

# CITY OF PORTLAND COUNCIL MINUTES

## Monday August 10, 2015

The Portland City Council met in regular session on Monday August 10, 2015 in the Memorial Hall Building. The meeting was called to order by President Heather Hutchins. Also present were Aldermen JoAnna Nielson, Josh Braaten, Ed Lenaburg and Public Works Director Ben Basol. Mayor Sven Mickels joined the meeting in progress.

Sheriff Deputy Brian Erovick was in attendance. Possible uniform city ordinances for ATV's and golf carts was discussed.

Justin Hall from Moore Engineering to discuss the finalization of the 2014 Street Improvement project. Motion Hutchins, second Nielson to approve change order #4 for the street improvement project, on roll, all aye, motion carried. Motion Nielson, second Hutchins to approve final payment of \$268,016.00 to Knife River Materials and \$25,173.90 to Moore Engineering, on roll, all aye, motion carried.

Minutes for the July 13, 2015 regular meeting were presented. Motion Braaten, second Nielson to approve meeting minutes, all aye, motion carried.

Mail reviewed. Motion Braaten, second Lenaburg to prepay for propane for 2015-2016 at \$0.99 for \$4950.00, on roll, all aye, motion carried. Reviewed a complaint regarding a property on Parke Ave. Letter to be sent to the property owner giving 30 days to correct conditions or the City of Portland will invoice for work done to correct the situation.

Permits: Motion Nielson, second Braaten to approve a building permit for MayPort Insurance to install windows and new siding on current building, all aye, motion carried. Motion Hutchins, second Braaten to approve building permit for a fence to be installed at the MayPort Office Square for the MSU child care facility, all aye, motion carried. Motion Braaten, second Hutchins to waive building permit fee for MSU child care, on roll, all aye, motion carried.

The following bills were presented:

SALARIES	\$4,243.48
American Funds	\$143.45
American Funds	\$242.68
Aflac	\$314.08
Jacob Reynolds	\$270.00
MSU	\$2,058.37
IRS	\$1,301.42
Portland Park District	\$2,088.49
BND	\$25,738.45
Ben Basol	\$473.87
City of Fargo	\$28.00
City of Mayville	\$1,600.00
Karen Nelson	\$35.00

Office of Treasurer	\$4,498.00
Postmaster	\$154.00
Ralph's Sharp Shop	\$127.47
Traill County Tribune	\$115.20
Traill Rural Water District	\$1,322.75
Viking Media	\$50.00
Xcel Energy	\$708.28
H E Everson	\$100.75
Maintenance Engineering	\$142.10
MayPort Hardware Hank	\$149.21
Traill Rural Water District	\$4,916.60
Grand Forks Fire Equip	\$73.05
North Dakota One Call	\$7.70
TeamLab	\$2,369.00
Ben Basol	\$344.81
Jacob Reynolds	\$210.00
Jaxon Hoffmeyer	\$60.00
Midcontinent Communications	\$143.71
Waste Management	\$3,464.48
Interstate Billing	\$1,122.09
Xcel Energy	\$1,048.19
Farmers Union Oil	\$4,950.00
<b>Total</b>	<b>\$64,614.68</b>

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

Financial reports presented. Motion Nielson, second Braaten to move \$3500.00 from city revenue share account to cover overage in city attorney expense account, all aye, motion carried. Motion Braaten, second Hutchins to approve financial reports as presented, all aye, motion carried.

**Department Head Reports:** **Police** – Ed Lenaburg: no additional report. **Streets** – Heather Hutchins: no report. **Water** – Josh Braaten: Over due bills discussed. Seven (7) accounts scheduled to be turned off on Monday August 17, 2015 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. **Buildings/Grounds/Equipment** – JoAnna Nielson: no report. **Director of Public Works:** There are approximately 40-60 new meters left to be installed at the present time. Motion Braaten, second Hutchins to approve \$200.00 for Ben to attend the annual water conference in October, on roll, all aye, motion carried.

City of Portland preliminary 2016 budget reviewed. Motion Hutchins, second Braaten to accept 2016 preliminary budget, all aye, motion carried.

Fund raiser for Norseman Hall on Sunday August 16<sup>th</sup> discussed.

No further business, meeting adjourned.

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Nadine Rygg, Auditor

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Sven Mickels, Mayor