

# CITY OF PORTLAND COUNCIL MINUTES

## Monday July 11, 2016

The Portland City Council met in regular session on Monday July 11, 2016 at 6:00pm in the Memorial Hall Building. The meeting was called to order by Mayor Sven Mickels. Also present were Aldermen JoAnna Nielson, Heather Hutchins, Jerod Basol, Ed Lenaburg and Public Works Director Ben Basol.

Motion Nielson, second Lenaburg to accept election results, on roll, all aye, motion carried.  
Installation of new elected officials. Alderman area of responsibilities assigned as follows:  
Hutchins - water, Lenaburg - police, Basol - streets, Nielson - buildings, grounds & equipment.

Motion Hutchins, second Lenaburg to approve building permit for a 32x38 garage on Broadway Ave, that will extend 12 feet into the City of Portland road easement, all aye, motion carried.  
Motion Lenaburg, second Nielson to sell 12 x 140 street easement to resident for \$50.00, on roll, all aye, motion carried

Minutes for the June 13, 2016 regular meeting. Motion Hutchins, second Lenaburg to approve meeting minutes as presented, all aye, motion carried.

Sheriff Steve Hunt in attendance. Sheriff Hunt informed the City of Portland regarding the 2 new patrol cars about to be received, reviewed the new invoicing procedure for policing services. City inquired if contract needed to be updated with this change and the determination was that that was not needed at this time.

Mail reviewed. Motion Hutchins, second Nielson to cover expenses for Public Works Director Ben Basol to attend a regional water/sewer seminar, on roll, all aye, motion carried.

The following bills were presented:

SALARIES	\$ 4,373.99
Aflac	\$ 314.08
American Funds	\$ 242.68
American Funds	\$ 143.45
MSU	\$ 3,494.38
IRS	\$ 1,374.26
Barbara Rygg	\$ 50.00
Ben Basol	\$ 489.37
City of Fargo	\$ 14.00
City of Mayville	\$ 1,600.00
H E Everson	\$ 154.87
Jeff's Electric	\$ 95.00
Job Service ND	\$ 41.41
MayPort Hardware Hank	\$ 18.56
ND Dept of Health	\$ 10.00

ND Office of State Tax Comm	\$ 114.36
ND Sewage Pump & Lift Station	\$ 3,500.00
Ohnstad Twichell PC	\$ 290.00
Postmaster	\$ 149.00
S & P Capitol	\$ 119.00
Traill County Tribune	\$ 522.00
Traill Rural Water District	\$ 6,035.81
Xcel Energy	\$ 650.11
Jacob Reynolds	\$ 310.00
Metropolitan Compounds	\$ 306.50
NAPA Auto Parts	\$ 11.69
Office of Treasurer	\$ 4,198.22
ND One Call	\$ 7.00
Reynolds United	\$ 1,397.23
Waste Management	\$ 3,464.48
Traill Rural Water District	\$ 1,309.80
ND Insurance Department	\$ 424.75
Ben Basol	\$ 94.76
Midco	\$ 145.68
Team Lab	\$ 2,197.50
Total	\$ 37,663.94

Alderman Basol inquired as to the monthly payment for the wellness center and when that will be completed. Auditor to present contact information at the next meeting. Motion Lenaburg, second Hutchins to pay bills as presented, on roll, all aye, motion carried.

Financial reports presented. Motion Hutchins, second Basol to move \$14,000 from general fund account to water account, all aye, motion carried. Motion Hutchins second Lenaburg to approve financial report, all aye, motion carried.

**Department Head Reports:** **Police** - Ed Lenaburg: no additional report. **Streets** - Jerod Basol: no report. **Water** - Heather Hutchins: Overdue bills discussed. Six (6) accounts scheduled to be turned off on Monday July 18, 2016 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. Public Works director presented the last water tower inspection report informing the City of Portland that the next service would require touch epoxy work for \$3500.00 and plan safety and sanitation upgrades to comply with standards for \$25,000.00. Motion Hutchins, second Lenaburg to approve water tower epoxy work for \$3500.00, on roll, all aye, motion carried. Public Works Director to contact Maquire Iron and get details on listed upgrades and soon these upgrades need to occur. Motion Hutchins, second Lenaburg to approve install expense of \$450.00 and annual service of \$50/year expense for a water alarm cell phone system for the lift station, on roll, all aye, motion carried. **Buildings/Grounds/Equipment** - JoAnna Nielson: Housing numbers on Jahr Avenue corrected. **Director of Public Works:**

Motion Nielson, second Lenaburg for \$175.00 for a keyless entry for the shop door, on roll, all aye, motion carried. Motion Hutchins, second Basol for Ben Basol to attend annual conference August 2-4 in Bismarck, on roll, all aye, motion carried.

Council reviewed contract with the city attorney and this contract will remain the same.

No further business, meeting adjourned.

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Nadine Rygg, Auditor

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Sven Mickels, Mayor