb stop on Broadway Avenue, on roll, all aye, motion carried. **Buildings/Grounds/Equipment** – JoAnna Nielson: Clarification requested on addresses on Madison Avenue. City to contact 911 coordinator to verify. **Director of Public Works** - Ben Basol: Drain by elevator and SRS discussed. Motion Hutchins, second Lenaburg to approve \$400.00 for the purchase of a new chain saw, on roll, all aye, motion carried. Ben to get quotes on the possible purchase of a new street sander for the city.

Preliminary 2018 budget reviewed.

Water rates for the City of Portland were discussed. Report to be done for the next council meeting on 9/11/17 with rate and \$/gallon charge options.

Motion Hutchins, second Nielson to approve Mayor Sven Mickels to attend annual NDLC conference, on roll, all aye, motion carried.

No further business, meeting adjourned.

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Nadine Rygg, Auditor

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Sven Mickels, Mayor